

**Seymour  
Intermediate  
School**

**Handbook  
for  
Parents and Students**

**2007-2008**

**Seymour Intermediate School**  
**212 N. Pitner Road**  
**Seymour, TN 37865**

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[www.syi.sevier.org](http://www.syi.sevier.org)

- Seymour Intermediate School is accredited by the Southern Association of Colleges and Schools and is a “state approved” school as determined by the Tennessee Department of Education.
- 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 grievance forms should be referred to Larry Stott, Title VI Coordinator; or Mike Helton, Title IX Coordinator; at 226 Cedar Street, Sevierville, Tennessee 37862.
- “Parents’ Right to Know” – NCLB requires that all schools notify parents of all children that they have a right to request and receive timely information on the professional qualifications of the teachers and paraprofessionals working with their children.
- The Family Educational Rights and Privacy Act (FERPA), a federal law, 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 education records. The purpose of directory information is to allow the school to include information in certain publications such as honor roll and students’ picture published in the yearbook. Without your signature on this school form, your child will not be included in school publications. This form is distributed for signature annually. (The notice specifically deals with the access of military recruiters for high schools not elementary schools.)
- 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.
- 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.
- Severe Weather Closings – Announcements by the Director of Schools concerning the closing of school in Sevier County will be made on local radio and television stations.
- 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>.

## Faculty/Staff List

## **WELCOME TO SEYMOUR INTERMEDIATE**

The faculty and staff of Seymour Intermediate want to welcome you to a new school year. We look forward to providing a safe and nurturing learning environment for your children. We encourage all parents to work with our staff to ensure the best education possible for your student. Please do not hesitate to call our office if we can be of assistance to you.

## **MISSION STATEMENT**

All parents, community, staff, and faculty will work together to provide a quality education that prepares all children for success in the 21<sup>st</sup> century.

## **VISION STATEMENT**

All parents, community, staff and faculty will work as a whole to ensure continual gains in all students academically, emotionally, and physically in order for them to become lifelong learners and productive citizens.

We believe:

- Every child will continue to grow academically, socially, emotionally, and physically.
- Every child has the ability to learn and be successful.
- Every child is entitled to a safe and comfortable environment.
- The values and rights of all children and adults are respected.
- Honesty and equality are expected from all.
- Creativity is encouraged in all aspects of school life.

## **SCHOOL HOURS**

The school will be open from 7:00-3:30. There are no school personnel to supervise students until 7:00 am. Students must go to the gym and be seated. Breakfast will be served at 7:20. Students are dismissed from the gym at 7:50; classes begin at 8:00. Students will be considered tardy after 8:00. Parents should allow for traffic. Accumulated tardies will become absences. Car riders are released at 2:45. They **must** be picked up by 3:30 pm. Parents of students who are consistently picked up late will be asked to make alternate arrangements. Bus riders will be dismissed at 3:05.

## **CAR RIDERS**

For the **safety** of your children, parents who wish to transport their children to and from school must follow these guidelines:

1. For “drop offs” and/or “pick-ups” use the circle drive in front of the building, or you must park in the lot beside the building and walk with your child to and from the sidewalk. The lane between the building and the parking lot is for buses only. Old tennis court area is only for parking (bus and car). Please do not drop off students in this area. Parents may not drop off or pick up using this lane. Under no circumstances are students allowed to cross this area without being accompanied by an adult.
2. Do not drive behind the building. This is for buses and faculty parking **only**.

## STUDENT RULES

In order for all students to be able to receive the quality education provided by our teachers, a safe, secure environment must be established. The following rules are in place at Seymour Intermediate School to ensure this success:

1. Good citizenship is expected from all boys and girls. Students are expected to follow classroom rules, cooperate and show respect to all teachers, staff, and fellow students, complete assignments, and come to class prepared.
2. Dress in a clean and appropriate manner (see Dress Code).
3. Physical, verbal, or social/emotional bullying will not be tolerated.
4. Inappropriate language or gestures are not allowed.
5. Scuffling, running, or aggressive behavior is not allowed at school or on the bus.
6. Students are expected to walk quietly in the halls.
7. Parents must pay for destruction of school property, bus property, or destruction of another student’s property. In addition, students will be subject to disciplinary action.
8. **Chewing gum is not permitted on school property.**
9. Cell phones, radios, CD players, MP3 players, Gameboys, other electronic devices or other toys are not permitted at school.
10. Students are not allowed to buy, trade, or sell items at school.
11. Threats of any type made by a student to another student or staff member will not be tolerated.
12. Weapons, such as knives, guns, or chains are prohibited on school grounds. Possession may result in immediate suspension.
13. Drugs are not allowed on school property other than medications described in the medication policy.
14. Tobacco or alcohol products are not permitted at school. Possession may result in suspension.
15. Students should have their name on outer clothing and other personal items including lunchboxes, notebooks, and backpacks. SYIS has a lost-and-found bin. Feel free to search for lost items. At the beginning of each month, lost items will be displayed in the front hall. Unclaimed items will be donated to charity.

## PLAYGROUND RULES

Students will play safely and with respect for each other. All students at Seymour Intermediate will show good sportsmanship.

1. Students will play appropriately on all playground equipment. They may not jump from equipment or out of swings.
2. Students will leave mulch on the ground.
3. Students will play team sports cooperatively.
4. Students will stay in the designated play area (not on fences or around classroom windows).

## DRESS CODE

The standardized dress code for Grades K through 5 for Sevier County is as follows:

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 drug 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. Students should not wear t-shirts which promote poor school/work attitudes or inappropriate school behavior. For health and safety, some type of reasonable footwear is necessary. **“Heelies” are not permitted and will be taken.** Bookbags must be constructed of 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 the appropriateness of length in Grades K through 3. **“Sofie shorts” (cheerleading shorts) are not permitted at school. Belts are required if pants do not fit securely at the waist so as not to reveal undergarments.** Purposely frayed clothing is not permitted in any grade level.

**Hair is not to be dyed or sprayed in unnatural colors, spiked or mohawked.** A student will not dress, groom, wear or use symbols, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students, or otherwise to cause disruption or interference with the operation of the school.

To ensure the health and safety of students, the school principal or his/her designee is allowed to further restrict manner of dress or style of hair in specific curriculum areas.

Any student not attired in accordance with the foregoing policy shall be subject to disciplinary consequences as per board policy. In addition to the foregoing when a student is attired in a manner that is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action.

## **WELLNESS POLICY**

The Sevier County Board of Education recognizes the link between nutrition, physical activity and learning. Because we want students to make healthy snack choices, all soda and snack machines have been removed from the building. Students are encouraged to bring healthy snacks from home. Bottled water will be available for purchase in the vending machine. Bottled water, milk, and 100% fruit juice, as well as healthy snacks (fruit, baked chips), will be available for purchase in the cafeteria. Breeze Freeze (a 100% fruit juice meeting nutritional requirements) will be available for purchase on designated days. Physical education classes will be offered, with moderate to vigorous physical activity being an integral part of the class. Tennis shoes and appropriate clothing for physical education class must be worn. All students will participate in physical education class.

## **BUS CONDUCT**

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 case of 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 by teacher or office.

Disciplinary action will be taken if students break the following rules:

- Disorderly conduct
- Use of improper language or hand gestures
- 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

- Tampering with or defacing the bus
- Unnecessary noise
- Scuffling or fighting

First offense: Student will be warned unless circumstances call for more than a warning.

Second offense: Student will be suspended from transportation for a period of one day.

Third offense: Student will be suspended from transportation for a period of three days.

Fourth offense: Student will be suspended from transportation for a period of five days.

Fifth offense: Student will be suspended from transportation for a period of ten days.

Permanent dismissal from transportation will result on the fifth offense or following any one offense that poses a threat to personal safety and/or involves the willful destruction of property.

If a student is suspended from bus transportation, it shall be the responsibility of the parent/guardian to pick up their child at the end of the school day and to deliver their child to school each day except by prior agreement on good cause shown with the principal. An unexcused absence will result if the parent does not bring the child to school.

## **CHANGES IN TRANSPORTATION**

If your child is to leave school in a way that is different from the usual means, the teacher should be notified in writing. The bus driver will also need a note letting him/her know that your child will be riding their bus in the afternoon. This includes any change in buses, someone different picking the child up, and going home with someone after school. If a parent calls for a change in the child's transportation, this must be done by 2:30 pm in order for the office to ensure the child receives the message. Please discuss transportation issues with your child in the morning and call only with emergency changes.

## **ATTENDANCE**

Attendance is a key factor in student achievement and therefore, students are expected to be present and on time each day school is in session. Personal illness, illness of immediate family, family death, extreme weather, religious observance, school bus failure, or reasons deemed by the principal are criteria for excused absences. Other absences or tardies will be classified as either excused or unexcused as determined by the principal or her designee using board policy. A

student staying home on the day of a field trip will be counted absent. The school will accept four (4) parent notes per semester. The fifth and future notes concerning absences will require a medical statement in order to be excused. Any student having five or more unexcused absences will be considered for possible truancy actions, including truancy court which is held in the board room at the Sevier County Board of Education every Wednesday.

If a student is going to miss school for a family vacation, this absence needs to be pre-approved by the principal. Failure to secure this approval could result in an unexcused absence.

School begins at 8:00. Students will be dismissed from the gym at 7:50 and will begin work in their classroom at 8:00. Students are considered tardy after 8:00. Keep in mind traffic congestion as you bring your child to school. Being on time is important so that students can be organized and ready to start their day. As tardies and early checkouts are entered into the attendance program, this time out of school will accrue into an absence. Students who are checked out before 11:30 are considered absent.

## **EARLY DISMISSAL**

If a child must leave school early, please come to the school office and sign the student out. If you send someone for your child whose name is not on the student's authorization card, please send a note permitting us to dismiss your child or call the school office. Absolutely no student will be released unless authorized by the custodial parent(s) or legal guardian. If custody or court ordered situations affect your child, a **current copy** of these documents must be on file in the office. Students will not be called to the office to leave until the parent is in the building and has checked their child out of school. Please limit early checkouts for emergencies only. Remember, early check-outs will accrue into an absence in our attendance program.

## **MAKE-UP WORK**

Board policy states that for each day of excused absence the student is given a day to make up school work. If your child is only absent for one day, you do not need to call for work. If your child is absent for more than one day, please call by 10:30 in the morning to request work. Work may be picked up after 3:00. **If requested work is not picked up, in the future, the student will have to get his/her missed work when they return to school.**

## **GOING HOME WITH FRIENDS**

If a parent plans for their child to go home with a friend, both parents must send notes to their child's teacher. In this way, we can be sure that both families have given permission to change the normal routine for going home. We cannot allow plans to be made between students at school or phone calls made for permission.

If your child will be riding a different bus than usual, a note to the bus driver is required.

## **VISITORS**

For the safety of our students, parents or other visitors are required to use the main entrance to the building when visiting the school. Please sign the visitor's book and secure a visitor's sticker with our S.R.O. or in the office as you enter the school. Visitors are not permitted to attend class without special permission from the principal. Smoking is prohibited on school property.

## **PARENT CONFERENCES**

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 students, teachers, and the professionalism of the workplace. School-wide parent conferences will be held throughout the year (see school calendar in handbook). Additional conferences may be scheduled with your child's teacher.

## **CHANGE OF ADDRESS AND PHONE NUMBER**

Current, working phone numbers are necessary for the safety and well-being of your child. All students should bring a note from home giving any change of address or phone number. Please note any changes on your child's emergency card and the authorization for pick up card.

## **FIELD TRIPS**

Seymour Intermediate students take field trips during the year to enrich the classroom experience. Students may participate only if the parent signs a permission slip and returns it prior to the trip. Parents are welcome to participate in these trips when there is space available and are expected to pay the full price. Students who cannot behave at school may not be able to attend these trips. A parent may be required to go on a field trip with their child if he/she has had behavior issues in class. Students must ride to the field trip on transportation

provided by the school. However, parents may check out students after the field trip. A student staying home on the day of a field trip will be counted absent.

## **CAFETERIA POLICY**

A nutritious breakfast/lunch is served daily. Therefore, all students are encouraged to participate in the breakfast/lunch program. Students may pre-pay meals and ala-carte. Our new cafeteria software allows each child to have a meal account and a general account. Money in the meal account can only be used for breakfast or lunch. Money in the general account will be used for ala-carte items (extra pizza, fries, ice cream, and other snack items). The child will be notified verbally when their account balance is getting close to zero. Occasionally a student may lose or forget his/her breakfast/lunch money. The school board policy concerning charges is the amount of charges will be limited to the total of five lunches and breakfasts for the child. When the student has charged a total of \$10, the cafeteria manager will inform the principal. The principal will then assist the manager in contacting the parent/guardian. There can be no charging for ala-carte items. When the cafeteria receives money, it will be applied to the meal account unless we have written instruction from the parent to apply a certain amount to the child's general account. Students who receive free meals are also able to put money in their general account for extra items. Parents are encouraged to complete applications for free/reduced meals. These applications and may be obtained from the office or the cafeteria manager, and may be returned to the office or the cafeteria manager.

Students are to enjoy breakfast/lunch. All students are expected to follow these rules:

1. Each class is to come and leave quietly.
2. Students are to obey all adults on lunch duty.
3. Students may talk in quiet tones to their neighbors.
4. Students will use appropriate manners.
5. Students are responsible for cleaning up if they drop or spill food.
6. Students are to leave a clean table when finished with lunch.

Classes who demonstrate appropriate cafeteria behavior will be selected as Eagle Diner winners on a daily basis.

The following prices have been approved for meals for the 2007-2008 school year:

### **Students:**

Breakfast \$1.40  
Lunch \$1.70

### **Adults**

Breakfast \$2.10  
Lunch \$3.50

## **SEYMOUR INTERMEDIATE PARENT SUPPORT GROUP**

Our parent support group is an important support system for our children and staff, and strengthens the relationship between teachers, parents, and the community. This organization assists in providing a school clinic, organizing fundraisers and providing for the many activities at the school throughout the year. Please contact the office if you want to be a part of this organization.

## **MEDICINE POLICY**

All medicine (cough drops, aspirin, and prescription) must be in the original container and must be kept by the teacher. The student must bring the medicine to the office as soon as he/she arrives at school. A signed medication form with dosage information is required before medication may be administered.

\*\* Epi Pens will remain in the office for immediate access when needed.

## **TEXTBOOKS**

Students are responsible for the care of the books issued to them. Loss, damage, or destruction of these books will result in payment to the school system. The student's name and the teacher's name should be in each textbook.

## **TELEPHONE USE**

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

## **REPORT CARDS**

Report cards are issued six times a year after each six weeks grading period. If the student's grades are not satisfactory, parents or guardians are advised to arrange an appointment with the child's teacher. Please discuss your concerns with the teacher before contacting the principal.

## **GRADING SYSTEM**

We give grades to evaluate and inform students and parents of progress. Grades 3 through 5 report academic progress as follows:

A	93-100	Outstanding Achievement
B	85-92	Very Good Achievement

C	73-84	Average Achievement
D	70-72	Poor Achievement
F	below 70	Unsatisfactory Achievement
I		Incomplete

The space on the report card marked “achievement level” indicates that the student’s placement within the grade is above average, average, or below average. The students’ grade reflects the achievement attained at his/her level of placement. Students who are consistently placed at the below average achievement level will be considered for retention, remediation, or referral for special services.

## ASSIGNMENT BOOK

Each student in the school is provided an assignment book. This book is an excellent communication tool if used correctly.

- It is the **student’s** responsibility to write all assignments clearly and correctly in the assignment book.
- It is the **teacher’s** job to be sure the assignment book is filled out and has been signed by parent/guardian.
- It is the **parent’s** responsibility to check the assignments every night, make sure they are complete, sign the book, and have the student return to school.

Assignment books are not only vital communication links between home and school, but wonderful tools for building students’ organizational skills and encouraging responsibility. Students will be charged \$5 for a replacement assignment book.

## CLASSROOM WORK

Teachers are required to send home your child’s work on a regular basis (weekly or bi-weekly). The exact day of the week is at the discretion of the teacher. If you are not receiving your child’s work on a regular basis, you should contact the teacher.

Progress reports will be sent home mid-six-weeks. If your child is not making progress or is experiencing difficulties, parents should contact the teacher first. Often parent conferences (phone or personal) resolve the issues. Each classroom teacher has his/her class procedures and policies and parents will be informed of these. Open communication between home and school is vital for the success of your student.

If your child is absent for only one day, you do not need call for the work. If your child will be absent for more than one day, please call by 10:30 in the morning to request the work. The work may be picked up after 3:00. The student will be given one day for each excused day absent to make up schoolwork.

## STUDENT ACTIVITIES

In an attempt to provide a well-rounded educational program, Seymour Intermediate School students have the opportunity to participate in a variety of activities. Some of these activities include:

**Band** – 5<sup>th</sup> grade students are eligible to receive band instruction daily in preparation for middle and high school band.

**Chorus** – Any student interested in singing in the chorus may audition for the group; however, the number of students who can participate is limited. Chorus meets during the school day and there are also several after-school practices which students must attend. Classroom teachers must give approval for the student to be out of class two times a week and all assignments must be kept up-to-date. The student must exhibit responsibility and good behavior.

**DARE (Drug Abuse Resistance Education)** – DARE is offered to all 5<sup>th</sup> grade students and is provided through the Sevier County Sheriff's Department. DARE emphasizes good decision making skills and encourages students to abstain from drugs and alcohol.

**Farm Day** – is an agricultural field trip for 4<sup>th</sup> graders in May.

**4-H** – 4-H is open to all 4<sup>th</sup> and 5<sup>th</sup> graders. It is sponsored by the Sevier County Agricultural Extension Office, the University of Tennessee. 4-H encourages leadership and community involvement. Students are encouraged to participate in areas such as speech writing and public speaking, essay writing, photography, baking, animal care, etc.

**Fun & Fit Club** – Students who pass the fitness test in physical education class are members of this club.

**Geography Bee** – All 4<sup>th</sup> and 5<sup>th</sup> grade students answer geography related questions. The top geography student represents our school in the National Geography Bee exam.

**Junior Beta Club** – Junior Beta is offered in the spring to 5<sup>th</sup> grade students with the required grade point average, taken from the 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> six weeks of the 4<sup>th</sup> grade year and the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> six weeks of the 5<sup>th</sup> grade year.

**Library Assistants** – 5<sup>th</sup> grade students are chosen by the Librarian to help with collecting and distributing books, etc.

**Safety Patrol** – 5<sup>th</sup> grade students are chosen to monitor hall behavior during morning arrival and afternoon dismissal.

**Science Fair** – 4<sup>th</sup> and 5<sup>th</sup> grade students prepare science projects. Top winners advance to the county-wide science fair. Winners from the county advance to the regional science fair.

**Spelling Bee** – Students compete in their classroom and the top two advance to the school-wide bee. The top two spellers advance to the county-wide bee.

**Student Council** – Student Council is open to 5<sup>th</sup> grade students. The student council is a school service organization that promotes leadership skills through school and community projects. Students are nominated by homeroom teacher at the end of the fourth grade year based on the ability to work well with others, dependability, academic performance, ability to see a project through to completion, willingness to learn, and a positive attitude. Students must maintain an A/B average throughout their fourth and fifth grade years. Twelve members are chosen based on a written essay assignment and parent permission.

**Young Authors** (3<sup>rd</sup> and 4<sup>th</sup> grade students) and **Junior Authors** (5<sup>th</sup> grade students) – give students the opportunity to create and share books they have written and illustrated.

**All sports at the intermediate level are played through Junior Pro, AYSO, area churches, and county leagues. These teams are not sponsored by Seymour Intermediate School.**

## **STUDENT INCENTIVES**

There are several incentive programs in place to encourage students to earn good grades and promote decision-making skills. Some of these include: student of the month, honor roll tags, perfect attendance recognition, brag day, eagle diner awards, reaching goals basketball wall, B.U.G.S. (Bringing Up Grades), birthdays, Accelerated Reader points, Accelerated Math points.

## **EMERGENCY PLANS**

### **Fire**

1. Students and faculty will be alerted by the school's fire alarm system.
2. A diagram showing all designated exit routes will be posted in all classrooms and all students will be familiar with the exits for their classroom.
3. Rules:
  - a) Walk quietly to designated areas outside

- b) Principal will check the building as students exit.
  - c) Check the instructions in each classroom (posted) indicating how to leave the building.
  - d) Classroom teachers are responsible for accounting for all students.
4. The principal will have the responsibility of supervising the evacuation, and in her absence, the assistant principal will do so.
  5. Fire drills will be held monthly.

### **Tornado**

1. The National Weather Service will be monitored in the event of a possible tornado.
2. If a warning is received, students and staff will be alerted by an announcement on the public address system.
3. A diagram will be posted in each classroom showing teachers and students where to protect themselves in the building.
4. Students will move quickly to the designated area and sit silently in a kneeling position until the alert is lifted by announcement by the principal or designated person in charge.

### **Inclement Weather**

1. At certain times throughout the year the Sevier County School System will close due to weather conditions such as snow, ice, or flooding. These conditions could be occurring in any part of the county, which would require the closing of all Sevier County Schools. School closings will be announced on local radio and television stations.
2. Certain conditions could require school being open one or even two hours late. When school is open on a delayed schedule, buses will also run on a delayed schedule. This will be announced on local radio and television stations. Breakfast will not be served on these days.
3. Certain conditions could also require that schools are dismissed early. Local radio and television stations will give the early dismissal time. In this case, school personnel will care for the students until they are picked up or can be safely dismissed. Parents may pick students up before dismissal time by checking them out through the school office.
4. **It is extremely important for parents to list on the early dismissal form how the child is to get home in case of school closing early. Please let your child's teacher know throughout the year if there are changes.**