

# Sevierville Intermediate School

## Student/Parent Handbook 2009-2010

### Sevierville Intermediate School

416 High Street  
Sevierville, Tennessee 37862  
865-428-8925  
Fax: 428-7846  
Website: [www.sis.sevier.org](http://www.sis.sevier.org)

Principal: Dr. Terri Dodge  
Vice Principal: Cindi Loveday

School Mascot: Cubs  
School Colors: Purple, Black, & White  
**"Building a Better Tomorrow"**

***This agenda belongs to:***

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/TOWN \_\_\_\_\_ Zip Code \_\_\_\_\_  
PHONE \_\_\_\_\_  
STUDENT NO. \_\_\_\_\_



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Printed on recycled paper



## **Welcome from the Administration**

Welcome to Sevierville Intermediate School. We are proud that you have chosen to attend our school, and we pledge to the best of our ability to provide a positive atmosphere and a meaningful learning experience for all our students. We encourage all parents to work with us to ensure that the best education possible may be attained for all students. Children are our number one priority, and we exist to serve their interests. Please do not hesitate to call or come by the school's office if we can be of assistance. We are looking forward to working with you and your child.

## **Mission & Beliefs**

The mission of Sevierville Intermediate School is to provide opportunities for our students to become active problem solvers, achieve academic success, and acquire skills necessary to become independent and responsible citizens. We, in partnership with parents and the community, will encourage each child to achieve excellence in education. Sevierville Intermediate School will foster literacy, intellectual curiosity, critical thinking, and academic excellence in students while inspiring each child to achieve his or her highest potential. In order to achieve our vision of the learning process:

- Students will actively participate in their learning by thinking critically and pursuing academic excellence;
- Parents will encourage, support, and be actively involved in their child's education;
- Teachers will create a culture of continuous learning by encouraging, challenging, and engaging each child;
- Sevierville Intermediate School will collaborate with the community to ensure involvement and create a shared responsibility for student success.

**The Sevierville Intermediate School motto is "Building a Better Tomorrow".**

## **Title I**

Sevierville Intermediate School is a school-wide **Title I** School. **Title I** schools must comply with the qualifications of teachers and paraprofessionals as outlined in NCLB. Parents of students in the **Title I** Schools may request information about the qualifications of teachers and paraprofessionals that instruct their children. Parents of students in **Title I** schools will receive notification if Sevier County employs a teacher for four or more consecutive weeks that does not meet the highly qualified requirement. Our teachers are all highly qualified by the State of Tennessee. By participating in the **Title I** program, our school is provided with extra materials and teaching staff to ensure we meet the needs of your child. Federal funds are used to implement staff development programs that keep our teachers current in new ideas for teaching. We are provided materials and equipment to upgrade our school equipment and instructional materials. Each year our school develops an improvement plan to make our school the best it can be. Parents have the opportunity to participate in planning, reviewing of goals and suggesting improvements to our school program. You also have the right to be informed of your student's progress while attending S. I.S. We encourage your involvement in our school and hope to see you at each of the PTO programs where **Title I** information will be provided for you. NCLB requires our school to furnish information on the level of achievement of the parent's child in each of the state academic assessments.

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 grievances should be directed to Larry Stott, Title VI Coordinator; or Mike Helton, Title IX Coordinator; at 226 Cedar Street in Sevierville, Tennessee 37862.

Report sexual, racial, ethnic, and/or religious harassment to Dr. Terri Dodge or Cindi Loveday.

## **Communication**

### **Website**

The **SIS website** is accessible from any computer that has Internet capability. Parents and students can obtain a wide variety of information concerning SIS at <http://www.sis@sevier.org>. A Sevier County Board of Education website is available at <http://www.sevier.org>. The website features a copy of the Sevier County Board of Education Policy Manual as well as other meaningful school related information. A link is available from the website to our school's website.

### **SIS PTO**

Sevierville Intermediate School is dedicated to working with all stakeholders to provide an outstanding academic program for our students. We encourage parental involvement, both as individuals and as groups, to act as advisors and resource people. PTO meetings occur the first Wednesday of each month at 8:15am. We welcome your input and hope to see you there.

### **Parent Conferences**

Parents are welcomed and encouraged to come and speak with the teachers. Regular conferences are scheduled during each grading period. Additional conferences may be scheduled with your child's teacher ahead of time. Personal contacts in the form of phone calls, emails, and personal notes as well as progress reports and grade cards will be utilized to keep parents informed of academic and social progress.

### **Visitation**

All visitors are required to check in at the school office. Please sign the visitor's sheet in the office as you enter the school. A visitor's pass must be worn on an outside article of clothing at all times. These procedures are for appropriate security for your child while attending Sevierville Intermediate. Conferences with teachers and administration should be scheduled in advance.

### **Telephone Use**

Students must have permission from the teacher before they use the telephone. The office phones may be used for emergencies only. **Students should not bring cellular phones to school.**

## **Compact**

You have been asked to complete a parent compact with the school. Please complete the form and discuss with your child.

## **Severe Weather Closings**

Announcements by the Director of Schools Jack Parton concerning closing of schools in Sevier County will be made on local radio and television stations as well as the school system's website (<http://www.sevier.org>). In the event of an emergency or abrupt closing, the Parent Link messaging service will be utilized. When the primary phone number for a student changes, the primary parent or guardian should contact school officials and request that the child's phone numbers be updated on all enrollment information as well as in the ParentLink system.

## **Changes in Transportation**

If your child is to leave school in any way that is different from the usual means, the teacher should be notified in writing. This includes changes in buses, someone different picking the child up, and going home with someone after school. The school will not allow anyone other than those listed on the emergency cards to check your child out of school unless notified in writing.

## **Early Dismissal from School**

No students may wait in front of the building for parents. Early dismissal will be granted for the same reasons available for legally approved absences. Parents must sign in when checking out a child from the office. We encourage you to schedule your appointments with doctors or dentists after school hours. Students who leave school between 2:15 P.M. and afternoon dismissal will be required to bring a doctor's excuse to school the following day in order for class work missed to be excused and daily work made up. Parents and students should have a plan for early dismissal from school due to weather conditions.

## **Moving**

Let us know where you are moving and when you plan to move. Please inform the teacher so that your child's school records will follow promptly. A withdrawal form must be completed in the office prior to moving. Any change in address should be reported to the office at once. We need to know where to reach parents at all times.

## **Emergency Plans**

In order to adequately provide for every child when school dismisses early, it is absolutely essential that a plan of action be on file in your child's classroom. Directions regarding any changes in daily routine should be included. A plan for every child to call home is difficult at best and is not feasible. Calling home or work also ties up the phone lines and prevents parents from being able to contact the school. Advance planning will make these situations less problematic for everyone.

## **FERPA**

Our school complies with both Title VI Civil Rights Act of 1964, “no person shall on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity from which the school receives Federal financial assistance” and the Family Educational Rights and Privacy Act of 1974. FERPA requires that the Sevier County School System with certain exceptions, obtain the written consent of parents prior to disclosure of personally identifiable information from a child’s educational records. Parents should be encouraged to carefully review the FERPA notice which is distributed for parent signature at each school annually. The notice specifically deals with the access of military recruiters.

## **Attendance**

### **Attendance & Promptness**

School attendance is an important factor in establishing a good academic record. There is no substitute for actual class participation in discussion and work. The student may be excused for his/her absence from class but may not be excused from the material covered. It is a student’s responsibility to make up work in all subject areas covered during the absence. For unexcused absences, the student will receive a zero for the daily work missed, but will be allowed to make up tests missed.

These criteria must be in place for an event to be excused. If events do not fall under these criteria then the event will be unexcused (Personal Illness, Illness of Immediate Family, Family Death, Extreme Weather, Religious Observance, School Bus Failure, Reasons Deemed by the Principal).

If illnesses become extended (more than four days), a medical note must be presented for the absences to be excused. The school will accept four parent notes per semester if the parent notes address one of the above items listed. The fifth and future occurring absences will require a medical statement in order to be excused. Any student having five or more unexcused absences will be considered for truancy actions.

### **Family Vacations**

The principal may approve a total of five days for a family vacation. The request must be prior to the vacation and in writing. Please do not request a vacation during TCAP testing week.

## **Health Issues**

### **Emergency Medical Cards**

Each pupil is required to have an emergency medical form on file in the school office. It is the responsibility of the student and the parent or guardian to keep the information on the card up to date.

The card lists information vital for the care of the student in case of a medical emergency at school. Please be sure your child’s card is completed accurately and filed immediately with the school. Student cards must include valid phone numbers at all times. Notify the school immediately if there are changes in the phone numbers of the parents at work, the name of physician, student’s medical information, or other information listed on the card.

## **Telemedicine**

Telemedicine is a way to connect your child to medical providers while your child stays at school. The telemedicine connection is a secure, two-way video link with your child and the school nurse on one end, and a medical provider on the other. During a telemedicine visit, your child can be screened, examined, diagnosed, treated, and monitored. Special equipment gives the provider the ability to examine your child's ears, eyes, nose, throat, lungs, skin, etc.

### **How are the services paid for?**

For students with TennCare or CoverKids insurance coverage, Cherokee Health Systems will submit claims to the insurance company (standard co-pays will apply). For students without insurance, services will be provided for \$5.00 per visit, with a minimal charge for lab services. Although Cherokee Health Systems is a provider for other insurances, it is recommended that you contact your insurance company to see if Cherokee Health Systems is a provider on your plan before seeing the nurse practitioner via telemedicine.

## **Medicine Policy**

Any and all medicine (cough drops, aspirin, and prescriptions) must be kept by the teachers in their original container. The parent/guardian must bring and/or pickup the medicine to the teacher as soon as he/she arrives at school. Accompanying the medicine must be a note from the parent(s) giving permission to take the medication and instruction for use.

## **Immunization**

The Tennessee Department of Health has mandated that all students entering kindergarten, fourth, eighth, and twelfth grade during the 2003-2004 school year have proof of immunization that includes two doses of measles, mumps, and rubella (MMR).

## **Head Lice**

We have had fewer cases of head lice because of the good job you do at home. Please continue as parents to check you child's head both morning and afternoon. This is a sure way to see that our school doesn't have many cases of head lice. Any cases detected at school will result in a phone call to the parents asking them to pick up their child and take immediate action to remedy the case. The child should be checked in through the office before returning to the classroom to verify that the situation has been adequately addressed.

Chapter 410 of the Public Acts of 2007- Smoking is not permitted in any form at any time inside any school building. State law prohibits the use of tobacco in any form after regular school hours in any public seating areas including, but not limited to, bleachers for sporting events, concession stands, or public restrooms. Smoking may be permitted in designated areas at outdoor athletic events, but such smoking must be

restricted to a place far enough away from the seating areas, restrooms, and concession stands so that the smoke will not drift back into these areas.

### **Special Note**

**When any visitor enters the school, they must go to the office and acquire a visitor pass. Sevierville Intermediate School is also a smoke free environment so please refrain from smoking on the premises.**

## **Instructional Program**

### **Learning Focus**

The Sevierville Intermediate School faculty follows the State and Sevier County curricula for all subjects. Each subject area's performance indicators have been aligned with The Tennessee State Curriculum framework and National Standards. Our goal is to provide opportunities for our students to become active problem solvers, achieve academic success, acquire skills necessary to become independent and responsible citizens, and achieve their highest potential. All students will receive instruction in mathematics, language arts, science, social studies, physical education, music, art, computer technology, guidance, and library skills.

### **Report Cards & Grading**

Report cards are issued six times a year, after each six weeks-grading period. It is the school's policy that each six weeks students will be allowed to drop their lowest daily grade in a subject. Test grades will not be dropped. If the student's grades are not satisfactory, parents are advised to arrange an appointment with the child's teacher.

### **Grading Scale**

<b>A</b>	<b>93-100</b>	<b>B</b>	<b>85-92</b>	<b>C</b>	<b>73-84</b>	<b>D</b>	<b>70-72</b>
		<b>F</b>	<b>69 or Below</b>				

### **Honor Roll**

Requirements are as follows:

1. The STAR HONOR ROLL requires the student to have all "A's" each six weeks in all subject areas.
2. The HONOR ROLL requires the student to have all "A's" and "B's" each six weeks in all subject areas.
3. The academic grade of a C will disqualify a student from any honor roll.
4. Academic awards will be recognized at the end of each six weeks in guidance classes (CUB PRIDE) and at the end of the year.

**Sevierville Intermediate School  
Chapter of the  
National Junior Beta Club**

1. Students who are in the fifth grade, on the honor roll, and have satisfactory behavior will be eligible for membership in the Sevierville Intermediate School Junior Beta Club. Students must be doing fifth grade level work and be on the honor roll for 1<sup>st</sup> and 2<sup>nd</sup> grading periods before invitation can be made.
2. Students in the fifth grade who, in the opinion of the administration and the faculty of the school, have the worthy character, good mentality, creditable achievements, and commendable attitude are eligible for membership in the SIS Junior Beta Club.
3. Teachers, sponsors, and school administrators will choose new members by the end of the second grading period.
4. Any grade of C on the report card in any class will place a member on probation for one grading period. If any grade of C is still on the report card in any class after the probation period, the student will be dismissed from the SIS Jr. Beta Club. The handwriting grade is the only area that is excluded from the honor roll requirement.
5. Any student who receives N or U in conduct will be placed on probation for one grading period. If improvement is not made during this time, the student will be dismissed from the SIS Jr. Beta Club.
6. Any student, whose behavior leads to being suspended from school, expelled, or placed in in-school suspension, will result in automatically being dropped from membership.
7. Any student who does not participate in this organization's required meetings, projects, and events will be placed on one-month probation. If improvement is not made during this time, the student will be removed from SIS Jr. Beta Club.

**Extra- Curricular Activities and Clubs**

Sevierville Intermediate School offers a variety of special interest activities to encourage student involvement. Such opportunities and clubs include: Student Council, 4-H, Beta Club, Environmental Club, Girls on the Run, 5<sup>th</sup> grade band, Drama Club, music programs, art shows, and special events days.

**Sevierville Intermediate  
Rules and General Suggestions**

1. The school building opens at 7:15 A.M. Adult supervision will begin at 7:15 A.M.
2. Students will go directly to the gym or breakfast when they arrive at school. Should they arrive after 7:55 A.M., they will report to their classroom. Parents are not allowed to escort their son/daughter to the classroom after the first week of school. This is a distraction to the classroom environment.
3. Students will refrain from bringing dangerous and distracting articles to school. This includes guns, knives, lasers, compact disc players, cell phones, and water guns along with other items that could possibly relate to these items. Toys should not be brought to school.
4. Place names on all articles of outer clothing such as coats, hats, gloves, sweaters, raincoats, over shoes etc. Names should also be placed on notebooks, lunch boxes, and personal belongings.

5. This school maintains a Lost and Found Department. Please feel free to investigate if your child loses or misplaces something. Please note that once a month, lost items not accounted for are taken to Goodwill.
6. Should it be necessary for your child to leave school grounds during school hours they must have a note from his/her parents, and check out must be through the office. All visitors must check in and out through the office.
7. Every student is responsible to their teacher at all times and is expected to behave in a respectful manner to all school personnel and fellow students. Clean speech is also expected at all times.
8. Destruction of school property must be paid for by parents of the students responsible and disciplinary actions will be taken.
9. Chewing gum is not permitted.
10. Any students having in his or her possession on school property any lethal or dangerous weapon, non-prescription drug, alcoholic beverage, cigarette, or pyrotechnics (firecracker, powders, explosive ammunition or related material) shall be subject to immediate suspension.
11. Good citizenship means doing assignments, being prepared for class, and exhibiting acceptable behavior.
12. Parents are not allowed to pick up students in the back of the school building. This area is reserved for bus transportation.
13. Parents must call the school by 12:00 P.M. if they wish to find out their child's assignments for the days missed. The teacher will gather the necessary information and books. Parents may pick up the materials in the office between 2:15 and 3:00.
14. No loitering. For the safety and security of our students only those with immediate school business may wait in the office or on school grounds.
15. Video cameras monitor the school building at all hours of the day. The use of cameras are lawful by the Sevier County School System and the State of Tennessee and can be used in a Court of Law if violations occur. Cameras are used in a proactive manner to maintain school safety.
16. Parents wishing to meet with a teacher must schedule a conference. Parents will not be permitted to interrupt class time without an appointment. Thank you for respecting the students, teachers, and the professionalism of the workplace.
17. Students must be picked up no later than 3:30 each day. Dismissal is 3:00.
18. All vacations must be approved by the administration.
19. Skateboards are not to be brought to school.
20. Heelies are not to be worn at school.
21. The school prohibits bullying and sexual harassment.

### **Sevierville Intermediate School Posted Rules**

- 1.** Respect the human dignity and worth of every other individual.
- 2.** Refrain from behaviors which would lead to physical or emotional harm of other individuals. **NO BULLYING!**
- 3.** Abide by the Sevier County School System Dress Code Policy.
- 4.** Respect the authority of all school personnel.
- 5.** Walk in a quiet and orderly manner while in the hallways.

6. Good citizenship means being prepared for class, completing assignments on time, and exhibiting responsible, acceptable behavior.
7. Follow all rules stated in the student planner.

### **Fifth Grade Discipline Plan**

School rules and regulations are based upon Sevier County Schools Code of Student Conduct. This policy is on file in the SIS office. Discipline is the development of character, responsibility, self-control, and consideration for others. All students are expected to conduct themselves in a manner that reflects good citizenship and self-respect. Continued violation of school rules will result in appropriate disciplinary action to include, parent notification, demerits, loss of extra-curricular privileges, in-school suspension at SMS, bus suspension, out of school suspension, or another placement. During the first week of school, fifth grade teachers will review the rules and demerit system.

### **School Building Security**

Parents or other visitors are asked to use the main entrance to the building when coming to school. Please sign the visitor's sheet in the office as you enter the school. A visitor's pass must be worn on an outside article of clothing at all times. These procedures are for appropriate security for your child while attending Sevierville Intermediate. A school resource officer is on duty during the school day and video cameras are installed throughout the building.

**“School Safety and Security Act.” School Discipline Act, TCA 49-6-2008-Parents please be aware of the following laws that relate to visitors on our campus:**

- **Personal searches may be conducted if the principal has a reasonable suspicion that a student or visitor has in his possession drugs, drug paraphernalia, and dangerous weapons.**
- **Vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons.**
- **A student may be subject to physical search because of the results of a locker search, or because of information received from a teacher, staff member, student, or other person, if such action is reasonable to the principal.**
- **FELONY- State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand (\$3,000.00) for carrying weapons onto school property.**
- **No person shall enter onto the grounds or into the buildings of any school during the hours of student instruction, except students assigned to the school, the staff of the school, parents of the students, and other persons with lawful and valid business on the school premises.**
- **Throughout the school year, there may be school sponsored programs and events where photographs or videos may be taken by the media or school district staff. These photographs and/or videos may then be cablecast on the district's educational access channel, or website, thereby making it available to anyone with local cable or internet access. It is the policy of the Sevier**

## **Safe School Choice**

Every public school shall annually notify parents that if their child is the victim of a violent crime at school, the child has the right to attend another grade-appropriate public school in the district.

School personnel are required by state law to watch for signs of child abuse and neglect. They are also required by law to report any information or suspicions to the proper authorities.

## **Dress Code for Students**

Clothing will be appropriate to the season and should be neat, clean, inoffensive, and decent. According to the school board policy:

1. No bare midriffs.
2. No T-shirts with offensive or vulgar messages.
3. No symbols of alcoholic beverages, tobacco, or drugs on clothing.
4. No tank tops or mesh shirts worn as outer garments.
5. No bare feet or shoes with cleats.
6. Hats and/or sunglasses may be worn on specials days deemed by the administration only.
7. No clothing which allows undergarments or inappropriate areas of the body to be visible.
8. No shorts or mini-skirts that are shorter than four inches above the top of the kneecap.
9. No clothing that is purposely frayed, with holes, or hanging below the shoes.
10. Shirts for male and female must be tucked in if hanging below the belt.
11. All clothing must be size appropriate. Belts will need to be worn if pants are sagging.
12. No fake or real tattoos showing.
13. Book bags must be constructed from materials which allow the contents of the bag to be visible.
14. Tattoos whether permanent or temporary will be covered if possible. Visible body piercing jewelry (except for ears) is prohibited.
15. Hair is not to be sprayed or dyed in unnatural colors (such as blue, pink, green, orange, yellow, purple, etc.), spiked or mohawked.

## **Playground Rules**

1. Stay in designated area in sight of the teachers at all times.
2. Act safely on all playground equipment  
*Swings:* Sit in seat correctly, hold on and swing backward and forward. Do not jump out of swings, twist or swing sideways. Do not run in front, back or in between students swinging and only one person per swing.

*Jungle Gym:* This is for climbing only. Do not hang upside down or from the very top. Do not jump off of swing on to the jungle gym.

*Playing Ball:* Do not throw balls at people's head or feet. Watch when running at all times. Persons not playing ball should not cross the playing field for touch football or dodge ball.

3. Keep hands, feet and all other objects to yourself.
4. Throw only balls and frisbees.
5. Stay away from classroom windows; do not throw balls against the wall.
6. Stay off all fences.
7. Show respect at all times with words and actions. Show Good Sportsmanship.

### **Bus Transportation**

Riding a bus is a privilege. All pupils on the bus are under the authority of the bus driver. Students must obey the driver and the bus rules. Failure to do so can result in a child not being permitted to ride the school bus.

Students must get on and off the bus at the same place everyday. In cases of an emergency a student may ride home with another student provided the office has talked with the parents or received a note from the parents and a bus pass has been issued.

**Disciplinary actions will be taken if students break the following rules on the bus and buses are equipped with video cameras to catch any violators:**

- |                                   |                             |
|-----------------------------------|-----------------------------|
| Disorderly conduct or noise       | Use of improper language    |
| Out of seat when bus is in motion | Refusal to obey directions  |
| Eating or drinking on the bus     | Head or arms out of the bus |
| Damage to or defacing the bus     | Scuffling or fighting       |
| Throwing objects out of the bus   |                             |

### **Bus Disciplinary Actions**

1. On the first offense the student will be warned unless circumstances call for more than a warning.
2. On the second offense, the student will be suspended from the transportation for a period of one day.
3. On the third offense, the student will be suspended from transportation for a period of three days.
4. On the fourth offense, the student will be suspended from transportation for a period of five days.
5. On the fifth offense, the student will be suspended from transportation for a period of ten days. The student along with the parent/guardian will also be required to attend a hearing at Central Office in order to distinguish if the student will be able to have their bus privileges re-instated.
6. Permanent dismissal from transportation will result on the sixth offense or following any one offense that poses a threat of personal safety and/or involves the willful destruction of property.

If a student is suspended from transportation it shall be the responsibility of the student's parent/guardian to pick their child up at the close of the normal school day and to deliver their child to school each day.

**Children and Youth In Transition-** 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. The system will follow the requirements outlined in the McKinney-Vento Homeless Education Assistance Act. A copy of the policies related to McKinney-Vento will be available in the school office.

**Sevier County Board of Education Policies-** 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>. The website also features other meaningful school related information.

**Cafeteria Prices**

	Breakfast	Lunch
Students		
K-5	\$1.65	\$1.95
Employees	\$1.85	\$2.75
Visitors	\$2.35	\$3.75

**We have read and discussed the policies and information pertaining to Sevierville Intermediate School and agree to uphold those policies.**

**Student signature**\_\_\_\_\_

**Parent signature**\_\_\_\_\_

