



2021-2022 Student Handbook

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*****Please sign and return the last 2 forms located at the back of this handbook*****

Welcome

To All Stakeholders:

I would like to welcome everyone to New Market Elementary for the 2021-2022 school year! Students, I am looking forward to seeing how much you grow this school year. Our goal is to help you gain further knowledge and skills academically and socially. It is important to show empathy and kindness to others and have a positive growth mindset in all you do. These things will help you grow into productive citizens with good character!

I am proud to say at New Market Elementary School we all work together for the betterment of our students and community. Please use us as a resource if needed. As an organization, we are constantly growing and making improvements. If you see an area we can improve or an area we do well, please let us know. We value ALL feedback. If we work together we can accomplish great things!

Best wishes for an amazing school year!

Jacob Bellissimo, Principal
New Market Elementary School

New Market School-Wide Rules

1. **Be Respectful:** *of others and yourself*
2. **Be Responsible:** *with your words, actions, behavior and with belongings*
3. **Be Engaged:** *with others and the learning process*
4. **Be Prepared:** *be here on time, with your belongings and ready to learn*

General Information and Procedures

COVID-19 guidelines and protocols for Jefferson County Schools working in conjunction with the Department of Health will be followed. All COVID protocols/guidelines will supersede many of the student handbook items until further notice. Please know when guidelines/protocols are lifted, New Market Elementary School will notify parents via blackboard one call, remind, social media, and the school website.

Assignment of Students (Board Policy 6.205)

To schools:

Students, including those in kindergarten, are expected to attend the school in the school zone to which they are assigned by virtue of the residence of their legal and/or custodial parent(s). Residence is defined as the location of property where the student lives in a dwelling with the parent on a daily basis, eating meals, sleeping, playing and performing what are considered routine family activities.

An application to attend school outside a student's zone of residence must be submitted to the principal. Permission will be considered under the following conditions:

- The student's attendance will not cause the student/teacher ratio to exceed the state guidelines in the class or grade-level for the out-of-zone school.
- The parent will provide regular daily transportation to and from school.
- The receiving principal agrees that the enrollment of the student will not adversely affect the efficiency of the operation of the school.
- The director shall establish specific procedures for such enrollment.

To classes:

The principal shall be responsible for assigning all students to classes. Students who enter the system from another school system are to be placed by the principal in the grade and/or level as indicated by records from the former school. If the student's placement is inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade level. Parents shall be kept advised.

Attendance (Board Policy 6.200)

Truancy:

Beginning July 2018, Tennessee Public Schools will be following a new TN law (TCA 49-6-3007) regarding truancy which requires schools to implement progressive truancy interventions for students who violate compulsory attendance requirements. These school-based interventions will be designed to address student conduct related to truancy in hopes of minimizing referrals to juvenile court. Per TCA 49-6-3007, ***if the student is absent from school for a total of 5 days during the school year without adequate excuse per Jefferson County Schools Board Policy 6.200, then the student is subject to Juvenile Court.***

We are asking for your help from the beginning of this school year. We want to make sure you are knowledgeable of the TN expectations and are aware of the importance of excused vs unexcused absences.

Although truancy has become a major concern across TN, in Jefferson County our parents have made great improvements in truancy violations over the past years. Jefferson County Juvenile Court worked with 300 families in 2001. By 2017 this number had been reduced to less than 100 families attending court. We are proud of our Jefferson County truancy reduction rates.

Chronic Absenteeism:

Chronic Absenteeism is defined as a student missing **10 percent or 18 total days** for the entire school year. **Any absence** from school is included in the definition of Chronic Absenteeism: excused days, unexcused days and out of school suspensions.

New state requirements asking schools to track Chronic Absenteeism and support students who are absent for any reason are also beginning July 2018. Your child must be present **195 or more minutes in a school day** for it to be counted as a full attendance day. Attending less than 195 minutes in a school day will count as an absence. If your child's absences are excessive, the school will contact you and begin student supports and interventions after 9 total absences.

In Jefferson County 1 in 8 school age children are involved in Juvenile Court for numerous reasons including delinquency, dependent/neglect and other offenses. Truancy is one of the leading indicators of low reading abilities, failing grades and later dropping out of school. Please help us keep your children in school every day.

Cafeteria

FOR 2021-2022, BREAKFAST AND LUNCH ARE FREE FOR ALL STUDENTS!

Breakfast and lunch are offered daily in our cafeteria for a nominal fee. Every effort should be made not to charge meals. In such cases where breakfast and/or lunch charges occur, they shall not exceed five (5) days in length per student. After the fifth day of charges, the student will receive an alternate breakfast/lunch that will also result in additional charges.

Free or reduced meal prices are available to those students who meet the criteria. Applications for free/reduced meals are available in the main office. These applications have to be processed and approved through our student nutrition department.

Meal money must be prepaid and can either be sent by the student to be added to the student's lunch account or be paid online through **My Payments Plus** website. There is a link on the Jefferson County Schools homepage: www.jc-tn.net.

Meal Pricing

Full Price Breakfast: \$1.75 Adult/Visitor Breakfast: \$2.50 Reduced Breakfast: .30

Full Price Lunch: \$2.40
Milk \$.50

Adult/Visitor Lunch: \$5.00
Child/Visitor Lunch: \$3.3

Reduced Lunch: .40

Care of School Property

Students are responsible for the proper care of ALL technology, books, supplies, and furniture supplied by the school. Students who disfigure property or cause damage to school property or equipment will be required to pay for the damage or to replace the item. Disciplinary action will also be taken. Any unlawful act taking place on the school grounds or on buses not only makes the student subject to penalties which the courts may prescribe, but also could result in suspension or dismissal from school.

Cell Phones & Personal Electronic Devices (Board Policy 6.312)

Students shall not make any use of a cellular phone, smart watch, beeper, pager, or any other personal electronic device on any school campus during the hours of the school day (including arrival and dismissal times). This includes all forms of message modes currently available in electronic communication devices, i.e., voice communication, text messages, and transmission of visual images. Use of cameras on personal communication devices is strictly prohibited on school property during school hours. Students that violate this policy in areas where others don't have a reasonable assumption of privacy are subject to a law enforcement referral.

The inappropriate use of an electronic device while on a Jefferson County School Bus is prohibited. Examples of inappropriate activity may include, but is not limited to, viewing, playing, listening, or sharing material that is not suitable for all ages.

Students involved in inappropriate activity, or that refuse to comply with the driver's request, will be subject to disciplinary measures by school administrators. Drivers shall complete a bus referral form and submit to building administrators.

The Jefferson county School System is not responsible for loss and/or damage of personal electronic devices.

No one should post photos – other than their own- on social media without explicit permission of the child's parent(s). Refer to Policy Regarding Pictures of Students signed by parents upon student registration.

Change in Address or Telephone Number

Any student who has a change in address or telephone number should report this change to the school IMMEDIATELY. There may be occasions where it is imperative to reach a parent/guardian in the event of an illness or other emergency. Thank you for keeping us informed!

Child Custody/Parental Access (Board Policy 6.209)

The Board presumes that the person who enrolls a student in school is the student's custodial

parent. Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of that child.

Parents or guardians shall have the right to receive information contained in school records concerning their minor child. The Board, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's progress and activities. If restrictions are made relative to the rights of the non-custodial parent, the custodial parent shall be requested to submit a certified copy of the court order which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be given access to all of the student's educational records, including but not limited to, the student's cumulative file and the student's special education file, if applicable.

No principal or teacher shall permit a change in the physical custody of a child at school unless:

- The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and
- The person seeking custody shall give the school official reasonable advance notice of his/her intent to take custody of the child at school.

Clinic

A school nurse is available to assist students with medical needs. Medications should be kept in the clinic with the school nurse. Students may not carry medicine of any kind throughout the school day. Parents, **not students**, should bring in and pick up all medications. **All prescriptions shall bear the name of the medication, directions for administration, and the name of the student.** A parent must complete a Self-Administration of Medication form that can be obtained from the school nurse. School personnel cannot provide medication such as aspirin or Tylenol for students. **Medicines (Board Policy 6.405)**

Counseling

School Counseling Services are available to EVERY student. The School Counselor will provide prevention and intervention on a variety of topics, including but not limited to:

- Academics and Attendance
- Social and Emotional Learning
- Careers
- Personal Safety

This is conducted through classroom lessons, small groups and individual sessions. Referrals to the counselor may be made by the student, parent, teacher, or other educational representative at any time. For more information on school counseling services or additional resources available to families, please contact the school and speak with your child's counselor.

Discipline

Behavior Plans

After discussion with an administrator, a teacher may place a student on a behavior plan. This will be more formal than the typical classroom plan. A student with a formal behavior plan may be referred to an administrator sooner than a student without a formal behavior plan. A student may also be placed on a behavior plan for a relatively serious offense or continued misconduct. An administrative plan gives the student a specified period of time in which to prove that he/she will obey school rules. Administrative behavior contracts may be extended into the next semester or school year.

In-School Suspension (ISS)

One of the disciplinary options used at New Market Elementary School is in-school suspension. It is isolated study for students who have violated certain school policies (**Policy 6.316**). Students are assigned to in-school suspension by the administration only, and students must report directly to the designated area with all books, pencil, and paper. Students assigned ISS will have all school privileges revoked during their assignment, and may not re-enter the regular school program until all in-school suspension time has been served. Failure to comply with ISS rules could result in the student being assigned additional time in ISS or being placed on OSS.

Out-of-School Suspension (OSS)

According to T.C.A. 49-6-3401, any school administrator of any public school in this state is authorized to suspend a pupil from attendance from such school, including its sponsored activities, or from riding a school bus, for good or sufficient reasons. T.C.A. 49-6-3401 also provides that if a principal or assistant principal determines that an offense has been committed which would justify suspension for more than ten (10) days, he/she may suspend a student unconditionally for a specified period of time or upon such terms and conditions as may be reasonable. The student, the parent or guardian, or any other person holding a teaching license who is employed by the school system (if requested by the student) may file an appeal to a disciplinary hearing authority (DHA) for any suspension over 10 days. The appeal must be in writing, and it must be filed with the director of schools within five (5) days after receipt of the notice of suspension (**Policy 6.316**).

Note: If a student is suspended out of school on the day of an after-school activity/game, he/she will NOT be allowed to attend the activity/game.

Discipline Policies – Specific

Alcohol Policy

Students will not possess, distribute, consume, or be under the influence of alcoholic beverages, in school buildings, school grounds, in school vehicles or buses, or at any school sponsored activity at any time, whether on or off school grounds. Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that board policy has indeed been violated, the principal shall notify the student's parent or guardian and the appropriate law enforcement officials, and take appropriate action as afforded through the board disciplinary policy. (**Policy 6.307**).

Tobacco Policy

The use of tobacco and tobacco products are prohibited on school property. Students who are found to have possession of tobacco products are subject to disciplinary action. Parents and other officials will be notified (**Policy 1.803**).

Drug Policy

Students shall not consume, use, possess, give, exchange, transfer or be under the influence of any narcotic drug, amphetamine, barbiturate, hallucinogenic drug, marijuana, or intoxicant of any kind. This also includes, but is not limited to, abuse of inhalants and prescription drugs. The above violations are subject to disciplinary action if they occur on school real property; at a school activity at any time whether on or off campus; or in a school vehicle.

When a principal/designee determines that a student is in violation of this policy, the student will be suspended from school following the suspension guidelines in **Board Policy 6.309** for Zero Tolerance Offenses. The principal shall also notify the proper law enforcement authorities.

Abuse of prescribed drugs and/or over-the-counter drugs and/or look-alike drugs shall be considered in the same manner as illegally obtained substances. Students shall not attempt to market or distribute any substance, which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance.

Students under prescribed medications must identify themselves to appropriate school officials upon arrival at school and the prescribed medication shall be retained during the school day and administered by the principal's designee. All prescriptions shall bear the name of the medication, directions for administration and the name of the issuing pharmacy. When a principal or designee determines that a student is in violation of the above policy, the student will be suspended from school following the suspension guidelines in **Policy 6.316**.

Fighting

Students are expected to treat others with respect. Fighting, or provoking a fight for any reason is not allowed and offenders will be sent to the office immediately for disciplinary action. Fighting generally results in suspension. The principal will determine what appropriate action will be taken.

Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation

The Jefferson County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited. This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover

employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct 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. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment (**Policy 6.304**).

Definitions

Bullying/Intimidation/Harassment-An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Complaints and Investigations

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings. Additionally, due process must be provided to the accused and the school will conduct a thorough investigation in order to take necessary actions to resolve a complaint. As a result, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know. The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe. The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school

counselor by the principal/designee when deemed necessary.

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance; or
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report. If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place. Within the parameters of the federal Family Educational Rights 40 and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each elementary, middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act. False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion. (For more complete details, please see Policy 6.304 under School Board at www.jc-tn.net.)

At New Market Elementary we focus on establishing a positive school climate. School-wide initiatives seek to develop self-awareness, social awareness, responsible decision making, impulse control, stress management, and cooperative relationship skills. Our students participate in class meetings led by both classroom teachers and our school counselor. Our school anti-bullying rules are:

- **We will not mistreat others**
- **We will try to help others that are mistreated**
- **We will try to include others that are left out.**
- **If we know someone is being mistreated, we will tell someone at school and someone at home.**

Please contact your child's teacher by phone, email, or note if your student has a conflict or bullying behaviors are suspected.

Consequences

Any incident of possible harassment or hazing involving students versus students will be investigated and infractions may result in warnings, parent contact, in-school suspension or out-of-school suspension. Any incident of possible harassment involving staff or teachers will be reported to the Director of Schools.

Horseplay/Scuffling/Physical Contact

Physical contact between students will not be tolerated, as this is a safety concern. Whether innocent horseplay or malicious contact, these behaviors can cause many problems, up to and including serious bodily injury. As such, students displaying these behaviors will be dealt with seriously and disciplinary action will be taken.

Prohibited/Disruptive Items

Students will not be allowed to have any items which may be disruptive to the educational process. Such items may include, but are not limited to, electronic devices (phone, watches, etc.), radios, pagers, water guns, laser pointers, skateboards, roller blades, scooters, toys, playing/trading cards, etc. Such items will be confiscated immediately and given back to the student at the end of the day.

Teachers may reward students with an "electronics day." Students who bring a computer, leap frog, iPad, iPod, etc. to school are responsible for the electronic device. The school is not responsible for stolen or lost electronic devices.

Weapons and Dangerous Instruments Policy

Students shall not possess, handle, transmit, attempt to use, or threaten to use any dangerous weapon in school buildings or on 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 for the purposes of this policy shall include, but are not limited to, a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury, or anything that in the manner of its use or

intended use is capable of causing death or serious bodily injury. Violators of this section shall be subject to suspension and/or expulsion from school. "Look alike" weapons may be considered as dangerous weapons under this policy based upon the school administrator's determination of totality of circumstances. (**Policy 6.3091**).

NOTE: Pocket knives are **not permitted** at New Market Elementary School.

Zero Tolerance

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated:

Firearms (as defined in 18 U.S.C. § 921)

In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Drugs

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance, legend drug and/or drug paraphernalia shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Battery/Assault

In accordance with state law, any student who commits or threatens battery/assault upon any teacher, principal administrator, another student, or any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Electronic Threats

In accordance with state law, any general education student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates an actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one calendar year. The director of schools shall have the authority to modify this expulsion on a case-by-case basis.

Notification

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law (**Policy 6.309**).

Bus Conduct Policy

Bus service is an extension of school activity. Therefore, the board expects students to conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver while on his/her bus and all reasonable directions shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip. The principal of the student transported shall be informed by the bus driver of any serious discipline problem. A student may be denied the privilege of riding the bus if the principal determines that his/ her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation. No student may get off the bus at any point between the pick-up point and school. A student who wishes to get off the bus between school and their pick up point must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends. Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee. Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the transfer school. Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline. (**Policy 6.308**).

Note: The number of bus suspension days will range from a few days to a school year, and in general will increase with each additional referral. However, administrators reserve the right to determine the number of days of bus suspension based on the offense and the student's prior infractions on the bus.

The following specific bus offenses will result in the consequences listed below:

Fighting: The first offense for fighting on a bus will result in the student's suspension of bus privileges for 10 days and a 3 days out-of-school suspension and citation to court for disorderly conduct. The second offense for fighting will result in a 30-day bus suspension and 5 days out-of-school suspension and a citation to court for disorderly conduct. The third offense for fighting will result in a bus suspension for one calendar year and orientation at Jefferson Academy.

Use of Tobacco: First offense will result in suspension off the bus for 5 days and citation to court. Second offense will result in suspension off the bus for 10 days and a citation to court. Third offense will result in suspension off the bus for 30 days and a citation to

court.

Drugs/Alcohol/Sexual Offenses: Offenses that involve drugs, alcohol, or are sexual in nature will result in a bus suspension for one calendar year and will follow the school's policy with further discipline.

An attempt shall be made to notify parents in person or by phone concerning any suspension and/or expulsion of bus privileges. In addition, written notice shall be mailed. The parent is required to discuss the matter with the principal/assistant principal, and transportation supervisor before transportation privileges are restored. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension. It is the responsibility of the principal, assistant principal, and/or transportation supervisor to notify the bus driver of disciplinary action taken (the same day of occurrence if possible).

Dismissal -Early

Early dismissals disrupt the learning day and are strongly discouraged. Requests for early dismissals must be made in writing or in person by the parents. A photo ID will be required. Parents are to enter only at the main entrance and go straight to the front office. If you send someone else to sign your child out, please contact the school in advance to give permission (signed and dated written permission is necessary). This is for your child's protection.

Dismissal Procedures

The academic day ends at 3:00 PM. No early dismissals will be allowed after 2:40. At 3pm students will be dismissed for Car Riders, Bus 09 first load and Bus 50-11 (also carries students to the Boys and Girls Club pickup at the middle school). Bus riders will line up at the front doors of the school and will be escorted onto the bus.

Car Riders will walk to the gym and sit in their designated area by grade level.

Bus riders (2nd load) will be called to the front of the school to line up by bus number at 3:25 PM. These buses usually arrive and are loaded by 3:30PM.

Note: *A student going home by any other means than his/her normal transportation must have a note signed and dated by a parent/guardian. This note should be turned in to the front office. Office staff will verify the change. **Students will NOT be allowed to ride a bus home with another student this year.** Please make arrangements to pick up your child and their friend through the car rider line.*

Dress Code Policy

Students should dress appropriately at all times. Dress should never distract from school activities or prove a hazard to the student's safety or the safety of others. If, in the judgment of

the school administration, a student is not appropriately attired or exhibits grooming which constitutes a distraction or disturbance to the school environment, the student may be sent home and not be readmitted until he/she is properly attired or groomed. **Note: The Jefferson County Schools dress code is considered to be a minimum standard. Principals may modify only to the extent that it is a higher standard (Policy 6.3101).**

The following attire is considered inappropriate:

- Hats/bandanas
- Tank tops, jerseys, shirts, blouses, sweaters, or dresses which are inappropriately revealing or suggestive (NO spaghetti straps for students 3rd-5th)
- Jeans with revealing holes above the knee
- Clothing that allows undergarments to be visible when standing or sitting
- Clothing that has obscene or profane language, depiction of alcoholic beverages or unlawful substances, and or gang related
- Clothing which exposes the midriff
- Sleeveless tops with large armholes or with shoulder straps narrower than 2"

Additionally:

- Pants must be secured/belted at proper waist level.
- Shoes must be worn at all times. **Please wear appropriate footwear for physical education.**
- Piercings must be confined to ears. No piercings will be allowed in the nose, lips, eyebrows, or other body parts while at school.
- Face Mask are considered an extension of the dress code. Please avoid wearing any clothing that may be offensive or cause undue disruption to the learning day.

Dress Code Non-Compliance

Final decisions as to whether student dress or grooming is inappropriate shall be made by the principal. The following progressive interventions will be followed:

- Verbal Warning – child may be required to turn shirt inside out or borrow school shirt.
- Notice sent home with student for return with parent signature.
- Phone call home. Parents may be expected to bring appropriate clothing.
- Loss of privileges in classroom or recess.
- Referral to the office – A student may be required to change clothes.

Fees

A fee of \$15 is charged in Grades K-5. Students transferring into Jefferson County from another state or county will pay full fee charge if the transfer is made prior to January 1st. After this date, one-half of the fee charge will be assessed.

Field Trips (Board Policy 4.302) (COVID Guidelines/Procedures may supersede)

- Must be paid for in cash (no checks). Due to bookkeeping procedures. No refunds are

allowed unless the trip is cancelled.

- Loss of privilege to attend a field trip due to inappropriate behavior will result in forfeiture of money paid.
- Parents may chaperone. Parents must attend the volunteer training class and pass the background check in order to chaperone students.
- Please consider this quality time to be spent with your child and do not bring younger/older siblings.
- Parents must provide their own transportation and be responsible for obtaining directions prior to the trip. Please do not rely on following the bus, as you can easily get separated.

Academic/Instruction Related Trips: Field trips designed to stimulate student interest and inquiry and to provide opportunities for social growth and development are considered appropriate extensions of the classroom. If a student chooses not to participate in the field trip, they will be given a similar educational experience at the school (i.e. virtual field trip, etc.)

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for students to summarize the experience at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selecting field trips:

1. Value of the activity to the particular student group or groups;
2. Relationship of the field trip activity to a particular aspect of classroom instruction;
3. Suitability of the activity and distance traveled in terms of the age level;
4. Mode and availability of transportation; and
5. Cost – Cost per student shall not be calculated so as to include the payment of the cost of any school personnel, or others, except the sponsor (s) of the group or club which takes the trip.

Grading (Board Policy 4.600)

The director of schools shall develop an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with Board adopted content standards for grades K-8. The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education. The grading/assessment system shall be uniform district-wide at comparable grade levels except that the director of schools shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3.

The director of schools shall submit a copy of the grading, reporting and assessment systems to the Board before the system is implemented. These guidelines shall be communicated annually to students and parents/guardians.

Parents are encouraged to check their child's folder (all grade levels) as well as access their

child's grades (grade level 3-5) on Aspen. Student logins to Aspen are lunch numbers. Grades provide feedback between teachers, students, and parents. Communication regarding student grades helps promote understanding and learning. NMES welcomes that communication.

Conduct grades are based on behavior and shall not be deducted from scholastic grades:

- All K-3 report cards reflect the reading level.
- Kindergarten students get progress marks showing growth and improvement without letter or number grade designations.
- Grades 1 and 2 students receive reports that reflect their progress in academic areas and will NOT be assigned letter or numerical grades.
- Grade 3 students receive progress marks reflecting skill acquisition and letter/number grades.
- Grades 3-5 get letter/number grades.
- All students receive informal "mid-term" reports each nine-weeks to take home to parents.

Students are held responsible for work assigned and for following individual teacher's directions on making up work missed due to illness.

- Students' permanent records are available to parents for review upon request through the office.
- Report cards will not be given at the end of the school year if money is owed to the school (cafeteria, library, lost or damaged textbooks).

Grading Scale

The TN Department of Education Uniform Grading Policy will be used in grades 3-5:

Grade	Scale	Percent Range
A	4.0	93-100
B	3.0	85-92
C	2.0	75-84
D	1.0	70-74
F	0.0	0-69

Health Policy (COVID Guidelines/Procedures may supersede the following)

Any physical disorder should be explained to the teacher at the beginning of the school year. Medical or dental appointments should not be made during school hours. Students should not return to school after a contagious disease until the doctor says it is safe. No students shall be excused from regular participation in the physical education program except by a physician's written statement.

In order for a student to be excused from school due to a medical reason, the student must be counted present for the school day. No student that reports to the clinic first thing in the morning with parent/guardian will be excused. The following are medical reasons in which the child will be sent home:

- Fever of 100.3 or greater

- Vomiting (noted by school nurse or teacher)
- Head injury
- Injury received at school that requires further medical care
- Undiagnosed rashes

Lice Policy (Board Policy 6.4031)

Homework

Homework is often a necessary extension of classroom learning. New Market Elementary School believes that homework has a definite place in the educational program. Teachers may give assignments for a variety of purposes, and students are expected to bring homework assignments back to class according to the due date given by the teacher. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for achievement tests and graduation.

Internet Usage (Board Policy 4.406)

Students in Jefferson County will participate in projects using the Internet in a directed manner to support curriculum and research activities. Teachers and students will use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals and to locate material to meet their educational and personal information needs. The administration reserves the right to revoke a student's Internet/computer privileges. These guidelines are provided so that you are aware of the responsibilities involved with using the Internet. A student **WILL NOT**

- Use offensive or inappropriate language, or language that would promote violence or hatred, and do not respond to such.
- Reveal his (or other's) personal address, phone number, or credit card information.
- Use the network in such a way as to disrupt use of the network by others or abuse access time.
- Harass anyone by sending uninvited communication.
- Send electronic information from accounts that do not belong to him without the owner's authorization.
- Access unauthorized or inappropriate areas on the network.
- Make unauthorized copies of software or information.
- Access the network at the school without a signed Internet Use agreement.
- Transmit any material in violation of any state or federal regulation.
- Use the network for commercial or for-profit purposes.
- Use the network for product advertisement or political lobbying.
- Damage computer, computer system, or computer networks.
- Access obscene, pornographic and/or sexually explicit material on the network.
- Invade the privacy of other network users.
- Use the network in ways that violate school policies and behavior standards.

Any items produced by students will not be posted to the Internet without written parental permission. If permission is granted, items will be considered fair use and available to the

public. A written parental request shall be required prior to a student being granted independent access to electronic media involving district technological resources. The form must be signed by the student and by the parent/legal guardian of any student under 18. This form shall be kept on file by the school as a legal, binding document. If the parent(s)/guardian(s) wish to second the agreement, they must do so in writing.

Library

The goal of the library is to provide resources for classroom and individual use in sufficient quantity, quality, and variety to implement the instructional program in all areas, and to support the development of the user.

New Market students go to the library as part of the special area rotation. Books are borrowed for two (2) weeks at a time with one renewal. Library skills, reference skills, and research skills are taught individually and in groups. Lost or damaged books must be paid for by the end of the school year. Please help your child take good care of the books that are your responsibility. However, if the librarian or classroom teacher sees fit, due to irresponsibility, that child or the child's class may lose that privilege for a period of time. It is the parent's responsibility to make sure students have turned in their library materials. If you wish that your child not be allowed to check out books, please submit this request in writing to the school librarian.

Main Office

Students and/or parents must report to the main office to do the following things:

- Enroll in school
- Turn in a note for an absence
- Check in (if tardy for first period)/check out for early dismissal
- Report a student accident
- Obtain an application for free/reduced meals
- Check for lost items
- Obtain insurance forms
- Withdraw from school

Make-Up Work (Board Policy 6.200)

In case of absence from school, a parent is asked to make arrangements to receive their child's homework.

Students are expected to:

1. complete each assignment to the best of their ability
2. turn in assignments when they are due
3. seek help when necessary
4. adequately study for tests or quizzes announced by teachers.

Parents are expected to:

1. provide the environment necessary for the development and nurturing of good study habits
2. closely monitor the quality and extent to which assignments are completed

Parent Conferences

There are two designated conference dates during the school year for the purpose of discussing student progress or other pertinent information. Parents who would like to request additional meetings may make appointments for conferences with teachers by calling the school, sending a note or emailing the teacher. Conferences shall be physically accessible to all students, parents and/or guardians.

Parents/Visitors (COVID Guidelines will Supersede the following)

All parents and visitors must sign in at the office first. For the protection of our students, our gym doors will be locked at 8:00 each morning. We must insist that all visitors enter the building by the exterior front door to sign in and receive a visitor's pass. Parents and visitors who do not sign in will be requested to return to the office to do so. Students will only be called to the office to see a visitor in cases of extreme emergency. Students may not bring guests to our school.

Parents may NOT go into their child's classroom during the school day to speak with a teacher, as this interrupts the instructional program. They may request an appointment by calling the school, sending a note, or emailing the teacher.

Parents may NOT go into a classroom at the beginning or the end of the day. This time is dedicated to preparation for the day and other necessary tasks. Immediate concerns will be relayed to teachers by the office staff, and teachers will respond as soon as possible.

Physical Education

All students are required to wear appropriate clothing and tennis shoes on days for which your child is scheduled for physical education (P.E.) class. Any child not following this requirement will be asked to sit out during this time period.

Reporting Student Progress (Board Policy 4.601)

Student progress reports shall be provided at least once every 9 weeks for grades K-12. The reporting procedure shall be in writing and shall be uniform for all reporting periods during each school year.

Student progress reports shall indicate the students' conduct, attendance and academic progress, and other information necessary to communicate effectively with the parents.

In addition to the regular progress reports, principals and teachers are encouraged to confer with parents on the educational progress of their children. All students in grades K-12 shall receive an informal midterm progress report at the mid-point of each nine-week instructional period. Teachers shall consult with parents of students who are working at an unsatisfactory level or

whose performance shows a marked or sudden deterioration. Parents shall be notified by the teacher as early in the school year as possible if the retention of a student is being considered.

A supplemental letter of personal consultation may be used when a teacher desires to give some explanation not covered by other reporting methods.

Parents may check their child's grades online by going to <http://jc-tn.net> and clicking on the Aspen link. Parents may log in as follows:

- Username: firstname.lastname (official first name and last name of the student)
- Password: student's lunch number

If parents experience trouble logging in, they should contact the school for help.

Response to Intervention (RTI) –Academics

In accordance with state guidelines, all students will be screened through a universal process to determine what types of academic interventions must be made. An intervention time has been added to the schedule, and all students will receive focused instruction according to their needs during this time.

Response to Intervention –Behavior (RTI²-B)

Response to Instruction and Intervention-Behavior (RTI²-B) is a framework for prevention and intervention within an integrated, three-tiered approach. Each tier of the framework involves careful reflection on the needs of students, the design of interventions matching those needs, and the collection of data to evaluate progress (individual for students and collectively as a school). All of those efforts require a shared school-wide commitment to teach and reinforce positive behavior. It also involves adopting an optimistic view that all students can learn appropriate behavior of sufficient and supportive opportunities to learn are provided. When using positive behavior supports in all three tiers (e.g., focusing on teaching students the behaviors we want to see, as opposed to punishing the behaviors we don't want to see, and developing relationships between students and school staff), schools create a culture where all students and teachers are respected and included in their community. Furthermore, students and staff contributions to the school create a positive and proactive way to acknowledge, engage, and respect all stakeholders.

The purpose of RTI²-B is to empower educators to equip ALL students with the opportunity to meet high expectations regarding behavior and the support to reach every student. Also, students, families, and educators can work together to develop and contribute to a shared school vision.

School Safety

Everyone has a responsibility for maintaining a safe and orderly learning environment at school. These rights and responsibilities are listed below:

Students have a responsibility to report to their teacher or principal:

- Any student threats of violence, either direct or indirect.
- Any knowledge of alcohol, drugs, or weapons at school.
- Any suspicious/unknown person in or around the school.
- Any student use of gang symbolism.
- Any student issue involving bullying.

Administrators will report or cause to be reported to a child's parent:

- Any violence or threats of violence from/or to the child.
- Any violation of tobacco, alcohol, drugs, or weapons policies by the child.
- Any student who leaves the school grounds without permission.

Safety drills will be conducted on a regular basis throughout the school year. State law requires we do regular safety checks including fire drills, violent intruder, lockdowns, shelter in place, and severe weather drills. Procedures for a drill include no talking and no running. Attendance will be taken when all classes have arrived at their designated places.

Student Conduct

The Board of Education believes that acceptable behavior is an essential ingredient of an effective educational program. Students are expected to conduct themselves in such a manner that reflects favorably upon themselves, their families, their community, and their school. The professional staff is expected to ensure student conduct which allows for an acceptable learning atmosphere both inside and outside the classroom and to help students develop self-discipline and self-direction. To this end, the staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control any student's conduct while under the supervision of the school district. This authority to control student conduct 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. Such measures include use of reasonable force to restrain or correct students and maintain order.

New Market Elementary School utilizes a school-wide behavior program, RTI²-B. All students are expected to follow school-wide expectations. Please refer to the RTI²-B section for expectations.

Student Deliveries/Parties

In order to maintain a safe environment and prevent disruption of the school day, deliveries (flowers, balloons, singing telegrams, etc.) to students will **NOT** be allowed. Parents may send in a store bought special treat for their student's birthday. Please make arrangements with your child's teacher prior to your child's birthday.

Student Valuables

Students are cautioned not to bring large amounts of money, expensive jewelry, radios, cameras, etc. to school. New Market Elementary School is not responsible for articles stolen or lost at school.

Student Withdrawal from School

When a student withdraws from school, regardless of the reason, a student transfer form must be completed and signed by all the student's teachers and anyone else on the staff who might reasonably have a claim on fees, monies, books, and/or materials. A Release of Records form should be filled out and signed by the parent/guardian. This procedure provides a smoother transition to the new school.

Telephone Messages

Students will not be called to the telephone, and please do not ask us to relay messages to students. Students should make arrangements with parents regarding transportation, destination, or other plans before leaving home. Telephone requests for transportation changes will be taken only in emergency situations. Parents are encouraged to call their child's teacher at a time when classes are not in session.

Testing Programs (Board Policy 4.700)

The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in a given instructional area;
6. Assist in the screening of students with learning difficulties;
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement;
9. Assist in educational research by providing data.

State-mandated student testing programs (TN Ready) shall be undertaken in accordance with procedures published by the State Department of Education. The TN Ready test will be administered in the spring of each school year and will include a writing assessment for English/Language Arts, as well as assessments for Math, English/Language Arts, Science, and Social Students. These assessments will be scheduled for late April/early May. Updates will be available at <http://jc-tn.net> or on the New Market School website, nms.jc-tn.net.

Other tests may be given as requested by students, teachers, or parents when approved by the principal. Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians.

Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures.

Testing -District Assessments

Easy CBM – Grades K-8 Literacy and Math Screener/benchmark – administered 3 times per year as a universal screener for all students K-5.

Technology

Technology has become an essential part of our school as we move through the 21st Century. In order to be prepared for the future, students must have the skills for the 21st century and as much experience and training as possible in the field of technology. Each classroom is equipped with several types of equipment, including interactive Promethean boards. New Market has one stationary computer lab and several mobile labs throughout grades 2-5. Student misuse/abuse of technology will result in disciplinary action.

Textbooks

Textbooks are provided to each student at no cost to the student. Students are accountable for all free textbooks. Students will be required to reimburse the Jefferson County School System for any books that are damaged, destroyed, stolen, or misplaced. If a student loses a book during the school year, he/she must pay for the lost book before another one can be issued. Classroom teachers and the librarian make the decisions regarding book damage.

Transfers within the System (Board Policy 6.206)

Transfer students will meet the same enrollment requirements as new students.

Students whose families change their residence to another school zone within the county after the first month of school may complete the school year at their former school. Students who present evidence that they will move during the school year and who desire to enroll in a new school in the new area may do so with prior written request for a change of school area. The superintendent may grant other exceptions to this policy for good and sufficient reasons.

Principals shall allow credit for work transferred from other schools only when substantiated by official transcripts or successful completion of comprehensive written examinations approved, administered, and graded by the principal or his/her designated representative.

In the case of elementary school students, the examination shall cover the last grade completed.

If pupils are admitted to approved schools from unapproved schools by examination, it shall be the duty of the principal thus receiving them to keep the examination papers on file for a period of at least one year.

Students who are suspended from one school in Jefferson County cannot enter another school in Jefferson County.

Student Handbook Acknowledgement Form

Please read this handbook with your child, and discuss the rules and expectations. Then fill out this form and return to your child's teacher.

Thank you!

We have read this handbook together and we understand the New Market Elementary School Rules.

We have also read and returned the School/Parent/Student compact included in the registration packet, and we agree to abide by it.

Parent/Guardian Signature

Date

Student Signature

Date

***Please complete this form and return to school.**

School Closings

It may be necessary to dismiss school early for inclement weather or an emergency. Please check below what you would prefer we do to help your child get home in the safest way.

- If you know that you may not be home, please inform your child what he/she is to do in case school dismisses early.
- Keep in mind that if it is reported that schools are closing early, New Market Elementary School will begin dismissing **30 minutes prior** to the announced closing time, due to the bus schedules.

When inclement weather occurs, please listen to the following TV or radio stations to hear whether school is dismissing early:

WBIR-TV	Channel 10
WATE-TV	Channel 6
WIVK-Radio	Channel 107.7 FM

If New Market Elementary School dismisses early for any reason, I want my child to:
(Please fill out this form and return to school as soon as possible.)

Student Name _____

Grade _____ Teacher _____

Parent/Guardian Signature _____ Date _____

In the event of an early dismissal, I want my child to:

_____ Ride the bus as usual

_____ Be picked up by _____

_____ Other _____

We have **limited telephone access** and cannot allow students to call home **unless it is an emergency**. We will follow your directions as given above in the event of early dismissal. Thank you for your cooperation.

***Please complete and return this form to school.**

New Market Elementary School

COVID-19 Protocols/Guidelines

The following protocols and guidelines are specifically for New Market Elementary School. These protocols/guidelines supersede many protocols and guidelines already established in the New Market Elementary Student Handbook. Parents indicate receiving and understanding COVID-19 protocols/guidelines by signing the acknowledgment page on the front of the handbook. These guidelines will remain in effect until further notice. Please know when guidelines are lifted, New Market Elementary School will notify parents via blackboard one call, Remind, Class Dojo, social media, and/or the school website.

Masks

At this time students in PreK-5 are not required to wear a mask, but it is encouraged. Parents may send students with a mask to school. If a student wears a mask to school, the school is assuming that it is the parent's wish for the student to wear the mask throughout the day. If it should become a requirement for PreK-5 students to wear a mask, parents will be notified of such change. Students are responsible for keeping up with their own mask and using it properly.

Monitoring and Reporting

- Self-monitor symptoms and stay home if you are not feeling well and/or have a fever above 100.4.
- Students and employees who are sick should not come to school.
- Staff will be available in the mornings to take temperatures of any student that report or are observed as feeling unwell.
- Report information to the building level administrator (or designee) or immediate Supervisor If notified a student has tested positive or told to quarantine due to exposure.
- Contact Tracing, Isolation, and Quarantine –This responsibility will be turned back over to the health department. However, the school system will continue to work with the local health department to assist their efforts. In some cases, doctor's notes and/or verification from the health department will be required to receive an excused absence.
- JCS is taking part in a grant from the State of Tennessee that allows schools to provide free Covid-19 testing. Only available to school employees and students. Parental permission MUST be obtained prior to any student testing. Please look for more information very soon.

Water Fountains

Water fountains will no longer be available for use. The school has installed a water fill station in the commons area for student use. Students are asked to bring in a disposable or reusable water bottle (NO GLASS, PLEASE). Students are responsible for keeping up with their own water bottles. Anything other than water is prohibited.

Cafeteria

Students will be expected to sit and stand as socially distanced as possible. Student payments for meals will be collected by the homeroom teacher. Parents will no longer be permitted to take payment to the cafeteria in the mornings or throughout the day. Please send any student meal payments in an envelope or sealed sandwich baggie with your student's name and homeroom teacher listed on the outside. Feel free to use the My Payments Plus website to pay for lunches. You can even set alerts to let you know when your child's available balance is getting low.

Recess

Students will be provided with 30 minutes of recess daily. Masks are not required when engaging in outdoor recess. Classes will not intermingle during recess.

Visitors

Visitors will not be allowed in the building unless an appointment is made and approved by the administration. Visitors who are allowed into the building will be required to have their temperatures taken and asked to complete a questionnaire. Visitors will not be permitted at lunch or for birthday parties or special occasions.

Early Dismissal

When early dismissal from the school day is necessary, parents are asked to call the school upon arrival to request their student. At this time, the receptionist will meet the parent at the door to check the parent ID against the student Emergency Contact/Pick up List. The receptionist will then call for the student to be dismissed and will walk the student to the door to be dismissed to the parent/guardian or designee. We ask that parents consider limiting this as much as possible as this will become a longer process and interrupts the student's instructional day.

Parents or guardians arriving after 2:40 will be asked to join the car rider line to retrieve their students at car rider dismissal. If students have appointments that require dismissal after at 2:40 or after, we ask parents to come prior to this time.

Birthdays and Special Occasions

Parents and guardians will not be allowed to visit the school for birthdays and special occasions.

Birthday cakes, cupcakes, cookie cakes, or anything that would need to be served from an open container will not be permitted. Parents and guardians may still send in prepackaged individually wrapped snacks and drinks. Please contact your child's teacher to have this arranged prior to sending to these items to school.