

Porter Elementary School Student & Parent Handbook



Information Handbook 2022-2023

4520 Wildwood Springs Road, Maryville TN 37804

Phone: (865) 983-4071

Fax: (865) 981-4928

Blount Co. School: (865) 984-1212

Porter Website: <https://sites.google.com/blountk12.org/porterelementary/home>

Principal: Judy Pearson

judy.pearson@blountk12.org

This handbook is prepared to provide information on school policies and procedures at Porter Elementary School and is to supplement School District Board Policies with information about day-to-day operations of Porter Elementary School.

This handbook is intended to acquaint you with Porter Elementary School. It contains the general rules and procedures governing the school operation and will be of great value in helping you become an integral part of our school. We take very seriously the challenge of providing all children with the best possible educational experience.

- Keep this guide readily available to consult throughout the school year.
- Please sign the sheet found in this packet as proof that you have read and understand the provided information.
- Feel free to contact our school if you have questions or concerns.

Judy Pearson

Principal

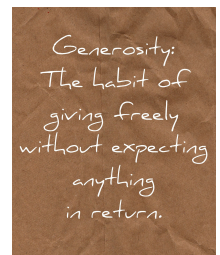
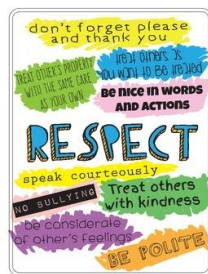
Porter Elementary School Student Handbook WELCOME

At Porter, our **mission** is to inspire all students to exceed their potential as we empower learners through effective and innovative educational practices in a safe and supportive environment.



Our **vision** at Porter is to make a positive difference in the lives of our students by doing whatever it takes to ensure success for today that leads to being prepared for tomorrow where they will thrive in all educational endeavors.

PES Core Values - Integrity, Respect, Grit, Work Ethics, and Generosity!



#PorterStrong
#WhateverItTakes

Social Media Sites:

Porter Website: <https://sites.google.com/blountk12.org/porterelementary/home>





Staff information

Classroom Teachers

PreK - Grace Scarborough

K - Holley Grace and Jessica Burchfield

Bridge - Candice Gardner

1st - Dawn Russell and Tammy Powell

2nd - Brenda Goins and _____

3rd, 4th, 5th:

Math - Jan Davis and Lindsey Collett

ELA - Vickie Flynn, Kailey Headrick, and
Heather Tinsley

Science - Jennifer Childers

Social Studies - Stacie Clark

Special Ed -- Lori Coleman

EPIC - Steven Mull

Support Staff

Speech/Language: Anna Davenport

Interventionist: Virginia Lowe

Teaching Assistants:

Sherri Vinsant, Shirley Carpenter,
Pat Decker, Teresa Burgess, Kelly Byrd,
Kailyn Norton, and Casie Sawyer

Custodial Staff:

Jeff Thomas, Ricky Austin and Teresa

Cafeteria Staff:

Susan Atkins, Sandra Williams, Tiffany and
Leslie

Special Areas

PE: Chris Green

Art: Tina Ford

Guidance: Amy Barchett

Music: Shanea Boring

Library: Janice Tallent

Office Staff

SRO: Denny Carter

Nurse: Linda Brakebill

Secretary: Tina Sparks

Bookkeeper: Janice McKenry

Principal: Judy Pearson

Email address for each staff member is firstname.lastname@blountk12.org

Complete School Board Policy information can be found at Blount County Schools webpage under the Board of Education Menu drop down to policies.

SCHOOL Discriminate CLAUSE

Porter Elementary School does not discriminate on the basis of race, gender, color, religion, national origin, age, or disability in provision of educational opportunities or employment opportunities and benefits pursuant to the requirements of Title VI of the Civil Rights Act of 1964 as codified in 42 USC 2000D, Title IX of the Education Amendments of 1972, Pub. L. 92-318, the Individuals with Disabilities Education Act Section 504 of the Rehabilitation Act of 1973, the Title II Americans with Disabilities Act of 1990, Pub. L. 101-336, the Age Discrimination Act of 1975, and the Boy Scouts of America Equal Access Act. Inquiries concerning Title VI, Title IX, Section 504, Title II, the Age Discrimination Act, and the Equal Access Act should be directed to the Blount County Schools Human Rights Officer Dr. Alisa Teffeteller at 831 Grandview Drive, Maryville, TN 37803 or call 984-1212. Charges of violation of the above may also be directed to the Director of Schools, Mr. David Murrell, 831 Grandview Drive, Maryville, TN 37803 or call 984-1212. Contact to the Office of Civil Rights regional office for Tennessee is United States Department of Education, Office for Civil Rights, Atlanta Office, Southern Division, 61 Forsyth Street, S. W., Suite 19T70, Atlanta, GA 30303 or call (404) 974-9406.

1. General School Information

Arrival

- Our school day begins at 7:45 a.m. and ends at 2:45 p.m.
- **Students should not arrive before 7:00 a.m.**
- Students arriving after 7:45 will need to report to office for Tardy slip.
- **Please note that your student's safety is our number one priority.**
 - That being said, we are allowing parents to walk students to their classrooms on staggered days ONLY.
 - We do not want students to be dropped on in the parking lot and walk across the traffic line.
- All car riders must be dropped off and picked up in the back of the school .
- The front of the school is reserved for "bus only" traffic.

Dismissal

- Students who ride the bus will be dismissed at 2:45 p.m. Back gates will open at 2:40 dismissal time.
- **Please note that your student's safety is our number one priority.**
- That being said, parents should not walk up to take their child out of the teacher's line.
- **ALL** cars will need a car tag for students to be released to the adult picking them up from school.
- If no car tag is present, you will need to sign your student(s) out in the front office (even if we recognize you).
- If your child is riding home with another child, please remember that both students must present a note to the office for verification. Thank you for your understanding of our devotion to your student's safety.



To prevent miscommunication, it is best that students and teachers know how the student is going home when the day begins. If it is necessary to change the way a student goes home, please call the school before 2:00 p.m. to ensure the student receives the message.

VISITORS AND PARENT CONFERENCES

- All visitors, for whatever purpose, are required to check in at the office upon arrival in the building.
- Conferences with teachers during class time are not permitted.
- If a conference is needed, please contact the office for assistance.

ATTENDANCE REGULATIONS (complete policy #6.2001 available at www.Blountk12.org)

Faithful attendance is a key factor in student achievement. Students are expected to be present each day possible. The requirements for school attendance are mandated as part of state and local laws.



1. EXCUSED ABSENCES

- If students are absent, parents are required to send in a note.
- The following are considered excused absences:
 - Child's illness, death in the family, family illness (doctor's note required), religious observances, absences excused by the principal, approved school-related activities, circumstances which in the judgment of the principal create emergencies over which the student has no control.
 - A doctor's note is highly recommended if possible as all doctors' notes are considered excused absences.
 - In addition, **parents may submit up to 10 notes per year**, if their child is home sick. Any additional absences over 10 parent notes per year (without a doctor's note) are considered unexcused absences.
 - Family vacations during the school year **are not** excused absences (even with parent notes).
 - Please take care to schedule vacations during school breaks.

2. UNEXCUSED ABSENCES

- If parents do not turn in notes for missed days or have exceeded the number of parent notes, these absences are recorded as unexcused.
- Unexcused absences are also assigned to students who are excessively tardy or checked out early (see above).
- After the student has **3 unexcused absences** the school principal or attendance secretary will make written or verbal contact. If absences continue, students will be referred to the Blount County Truancy Board.

3. TARDY/EARLY OUT

Students who arrive at school after 7:45 will receive a tardy slip from the office. It is important for students to arrive on time, because **three tardies is equal to one day unexcused absence**. Students who are checked out before 2:45 will be issued an early dismissal, however **three early dismissals is equal to one day unexcused absence**.

4. MILITARY SERVICE OF PARENT/GUARDIAN

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service. Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.

5. MAKE UP WORK

Students who have **excused** absences are entitled to make up any work missed. The teacher shall allow at least a day for each day missed plus one extra day to turn in work.

GRADING

- A. Grade cards will be issued on the Friday following the end of each nine-week grading period.
- B. It is the responsibility of the student to secure assignments and turn in missing work. The teacher may designate the time frame and nature of the work.
- C. **PROMOTION AND RETENTION:** Student's promotion or retention is based on the student's performance, or lack of performance in academic areas. List of students who are being considered for retention must be compiled by February 1. The final decision rests with the classroom teacher and principal, in conjunction with the Student Support Team.

NINE-WEEKS ENDING DATES

First Nine Weeks	October 2, 2020
Second Nine Weeks	December 18, 2020
Third Nine Weeks	March 12, 2021
Fourth Nine Weeks	May 18, 2021

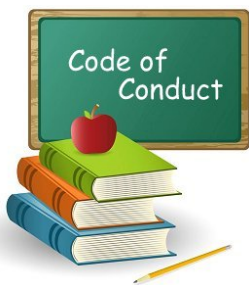


FIELD TRIPS

- Field trips within our county and to nearby points of interest are scheduled by various classroom teachers throughout the school year.
- These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community.
- Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Sometimes a fee may be requested from each student to help defray transportation or admission costs. Parents are encouraged to attend field trip outings with their children.
- If a student's conduct has been unsatisfactory, then his/her parents may be required to chaperone the student on the trip. If the parent cannot attend, the child may be denied the privilege of going on the trip.
- If a parent is attending the field trip as a chaperone, no younger sibling will be allowed to attend the field trip.
- After trips, students are to return to school on the bus unless the legal guardian writes a note, receiving administrative approval for their child to leave with them. **The child will not be released to anyone except the legal guardian.**

SCHOOL FEES/DONATION

Students will be asked for a school donation to cover materials not furnished by the State Department of Education. The student's homeroom teacher will collect these donations. **Grades K-5 Donation: for the 2022-23 school year, the Blount County Board of Education is paying all class fees for all students.**



CODE OF CONDUCT – (Complete policy #6.300 available at www.blountk12.org)

The Board of Education expects reasonable student conduct at all times. Unbecoming student behavior will not be condoned when it may impair the health, welfare, morals, or reputation of the student body. This applies to all student activities.

Any Principal of any public school in this State is authorized to suspend a pupil from attendance at school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. The following are listed, but not limited to these:

1. Willful and persistent violation of the school rules or truancy
2. Immoral or disreputable conduct or vulgar or profane language
3. Violence or threatened violence against a person or any personnel attending or assigned to any public school
4. Willful or malicious damage to real or personal property, school property, or the property of any person attending school.
5. Inciting, advising, or counseling of others to engage in any of the acts here-in before enumerated
6. Marking, defacing, or destroying school property
7. Possession of a pistol, gun, or firearm on school property
8. Possession of a knife, etc., as defined in TCA 39-6-1701 on school property
9. Assaulting a principal, or teacher with vulgar, obscene, or threatening language
10. Unlawful uses or possession of barbiturate or legend drug, as defined in TCA 53-10-101
11. Sexual harassment by other students
12. Any other conduct prejudicial to good order or discipline in any public school
13. Making a Bomb Threat Call or maliciously activating a Fire Alarm

Immediately upon the suspension of any pupil, the principal will report this action in writing to the Director of Schools and to the parent of the pupil involved.

PROCEDURAL DUE PROCESS – (Complete policy #6.302 available at www.blountk12.org)

All students will be treated with fairness. Before school authorities administer disciplinary measures, an Inquiry shall be made to determine the truth of what happened. The nature of this inquiry will vary with the seriousness of the consequence.

The principal shall provide the student with the following due process:

1. Advise student of charges against him/her;
2. If student denies charge, submit evidence supporting the charges; and
3. Allow the student an opportunity to present his/her side of the story.

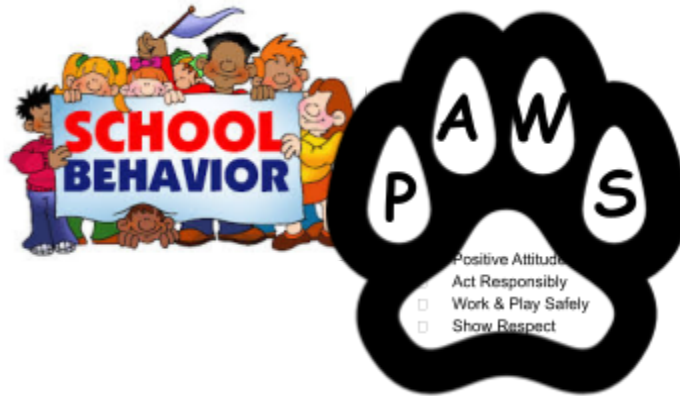
DISCIPLINE – (Complete policy #6.300 available at www.blountk12.org)

The principal is held responsible for the maintenance of good order and discipline within the school and its sponsored activities. Each teacher is responsible for and shall have such authority as is necessary for the maintenance of good order within the classroom for the promotion of a good learning environment.

- Students will follow the guideline of PAWS Positive Behavior Plan for Porter

INTERFERENCE/DISRUPTION TO SCHOOL ACTIVITIES—(Complete policy #6.306 available at www.blountk12.org)

- The staff is authorized to take reasonable measures to establish appropriate school behavior.
- Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system.
- This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction.



Harassment, intimidation and other conduct that may be considered "bullying" will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment. A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion depending on the severity of the offense and the offender's prior record.

SAFE RELOCATION OF STUDENTS- (Complete policy #6.4081 available at www.blountk12.org)

Employees who are directly responsible for a student's education or who otherwise interact within the scope of their assigned duties may relocate a student from the student's present location to another location when such relocation is necessary for the student's safety or the safety of others.1 Such employees may also intervene in a physical altercation between two or more students or between a student and an LEA employee. Reasonable force may be used to physically relocate or intervene in a conflict if a student is unwilling to cooperate.

DRESS CODE – Elementary School (K-5) – (Complete policy #6.310 available at www.blountk12.org)

The Blount County Board of Education recognizes the effect that student dress and grooming have upon student behavior and learning. Student dress or grooming considered disruptive to health or safety is not appropriate. In keeping with the educational purpose of public education, students are expected to dress and groom themselves as individuals with a sense of responsibility. It is expected that students, while exercising the right to dress and groom themselves in an individual way, will also show through their appearance a high degree of respect for the standards of decency, cleanliness, and style acceptable by the school district.

When the student, in the judgment of the principal, is attired in a manner which is likely to cause disruption or to interfere with the operation of the school, the principal shall administer appropriate punishment, which may include suspension. The following is a list of guidelines for Blount County Schools. The principal shall have the right to exclude any attire which is disruptive or which adversely affects the educational atmosphere.

1. Students should be modestly covered from shoulder to knee. (A two-inch provision from the top of the knee may be determined appropriate. Students in grades K-5 and students in PE classes may wear shorts that are mid-thigh in length.) Sleeveless dresses/blouses/shirts are acceptable; however, halter-tops, strapless, spaghetti straps, backless dresses/blouses or clothing items that expose the midriff are not permitted.
2. Clothing that exhibits written, pictorial, or implied references to illegal substances, drugs, alcohol, tobacco, negative slogans, vulgarities, or that are sexual or racial in nature.
3. Gang related styles/apparel.
4. Pajamas or slippers.
5. Hats are not to be worn in the building.
6. Shoes must be worn at all times.
7. All tattoos, brands, and visible body piercings (excluding the ears) must be completely covered.



Per TCA Title 49, students are prohibited wearing on school grounds during the school day clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.

If a student cannot comply with the dress code based on special conditions or religious beliefs, his other parent or guardian may write a letter explaining the situation to the director of schools or his/her designee, with a copy to the principal. Each case will be dealt with on an individual basis.

The school principal may allow special dress on special occasions such as: field trips, field days, theme days, school spirit days, etc. The principal may allow special dress for specific classes or further restrict dress in certain classes such as gym, vocational classes (shops), science labs, etc.

This policy does not preclude individual schools from piloting alternative dress codes or standards with permission from the director of schools and Board of Education.

In matters of opinion, the judgment of the school administrator will prevail.

DISCRIMINATION/HARASSMENT AND BULLYING/CYBERBULLYING/INTIMIDATION/HAZING OF EMPLOYEE/STUDENTS – (Complete policy #5.500 & 6.304 (Revised) available at www.blountk12.org)
General Statement of Policy

It is the policy of Blount County Schools to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, or disability. The School District prohibits any and all forms of harassment because of race, color, sex, national origin, and disability.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass a student through conduct of a sexual nature, or regarding race, color, national origin, or disability defined by this policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, or disability, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities, under the auspices of the School District.

For the purpose of this policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act promptly to investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, sex, national origin, or disability; to promptly take appropriate action to protect individuals from further harassment; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

DISTRICT POLICY AGAINST SEXUAL HARASSMENT, AND HARASSMENT BASED UPON RACE, NATIONAL ORIGIN, AND DISABILITY

1. Everyone at Blount County Schools has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent sexual harassment, and harassment because of race, national origin, and disability.
2. A harasser may be a student or an adult. Harassment may include the following when related to sex, race, national origin, and disability:
 - a. name calling
 - b. pulling on clothing
 - c. graffiti
 - d. notes or cartoons
 - e. unwelcome touching of a person or clothing
 - f. offensive or graphic posters or book covers, or
 - g. violent acts
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal, or the School Resource Officer.
4. You may also make a written report. It should be given to a teacher, counselor, the principal, or the School Resource Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of sexual harassment, and harassment based upon race, national origin, and disability, and will take all the appropriate action to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.
8. This is a summary of this district’s policy against sexual harassment because of race, national origin, and disability. A complete copy of the policy is available at the Blount County Schools Central Office upon request.

Title IX and SEXUAL HARASSMENT (Policy 6.3041) Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Harassment, bullying and intimidation occurs, if the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, if the act either physically harms a student or damages his/her property, or knowingly places the student in reasonable fear of such, causes emotional distress to a student or students, or creates a hostile educational environment. If the act takes place off school property or outside of a school- sponsored activity, an act of harassment, bullying or intimidation occurs if the act is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. These acts may also take place through electronic means.

Hazing is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (**as set forth in Student Concerns, Complaints and Grievances 6.305**).

For more information or to make a referral contact:

Blount County Schools Title VI Coordinator 831 Grandview Drive Maryville, TN 37803 865-984-1212	Tennessee Department of Education The Office for Civil Rights 6th Floor, Andrew Johnson Tower 710 James Robertson Parkway Nashville, TN 37243 615-253-1550	United States Department of Education Office for Civil Rights Forsyth Street, S.W. Suite 19T70 Atlanta, GA 30303 404-562-6350
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MINIMUM CONSEQUENCES

Grade	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
K-2	-Suspension until parent conference -Sensitivity Training	-Two days in-school suspension -Additional sensitivity training	-Two days out of school suspension -student/parent sensitivity training	-Suspended pending referral to Disciplinary Hearing Authority
3-5	-Suspension until parent conference -Sensitivity Training	-Two days in-school suspension -Additional sensitivity training	-Five days out of school suspension -student/parent sensitivity training	-Suspended pending referral to Disciplinary Hearing Authority



UNSAFE SCHOOL POLICY

Under the Tennessee State Board of Education’s Unsafe School Policy, any public school student who is the victim of a violent crime as defined by TCA 40-38-111(g) or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

DRUG POLICY – (Complete policy #6.307 available at www.blountk12.org)

No student shall use, possess, sell, transmit or conspire to transmit any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, Marijuana, alcoholic beverage, or intoxicant of any kind, (or look-alike or bogus drugs, etc.) or to possess drug paraphernalia as described in TCA

39-6-456. or to conduct himself/herself in such a manner as to be prejudicial to the good order and discipline in the school:

- A. On the way to or from school
- B. On school grounds during and immediately before or immediately after school hours
- C. On school grounds at any other time when the school is being used by any school group
- D. Off the school grounds at a school activity, function or event.

TOBACCO

Smoking or possession of tobacco, vapes, matches, or lighter is not permitted in Blount County Schools. (Board of Education Policy) The standard discipline for violation of the tobacco ban is suspension. Any violator will be cited to juvenile court.

WEAPONS

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon in the school building, on the school grounds at any time or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function, or event.

Dangerous weapons shall include, but not be limited to, any firearm, explosive weapon, knives of any kind, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles or any other instrument or substance used in a manner which renders the item dangerous or with the intent to do harm to another person.

POSSIBLE DISCIPLINARY CONSEQUENCES

<i>Behavior</i>	<i>Possible Consequence</i>
Assault and battery endangering life, health or safety	Suspension or expulsion, principal must report to law enforcement
Damage of property	Student pays for damage, possible suspension
Fighting or threatening violence	Suspension and possible referral to Blount County Disciplinary Committee
Inappropriate Dress	School may provide change of clothes (as possible) or student will be sent home to change
Lack of Participation	Parent conference, in school suspension
Leaving school without permission	Suspension or expulsion
Possession of a firearm	One year expulsion
Repeated violation of school rules	In school or out of school suspension, expulsion, referral to Disciplinary Committee
Using tobacco at school	1 st offense-2 day suspension 2 nd offense-5 day suspension 3 rd offense-10 day suspension
Using/possessing/selling alcoholic beverages, intoxicants, drugs, or paraphernalia	One year expulsion. Hearing with Blount County Disciplinary Committee. Principal must report to law enforcement
Vandalism	Suspension or expulsion, principal must report to law enforcement

LANGUAGE

Obscene or foul language is not permitted in our school. This is considered inappropriate and disrespectful in the educational environment. Violation could result in suspension or other disciplinary action.

BUS TRANSPORTATION

When using bus transportation, students are under the supervision of the bus driver, and all reasonable directions will be followed. Students will load, unload and ride the bus in an orderly manner and will only cross the road when signaled by the driver. Students will also refrain from smoking, vulgarity, fighting and willful damage to the bus. A student may be denied the privilege of riding the bus if their behavior causes disruption or if state/local rules are disobeyed. Video cameras may be used to monitor student bus behavior. Bus drivers may make special seating arrangements when they feel it is necessary.

Any student wishing to ride the bus to a different location must have a parent note approved by the principal and then presented to the driver. If one student is planning to ride to another student's house, both students need to bring a parent note to the office for approval.

BUS RULES

1. Be respectful to the driver and others on the bus.
2. Stay seated on the bus until your stop.
3. Keep hands to yourself – no fighting or horse playing.
4. Do not put any body parts out of the window.
5. No drugs on the bus.
6. No gum, knives, tobacco products, food or drink on the bus.
7. No foul language, name calling, or distracting behavior
8. A note to Office – if going home with someone



SCHOOL BUS DISCIPLINARY CODE-(Complete policy #6.308 available at www.blountk12.org)

<u>Violation Level</u>	<u>Level 1 Violations</u>	<u>Level 2 Violations</u>	<u>Level 3 Violations</u>
<u>Possible Consequence</u>	Warning, written reprimand, parent conference, bus suspension (1-5 days, minimum of 5 days for repeated level 1 violation), out of school suspension, referral to Disciplinary Hearing Authority	<i>(including violations that occur after level one corrections have not been effective or when behavior is of a more serious nature)</i> bus suspension, out of school suspension, referral to the Disciplinary Hearing Authority	Referral to Disciplinary Hearing Authority
<u>Prohibited Behaviors</u>	-Eating/Drinking on bus after warning -Failure to remain seated on bus after warning -Improper boarding or departure procedures after warning - Refusing to obey driver -Loud, rude or abusive behavior -Profane language or obscene gestures -Behavior jeopardizing safety or good order on the bus	-Tampering with bus equipment -Fighting/tripping/pushing -Bringing objectionable articles aboard the bus -Destruction of property -Possession/use of tobacco products -Profane language, obscene gestures -Throwing objects out of the bus	-Physical assault/verbal threats of a violent nature directed to driver -Attempting to set fire -Possession/use of illegal substances -Possession of a weapon -Use of chemical substances with intent to do harm

CAFETERIA VISITOR POLICY

We welcome and encourage parents, grandparents, and guardians to visit their child(ren) during your child’s designated lunch time. We do ask that certain guidelines be met during this time by both visitors and students.

- The students are allowed to bring one friend to a table to eat with his or her visitor, whether the red light is on or not, as long as the student is not at the timeout table.
- The students must talk at a reasonable volume at all times.
- Please do not bring drinks from outside restaurants to the lunchroom.
- Please do not share food with any students.

LUNCHROOM FACILITIES

The lunchroom program is an essential part of the school setting. In addition to serving meals to children, it should be a place where students learn good nutrition and acceptable social behavior. Talking should be confined to quiet conversation and should not interfere with the conversation of other students.

Parents are welcome to join their children for lunch.

Soft drinks are not allowed in our school during lunch.

To help keep our lunchroom clean, all students must:

- Return trays and utensils to the dishwashing area.
- Leave the table and floor area near you in a clean condition.
- Deposit all litter in the proper disposal areas.



Please cooperate fully with all lunchroom personnel. An assigned person will assist with seating arrangements and maintaining order. Students are not to take food from the lunchroom.

If you are eligible to receive free or reduced meals, please see the lunchroom manager for an application. Please pay lunch bills promptly.

SUPPORT TO REGULAR PROGRAMS

A. Special education consists of the regular educational program with special educational resources activities. The child receives as much of the classroom instruction as appropriate. Additional education experiences are provided by a special education resource teacher in a program designed to meet identified needs. The duration of time spent with the resource teacher is determined by the nature of the handicapping characteristics, and the degree of instruction may be provided on an individual or small group basis and is always carefully coordinated with the regular class activities.

- B. A school psychologist is available for consultative and testing services for the teacher. Students will be tested on a federal/permission basis. The school psychologist will work closely with the Special Education, Speech and Language, and Hearing and Vision programs.
- C. Speech and language services are available on a regularly scheduled basis.
- D. Hearing and vision specialists are available for screening and consultative services. Specific grade levels are screened annually and other students may be checked on a referral basis.
- E. A guidance counselor is available to counsel with students on an individual basis. Parents may also schedule conferences with the counselor.
- F. Academically Talented and Gifted programs are available to those who qualify.

SPECIAL EDUCATION SERVICES – (Complete policy #6.500 available at www.blountk12.org)



The Blount County School System provides a full range of special education services for students with disabilities whose educational needs cannot be met through the regular education program. Students who have disabilities that meet the criteria established by the State Department of Education and/or the federal government are afforded due process rights under the individuals with Disabilities Education Act (DEA). Conditions that may qualify a student for these services include specific learning disabilities, mental retardation, emotional disturbance, and developmental delays. Students suspected of any of these conditions have the right to a comprehensive evaluation by a multidisciplinary team, a free and appropriate education with non-disabled students to the greatest extent possible, and due process rights. All records and information regarding the assessment and Individualized Educational Program (IEP) of the student are kept confidential and can only be released with parental consent. Parents have the right to review the records upon request. For more information or to make a referral, contact: Amanda Vance, Blount County Schools, 831 Grandview Drive, Maryville, TN 37803, (865) 984-1212.

The Blount County School System affirms that it will comply with the Title VI of the Civil Rights Act of 1964. **Title VI states: No person in the United States, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.**

Anyone who believes that the school system has discriminated against them or another individual may file a complaint. The complaint can be sent to: Title VI Coordinator for the Blount County School System and/or Title VI coordinator, Tennessee Department of Education and/or The Office of Civil Rights, U.S. Department of Education, P.O. Box 2048, 04-3010, Atlanta, Georgia 30301-2048.

Eagleton Elementary School affirms that it will comply with Title VI of the Civil Rights Act of 1964.

COMPLAINT PROCEDURES – (Complete policy #6.305 available at www.blountk12.org)

Decisions made by school personnel—such as paraprofessionals, teachers, assistant principal, principals—which students/parents believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students/parents will follow these steps:

- A. Shall have a conference with classroom teacher (or level which the complaint originated)
- B. If the complaint is unresolved, a conference with the Principal or designated representative will be held.
- C. Consultation with appropriate grade level supervisor.
- D. Conference with the Director of Schools—presenting an appeal in writing (director will respond in writing to the student/parent and school principal within five days.
- E. Final appeal is to the Blount County Board of Education.

TITLE II OF THE AMERICANS WITH DISABILITIES ACT, 1990/SECTION 504 OF THE REHABILITATION ACT OF 1973

Title II of the Americans with Disabilities Act, 1990 prohibits discrimination on the basis of disability by state and local government entities: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

Section 504 prohibits discrimination on the bases of disability in programs and activities that receive or benefit from federal financial assistance through the Department of Education. No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The Blount County Board of Education has adopted procedural safeguards, including provisions of Section 504 impartial due process hearings with respect to evaluation, eligibility, and placement of students. The procedural safeguards shall be found at www.blountk12.org under Parent Resources.

Those who have ADA related questions may call Amanda Vance at 984-1212 and questions related to 504 may contact Dr. Alisa Teffeteller at 984-1212. Both contacts are at 831 Grandview Drive, Maryville, TN 37803.

HIGHLY QUALIFIED TEACHERS --Parents of students may request information about the highly qualified qualifications of paraprofessionals who instruct their child.

Unsafe School Choice Policy

Under the Tennessee State Board of Education's Unsafe Schools Policy, any public school student who is the victim of a violent crime as defined in TCA 40-38-111(g) or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

STUDENT RECORD CONFIDENTIALITY (FERPA)

Student records maintained by the Blount County School System are protected under the Section 438 of the General Education Provisions Act. The statute governs the disclosure of records maintained by educational institutions which receive federal funds. The statute provides that such institutions provide parents of students access to official records directly related to the student and an opportunity for a hearing to challenge such records on grounds they are inaccurate, misleading or otherwise inappropriate; that institutions must obtain written consent of parents before releasing personally identifiable data about students from records other than a specified list of exceptions; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office and review board must be established. This office is the Family Policy Compliance Office of the U.S. Department of Education, charged with investigation and adjudication of violations and complaints under Section 438. A copy of the policy and administrative regulations adopted by the Blount County Board of Education in compliance with Section 438 may be obtained by contacting Amanda Vance, 984-1212.

RELEASE OF DIRECTORY INFORMATION – (Complete policy #6.601 available at www.blountk12.org)

Blount County Schools has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA). The following information regarding students is considered directory information: Name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, years of attendance, diploma awarded and honors/awards. Directory information may be disclosed by this institution for any purpose in its discretion, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file a written notification to this effect with the Principal of the school where the student attends on or before August 20, 2011. In the event a written refusal is not filed, this institution assumes that neither a parent of a student nor an eligible student objects to the release of the directory information.

HOMELESS STUDENTS 6.503

Homeless students have equal access to the same free appropriate public education as provided to other students. Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
2. Students who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory students who meet one of the above described circumstances.

Those who have questions related to homeless students may contact Kelly Roberts, 1500 Jett Rd., Maryville, TN 37804, 681-6410.

EQUAL OPPORTUNITY EMPLOYER

Blount County Schools is an equal opportunity employer and does not discriminate in employment, recruitment, consideration, or selection on the basis of race, color, sex, age, national origin, disability, or veteran status. Blount

County Schools complies with the provisions of Title VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1967; and Section 504 of the Rehabilitation Act of 1973. Inquiries concerning the EOE should be directed to David Murrell at 984-1212. Charges of violation of the above policy should also be directed to the Director of Schools, Mr. Rob Britt.

MEDIA ACCESS TO STUDENTS – (Complete policy #6.604 available at www.blountk12.org)

Many times during the year, our students achieve recognition in newspapers, bulletins etc. If for any reason you do not wish your child to be photographed, mark that information on your child's registration/enrollment form at the beginning of the year.

CARE OF SCHOOL PROPERTY – (Complete policy #6.311 available at www.blountk12.org)

Students are responsible for the proper care of all supplies and facilities supplied by the county and school. Students who damage school property will be required to pay for the damage and will be disciplined. Students who lose or damage textbooks or other loaned or checked-out items will be required to pay for such items.

SCHOOL CLOSING

In case of severe weather such as snow, ice, etc., an official announcement will be posted on the county website www.blountk12.org and made over local radio and television stations. Listen for these announcements; ***please do not call the school so that the telephone lines may be kept open for emergencies.*** In order to pick up your child early, the parent must appear in the office.



IMMUNIZATION REQUIREMENTS Policy 6.402

Parents must provide the school with a PERMANENT TENNESSEE CERTIFICATE OF IMMUNIZATION or a TEMPORARY CERTIFICATE OF IMMUNIZATION for all students transferring into school from a non-public school.

MEDICINES Policy 6.405

Any student taking medication must bring the medication to the office. All medicines will be kept locked and will be dispensed only as prescribed or instructed.

Prescription medication – You and the child's health care provider must complete and return the Prescription Medication Authorization form to the child's school. Prescription medications must be brought to school in a pharmacy-labeled, childproof container containing instructions on how and when the medication is to be given.

Non-Prescription medication – You must complete and return the Non-Prescription Medication Authorization form to the child's school.

Non-prescription medications must be brought to school in the original container and must be labeled with the child's name. **(Both forms may be obtained at the school.)**

HEAD LICE

Head lice will be dealt with on a case by case basis. Parents will be notified and treatment options recommended.

HEALTH SCREENINGS

The State of Tennessee requires all school systems to conduct yearly blood pressure, height, and weight screenings on students in grades K, 2, 4, 8, and one high school grade level. Vision and hearing screenings are conducted in grades pre-K, K, 2, 4, 6, and 8, for new students, and for those suspected of having a vision or hearing problem by their teacher. Occasional lice screenings will be conducted on an as needed basis. Please send a note to your child's teacher by September 1st if you **do not** want your child to participate in blood pressure, height, and/or weight screenings. Please include the child's name, school, grade, teacher, and guardian signature.

FALSELY ACTIVATING A FIRE ALARM

Any student who falsely activates a fire alarm in any school shall be referred to the Disciplinary Committee and suspended for a period of not less than 90 days.



EMERGENCY PREPAREDNESS PLAN

- Fire, tornado, emergency lockdown, and evacuation drills are conducted on a regular basis.
- Move quickly and quietly to your designated area when the alarm sounds and follow the direction of the teacher. .
- Each classroom has evacuation routes clearly posted by the classroom door.
- Each school has AEDs and conducts safety drills.

PARENT AND FAMILY INVOLVEMENT – (Complete policy #4.502 available at www.blountk12.org)

The school district shall be governed by the statutory definition of parent involvement as cited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities, and procedures in accordance with this definition. The school system shall include strategies for parent participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance, and discipline. The school system shall provide opportunities for parents to participate in and support classroom instruction in the school.

Such opportunities for parent involvement include, but are not limited to organizing fundraising activities, volunteering as a field trip chaperone, assisting in the school, and offering after-school clubs.

If you are interested in becoming a Porter Volunteer or working with Porter PTO, please fill out the Volunteer Information Sheet and Return it Porter.



STUDENT EQUAL ACCESS– (complete policy #4.802 available at www.blountk12.org)

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of the proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings. No funds shall be expended by the school for any such meeting beyond the incidental cost associated with providing meeting space. No student may be compelled to attend.

TESTING PROGRAMS—(complete policy #4.700 available at www.blountk12.org)

Student scores on the Tennessee Comprehensive Assessment Programs grades three through eight (3-8) shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject areas of mathematics, reading/language arts, science, and social studies. The director of schools may exclude Tennessee Comprehensive Assessment Program scores from students' final grades if scores are not received by the district at least five (5) instructional days before the end of the school year.





Porter Elementary
K-5

Please Return the Following Documents to Porter Elementary School

StudentName: _____ Grade: _____ Date: _____

- I have received a separate copy of the Blount County Board of Education Attendance policy for my student. I will follow the guidelines set forth by the school and school system

_____ Parent Signature

- My student and I have thoroughly reviewed the student/parent handbook, including information regarding discipline, attendance, and school procedures. I will follow the guidelines set forth by the school and school system

_____ Parent Signature

- Porter Elementary School has my permission to photograph my child in the event he/she is involved in an instructional program or school activity, including athletics for media purposes. This may include individual or group pictures that may be used on school system brochures, pamphlets, web sites, or newspaper releases.

_____ Parent Signature

- I agree that I will be responsible for all library books, textbooks, and Chromebooks used by my child. I agree that I will reimburse the Blount County Board of Education for the value of any book(s) that are badly damaged, destroyed, or misplaced which my child has used during the school year at PES.

_____ Parent Signature

- During the school year, the school system provides health screenings for blood pressure, height, and weight. Parents are contacted if there are any results other than normal. There are no charges for these services and they are completed by trained personnel who strictly adhere to confidentiality policies. I agree that my child may participate in the blood pressure, height, and weight screenings.

_____ Parent Signature



Volunteers'Name: _____

Address: _____ City _____ ZIP: _____

Home phone: _____ E-mail _____

Child's Name: _____ Grade: _____

Volunteer Opportunities
(check all that apply)

<p><u>School-Wide Support</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Donate school supplies <input type="checkbox"/> Assist in the library <input type="checkbox"/> Make classroom copies <input type="checkbox"/> Picture Day volunteer <input type="checkbox"/> Field Day volunteer 	<p><u>Classroom Support</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Room parent <input type="checkbox"/> Classroom volunteer <input type="checkbox"/> Read with children
<p><u>PTO Events</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Spring festival/ Fall festival <input type="checkbox"/> Dances <input type="checkbox"/> Sports Events <input type="checkbox"/> Concession stand <input type="checkbox"/> Other Family involvement activities <input type="checkbox"/> Donate food items/door prizes 	<p><u>Teacher Appreciation</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Teacher Appreciation meals
<p><u>Community/Home opportunities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Assist with Grant writing <input type="checkbox"/> Work to obtain sponsorship or donation request <input type="checkbox"/> Trim and count box tops <input type="checkbox"/> Enter Coke Reward Points from home <input type="checkbox"/> Nature Garden/Flower Bed weeding & planting 	

On-Call Volunteer - If you are not sure right now how you can help, but would like to be involved in the future, your name can go on our "On-Call" Volunteer list. If we find we're short-handed for an activity or event, we'll go to our On-Call list and check with you to see if you can help with an activity or event.

- I'm flexible: Call me anytime to work at school
- I'm flexible: Call me anytime to work at home

Volunteer Comments: