

SEYMOUR PRIMARY SCHOOL
STUDENT and PARENT HANDBOOK
2007 - 2008

Dear Student and Parent/Guardian,

Welcome to Seymour Primary School! If you are new to our school you will soon find out that we are very proud of our community of learners made up of outstanding students, an expert and dedicated staff of caring professionals, active and involved parents, and a supportive Seymour community. We ask you to join us in our commitment to work together toward the success of all the children at Seymour Primary School.

This handbook is designed as a resource for our families to keep on hand throughout the year. It will serve as a guide to the school policies and procedures of Seymour Primary School. A school calendar of events for the year is also provided in the last pages of the handbook. We hope you will find it helpful as one of the many communication pieces designed to keep parents informed and involved in our partnership to provide the best educational experience possible for our students. We are looking forward to another wonderful year!

Sincerely,
Dr. Moore

Communication

Seymour Primary maintains a web site at <http://www.syp.sevier.org>. Please visit our site for information and updates throughout the year including calendar events, monthly newsletters, and cafeteria menus.

NOTICE

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 students, and other persons with lawful and valid business on the school premises. TCA 49-6-2008

Vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons. TCA 49-6-4204

Felony: State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (\$3,000) for carrying weapons on school property. TCA 39-17-1309

Family Educational Rights and Privacy Act (FERPA)

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, sign, and return the FERPA notice which is distributed at each school annually.

Child Abuse

All school personnel will be alert for any evidence of child abuse or neglect. Child abuse is defined as any wound, injury, disability, or physical or mental condition in which is of such nature as to reasonably indicate that it has been caused by brutality, abuse or neglect or which on the basis of available information reasonably appears to have been caused by such. Staff members having knowledge or suspicion of any child who is suffering from abuse or neglect will report such harm immediately. The report will be made to the judge having juvenile jurisdiction or to the county office of the Department of Children Services or to the office of the child law-enforcement where the child resides.

The report will include the name, age, and address of the child, the name and address of the parent or person having custody of the child, the nature and extent of the abuse or neglect, and any evidence to the cause or any other information that may relate to cause or extent of the abuse or neglect.

Title VI Non-Discrimination Policy

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 Street Sevierville, Tennessee 37865.

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.

Safe School Choice

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

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>

School Hours (Student Drop Off and Pick Up)

The kindergarten school day begins at 7:50 a.m. and ends at 1:30 p.m. Kindergarten teachers will provide parents with more information and instructions for kindergarten dismissal and pick-up.

The school day for first and second graders starts at 7:50 a.m. and ends at 2:50 p.m. Parents may bring children as early as 7:10 a.m. when supervision begins. Car riders should be picked up by 3:30 p.m. when supervision ends.

Parents will not be allowed to walk their child to class or go to the child's classroom for pick-up. This is for safety reasons, and it also reduces hall congestion.

Parents of car riders will be given a sign to use when picking up your children. We appreciate your cooperation in using the sign which provides safety and speeds up the pick-up process.

In the morning, all car rider students should be dropped off at the front of the building. The back parking lot will be reserved for bus students drop off. In the afternoon, kindergarteners that stay all day and first graders will be dismissed from the back of the school. Cars will be permitted to enter the back parking lot only after buses have left. Second graders and Multi-age students will be dismissed from the front of the building. Patience and ethical behavior will be appreciated.

School Closings and Emergencies

Announcements by the Director of Schools concerning the closing of school in Sevier County will be made on local radio and television stations.

Please be sure to complete the student Inclement Weather and Emergency form and update that form should changes need to be made during the school year.

School Visitors

All school visitors must report to the office when they enter the building. If you would like to visit a classroom, please contact the teacher previous to the visit to set up a time. **Due to insurance purposes, pre-schoolers and students not enrolled at Seymour Primary will not be allowed to visit in any classroom at any time during school hours even if they are with a parent.** To provide safety, the exit/entrance doors at the back of the school will be locked at 8:30 a.m. each day.

Grading System

Grades are given to evaluate and inform students and parents of progress. Progress reports in kindergarten contain a skills checklist and letter grades of (S) for satisfactory, (N) for needs improvement and (U) for unsatisfactory. Grades one through two report academic progress as follows:

- A-----95-100 Outstanding Achievement
- B-----85-94 Very Good Achievement
- C-----75-84 Average Achievement
- D-----70-74 Poor Achievement
- F-or-U—Below 70

Progress reports are furnished to parents at intermittent times during each six week grading period. Your child's teacher will give you calendar dates for progress reports. Portfolios will be used to help with the assessment of the student's work.

Parent Teacher Conferences

Parent-teacher conferences will be held after school following each of the first four grading periods. Dates of the conferences are on the school calendar located at the back of the handbook. We will send reminder notes home with the students as those dates draw near. Of course, parents may also wish to talk with teachers at other times to check on a student's progress or other related issues. Please contact the teacher or the office to schedule a conference date and time.

Expectations for Student Behavior

The Seymour Primary School faculty is committed to developing outstanding citizens. Our staff is responsible for creating a positive and nurturing atmosphere in the school and in each classroom. During the first week of school your child's teacher will send a detailed explanation of the

discipline program used and an explanation of classroom and building procedures and policies. We do have a *Recovery area* in the office. You will be informed if your child receives this punishment.

In accordance with Zero Tolerance Policies, any verbal threats or mention of weapons will be reported to the office and parents will be contacted immediately. Please talk with your child about reporting any mention of weapons and/or violence by another student.

General School Rules

1. Students should follow the classroom rules of their individual teachers.
2. Students should treat others with respect: profanity, name calling, racial slurs, sexual innuendoes, and/or putting down others will not be tolerated.
3. No rough-housing, running, or aggressive physical actions toward others will be permitted anywhere in the building or on the bus.
4. Students are not allowed to buy, sell, or trade articles at school.
5. Knives, guns, and other weapons should not be brought to school. State and federal laws require a one-year suspension for any student bringing a firearm to school.
6. Do not take, borrow, or use other people's property.
7. No chewing gum is allowed in the school.
8. Students should not bring radios, MP3 players, toys or any other devices that may interfere with the educational process.
9. Students should not leave school unless a parent or individual designated by the parent signs them out through the school office.
10. Students should ride the same bus to and from school. If students must ride a different bus or get off at a different location, parents should send a note to the school principal.

Harassment

Harassment including sexual, racial, ethnic, religious, and bullying will not be tolerated and will be dealt with accordingly. Reports should be made to your child's teacher. Incidents may also be reported to Dr. Moore or Ms. Hatcher directly in the office or by calling 573-2196.

Attendance

The requirements for school attendance are mandated as part of state and county law.

When absent, a student must bring a note from the parent. The note must include the name of the student, the date(s) of absence, the reason for the absence, and a parental signature and date. If a doctor was seen, a doctor's note written on office letterhead should be brought in place of a parental note. Notes should be brought to school on the day following the absence and given to the child's teacher. Early pickups and tardies add up to absences. **When tardy, a parent should walk in to the office with the student and sign-in him/her in.** Assignments for work missed are available for pick up on the third day of absence.

If it becomes necessary for a student to be picked up early, the student must be checked out through the office. Absolutely no student will be released unless authorized by the custodial parent(s) or legal guardian as designated by the parent/guardian on the authorization form kept in the office. Please be sure the office has on file, a copy of any custody papers that prohibit either parent from picking up a student.

Be sure to notify the school immediately if you change your address or phone. It is imperative that we be able to reach parents/guardians at all times during the day.

Clinic

When a child is injured or becomes ill at school, the Clinic is available in which the child may stay temporarily until you can be contacted. **Each child must have an up-to-date emergency data card completed by you on file in the clinic.**

No school officer or teacher shall routinely dispense medication to students except in unique situations in which a child's health is dependent. A written medication authorization form must be completed and turned in to the school office before any medication(s) will be administered.

Volunteers are always needed for the school clinic.

Cafeteria

Breakfast will be served daily from 7:15 – 7:40 a.m. The price of a child's lunch is \$1.70 and breakfast is \$1.40. Ala carte items are also available at full price for all students and not part of the USDA Breakfast or Lunch Meals. Parents/guardians choosing to apply for free or reduced-price meals, must complete a new application every year. Students who bring lunches may buy milk and a la carte items at school. Please do not send carbonated drinks or glass containers. Visitors may eat lunch for \$3.50 and breakfast for \$2.10.

Students will not be allowed to purchase snacks if there are outstanding lunch charges. Many parents find it is easier to give the cafeteria a check to pre-pay meals. If you have questions, please contact Lana McCarter, our Cafeteria Manager at 577-4951.

School Policy on Head Lice

In an effort to curb and control the outbreak of pediculosis, the Sevier County School System shall follow these guidelines:

First Occurrence:

1. If a child is found to be infested with lice and or nits, the parent/guardian shall be called to the school.
2. The parent/guardian will be required to take the child(ren) from the school. A page of recommendations shall be given to the parent/guardian in order to effectively deal with all clothing, bedding, cloth toys, combs, hair brushes, etc., which may harbor lice.
3. The parent/guardian shall be instructed that the child(ren) be treated and returned to school within three calendar days or on the next school day following the expiration of the three calendar day time limit where the time limit expired on a day on which school is not in session. (A child may return to school inside the three calendar day time limit if they become lice and nit free.)

Any failure to comply with the three day time limit will result in a referral to the school/medical personnel and school system attendance department.

Dress Code

Clothing will be appropriate to the season and should be neat, clean, inoffensive, and decent. Some examples of inappropriate attire are headgear/sunglasses 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; unnatural hair color; Mohawk hair cuts; clothing which allows undergarment to be visible when the student is sitting or walking; tank tops or mesh shirts. For health and safety, children will need to wear tennis shoes during playtime. Parents may want to leave a pair of play shoes at school.

Heeleys (shoes that have enclosed wheels) will not be allowed.

Lost and Found

Parents should write the student's name on all jackets, lunchboxes, wallets, book bags, etc. If an item is lost and not labeled, it is put in a lost and found box available for parents/guardians to look through. All unclaimed items are sent to a charity organization at regular intervals.

Recycling

Seymour Primary School participates in the *Keep Sevier Beautiful* recycling program. Our newspaper recycling bin is located in the back of the school. We invited you to join our efforts to increase the volume of collection by placing your discarded newspapers in the bin.

2007 – 2008 CALENDAR

Aug. 31 – No school

Sept. 03 – No school

Oct. 15 - Parent/Teacher Conferences 3:00-6:00 p.m.

Oct. 26 – No school

Nov. 12 – No school

Nov. 21 – 23 Thanksgiving Break (**21st is a Half day**)

Nov. 29 - Parent/Teacher Conferences 3:00-6:00 p.m.

Dec. 20 – Jan. 2 No school
Jan. 15 – No school (may change if semester ending date changes)
Jan. 21 – No school
Jan. 29 - Parent/Teacher Conferences 3:00-6:00 p.m.
Feb. 05 – No school
Feb. 15 – 18 No school (may be used as inclement weather make up days)
Mar. 13 - Parent/Teacher Conferences 3:00-6:00 p.m.
Mar. 21 – 28 Spring Break (**21st is a Half day**)
May 26 – No school
June 03 – No school
June 04 – Last day (grade card pick up only)

Please sign this page, cut along the line, and return it to your child's teacher.

I have received and read my copy of the Student and Parent Handbook.

Parent Signature _____

Child's Name _____

Date _____