

Welcome
to
Tusculum View
Elementary
School



TABLE OF CONTENTS

Welcome to Tusculum View School	2
Philosophy	2
Belief Statements	3
Community Virtues	4
Daily School Schedule	5
Students Leaving Early	5
Attendance Policy	5
Make-Up Work	6
Reporting Student Progress	6
Parent Conferences	6
Legal Issues	6
Student Recognition	7
Special Services	7
Guidance Services	7
Special Classes	8
Field Trips	8
Code of Behavior and Discipline	8
In-School Suspension	10
Dress Code	12
Web Site Address	13
Newsletter	13
School Directory	13
Greeneville Schools in Action/Parent Involvement	14
School Fees	14
Food Service	14
Medication	15
School Bus Rules	16
School Closings/Early Dismissal/Delays	17
Legal Notice	18

Welcome

The faculty and staff are delighted to welcome you and your children to Tusculum View School. We hope that our handbook will become a reference for essential school information. If you have any questions, please call our school office. You are welcome to visit our school at any time.

Terri Rymer
Principal

Philosophy

The curriculum, school organization, and policies at Tusculum View Elementary are driven by the educational, emotional, and social needs of our students. Our faculty and staff work diligently to help students acquire knowledge and develop critical thinking and problem solving skills they will need to become contributing, productive members of society.

We strive to provide our children with not only a physically safe environment but an emotionally secure environment as well. As our students experience acceptance and success, they grow in self-esteem, confidence, and personal dignity. It is in this atmosphere that we feel our students can best appreciate and accept the values of our community virtues and learn to respect the rights and cultural differences of others.

Offering each of our students the highest quality education possible requires that our parents, teachers, and other members of our community combine efforts. Effective communication among these partners will enable us to maintain and strengthen a strong well-rounded educational program for each student. Educating our children to live in an increasingly complex society demands the very best efforts of all of us who have a vested interest in education at Tusculum View.

GREENEVILLE CITY SCHOOLS

ALL STUDENTS WILL LEARN THE ESSENTIALS FOR A HAPPY
AND PRODUCTIVE LIFE.

BELIEF STATEMENTS

1. BE CHAMPIONS FOR CHILDREN
2. CELEBRATE TEACHERS AND GOOD TEACHING
3. TEACH BASIC SKILLS, PLUS
4. CREATE PARTNERSHIPS
5. USE TECHNOLOGY
6. MAINTAIN SAFE SCHOOLS
7. BE ACCOUNTABLE

Community Virtues

The Greeneville City School System and the Greeneville community have identified ten virtues which we believe are essential for all students if they are to become productive citizens. We will reinforce these virtues by recognizing students who demonstrate the virtues, setting examples by our actions, and through integration of the virtues into the regular school curriculum.

Below is a list of our virtues and their definitions.

SELF-RESPECT - The ability to use a belief in self-worth to recognize that choices exist in all situations and to resist negative peer pressure in making positive choices.

RESPECT - The recognition of the basic worth and value of all human beings, which results in an individual relating cooperatively to others in a manner that reflects dignity and honors humanity.

PERSEVERANCE - The ability to pursue worthwhile goals in spite of obstacles and distractions.

COURTESY - The ability to display positive behaviors that may be interpreted as being considerate, respectful, generous, polite, and mannerly in the school, home, and community.

FAIRNESS/JUSTICE - The conviction to consider the individual work of each citizen as an important contribution to the common good of the school or the community.

SENSE OF RESPONSIBILITY - The ability of a person to think, respond, and be accountable for his or her actions and behaviors in any given situation.

HONESTY - The conviction to say and/or do the morally right thing, regardless of public recognition.

KINDNESS - The desire to show genuine sympathy and interest in others' well-being.

SELF-DISCIPLINE - The ability to control one's self for the sake of improvement.

COURAGE - The internal strength to actively support convictions and beliefs.

Daily School Schedule

The academic school day begins at 8:15 a.m. Students arriving before 8:15 a.m. will stay with two teachers assigned to bus duty. No one will be on duty before 7:15 a.m. For your child's safety, please do not bring him/her to school before 7:15 a.m.

School is dismissed at 3:15 p.m. The principal dismisses school by calling walkers first. Next, car riders are dismissed to the front circle and side parking lot. Bus riders are dismissed from the cafeteria as the buses arrive.

Students Leaving Early

Students who leave during the school day must be signed out in the office. Students will be released only to the custodial parent or guardian, or to an adult designated by the parent. It is very important for students to get to school on time and remain until the end of the school day.

Attendance Policy

Regular attendance and punctuality are essential for success in school. A student who is punctual and has regular attendance gains valuable practice and develops habits necessary to maintain a job as an adult. Please be aware of attendance rules and policies.

The State Code classifies absence from school as excused or unexcused. The following conditions are reasons for excused absences.

- Personal illness
- Illness in the family temporarily requiring help from the child
- Death in the family
- Recognized religious holidays regularly observed by persons of their faith
- Family emergency
- Extreme weather conditions

Parents are held legally responsible for keeping their children in school. Five unexcused absences, truancies, or excessive absences will result in a referral to the Attendance Coordinator.

If your child is absent, please send a note to school stating the reason for the absence on the day of their return. Please date and sign the note. If we do not receive a note within 3 days of the student's return, the absence will become

unexcused. Students who are absent 3 or more consecutive days must bring a doctor's excuse.

Make-Up Work

Make-up work may be given to all students with excused absences. Students are expected to ask their teacher for make-up assignments the day of their return. Parents may call and request work if their child will be absent more than one day. Homework may be picked up in the office after 3:15 p.m. Students are responsible for making up work in a timely manner.

Reporting Student Progress

Report cards are issued at the end of each nine weeks and interim reports are sent home at the half-way mark of each nine weeks. Please sign and return interim and nine week report cards to your child's teacher. The grading scale is as follows:

Grades K-2

- 1 = very good progress
- 2 = satisfactory progress
- 3 = needs improvement
- 4 = not applicable at this time

Grades 3-5

- A = 100-93
- B = 92-85
- C = 84-75
- D = 74- 70
- F = below 70

If you have any questions about your child's grades, please contact the teacher.

Parent Meetings and Conferences

All parents are encouraged to attend regularly scheduled parent-teacher conferences and meetings. Within the first two weeks of school you will be asked to attend a very important grade level meeting. Conference days will be listed in the school system's calendar, and parents will be reminded of these dates in the newsletter. Teachers may call or send a note home if they need to schedule other conferences.

If you have any concerns about your child, please contact the teacher through our school office.

Legal Issues

Legal issues such as custody or visitation rights should be brought to the attention of the school upon enrollment. Copies of legal documents should be

given to the school. Requests for additional copies of student report cards, letters, etc. should be made in writing to the school.

Student Recognition

Tusculum View students receive many opportunities for awards. Each day two students are named Students of the Day during the morning announcements. They receive a ribbon and a pencil from WGRV. Each child receives a birthday ribbon on his/her birthday. Children who exhibit the virtues of Character Education each month are also recognized.

Every nine weeks, students are recognized during Academic Pep Rallies for perfect attendance, good grades, and a positive attitude. Our librarian rewards children for participation in the Accelerated Reading Program.

Third graders compete in a Creative Writing and Art Contest in November of each year. Three stories, three poems, and three pictures are chosen from each class to send to the citywide judging. The winners are announced in the Growing Up in Greeneville and Greene County Day at the Nathanael Greene Museum.

Fourth and fifth graders compete in the Spelling Bee with the winners advancing to the City-wide Spelling Bee.

In the spring, fourth and fifth graders participate in the school Science Fair. Five winners are chosen at each grade level and winners advance to the ETSU Science Fair. School winners display their projects at the annual school system exhibit.

In addition, students are rewarded and recognized for good behavior and good academic work within classes. Rewards include movies, parties, and special field trips. All children are special at Tusculum View, and they receive praise and recognition throughout the school year.

Special Services

Upon referral and appropriate assessment, students who meet the criteria may qualify for services in the following programs.

1. Resource Program
2. Gifted Program
3. Speech and/or language
4. Occupational and/or physical therapy

Guidance Services

Counseling services are available to every student at Tusculum View. These services are offered through large and small groups, as well as individual sessions for students with special interests and needs. The guidance program has expanded to ensure weekly group sessions with each class. The counselor welcomes

opportunities to work with students, parents, and teachers on a wide variety of issues, such as social and personal or school and educational needs.

Special Classes

Special classes in art, music, physical education, Spanish and library are provided for all students. When possible, the specialists coordinate their activities with the classroom curriculum.

Fifth grade students may audition for chorus in the fall of each year.

Students in all grades are given the opportunity to perform in plays and musicals throughout the school year.

Field Trips

Field trips are a major component for learning and an integral part of the curriculum at Tusculum View. Field trips may be scheduled during the day, after school, or on weekends. We hope that all students will participate in all class field trips. A signed parent permission form is required for each field trip. If expense is a problem, please talk with your child's teacher. We encourage all students to participate.

Code of Behavior and Discipline; **Board of Education Policy**

The Greeneville City School System maintains high expectations that our students will conduct themselves appropriately at all times. At the heart of the Code of Behavior and Discipline are the virtues found in our character education program. Students are expected to use the Character Education Virtues of the Greeneville City School System to model positive behavior.

In order to insure that students behave in an appropriate manner and to provide an environment where all students and teachers can learn and teach in a safe school environment, the Greeneville City Board of Education has established a code of Behavior and Discipline. Teachers, administrators or any school personnel are authorized to take just and reasonable measures to establish effective school discipline. The authority to control student behavior shall be extended to buses and all activities of the school. Each school principal shall be responsible for implementation and administration in his/her school. He/she shall apply the Code of Behavior and Discipline uniformly and fairly to each student at the school without partiality or discrimination.

Students that do not follow the Code of Behavior will receive consequences ranging from a verbal reprimand to the zero-tolerance policy being applied. Infractions are as follows:

- Assaulting a principal, teacher, or student or any school employee with vulgar, obscene or threatening language;
- Immoral or disreputable conduct toward a principal, teacher, or any school employee;
- Engaging in fighting;
- Violence or threatened violence against the person or property of any personnel or any student attending or assigned to any school;
- Possession of a pistol, gun or firearm on school property;
- Possession of a knife or other weapons, etc., as defined in TCA 39-6-170, on school property;
- Willful or malicious damage to the theft of real or personal property of the school or the property of any person attending or assigned to the school;
- Unlawful use or possession of barbitol or legend drugs as defined in TCA 53-10-101;
- Unlawful use or possession of alcohol;
- The sale or distribution of drugs and alcohol;
- Engaging in behavior which disrupts a class or school-sponsored activity;
- Assault or battery on school employees;
- Willful and persistent violation of the rules of the school or truancy;
- Off-Campus criminal behavior resulting in felony charges or when such behavior poses a danger to persons or property or disrupts the educational process;
- Use of or the unlawful possession of tobacco;
- Any other conduct prejudicial to good order or discipline in the school.

The Board expects all school staff, students and parents to assume the responsibility for appropriate behavior in the school.

Each Student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers and effects against unreasonable searches and seizure;
3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities; and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

- Know and adhere to reasonable rules and regulations established by the Board;
- Respect the human dignity and worth of every other individual;
- Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
- Study and maintain the best possible level of academic achievement;
- Be punctual and present in the regular school program;
- Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
- Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
- Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
- Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
- Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and
- Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.
- Know that the Greeneville City School System has a zero-tolerance policy for students who bring or possess a drug or dangerous weapon onto school property or to any school event or activity, and the zero-tolerance policy applies to battery on a teacher or any employee of the school system.

In-School Suspension Policy

In most situations, student discipline issues will be handled by the teacher. With more serious offenses, the teacher may refer a student to the school's In-School Suspension program.

An In-School Suspension program has been devised to explain the procedures that will be used with behavioral situations that may arise.

Inappropriate Behaviors

- Fighting and/or purposefully bringing physical harm to another student or teacher

2. Use of profanity
3. Destruction of school property or items belonging to another student
 - Loss of self-control—disturbances which prohibit other classroom students from learning
 - Stealing

Location

In-School Suspension will be held in one of the following locations.

1. Conference room
2. Speech room
3. Upstairs auditorium
4. ESP office area

Consequences

If a student exhibits inappropriate behavior, he/she will spend the first 15 minutes in the In-School Suspension area reflecting and thinking about the inappropriateness of the behavior. Before entering the In-School Suspension area, he/she will be counseled by the principal about the seriousness of the occurrence. If the principal is not available, he/she may be counseled by the principal's designee. After entering In-School Suspension, the student will not be allowed to talk, sleep, make noises, or get up from his/her assigned seat without adding additional minutes to his/her thinking time. The remainder of the required time will be used by the student to correct his/her behavior, show willingness to cooperate, complete assigned written work, and earn his/her way out of In-School Suspension.

- 1st Offense: The student will spend 30 minutes in In-School Suspension with the option of leaving early if he/she has displayed appropriate behavior. The teacher/paraprofessional in charge of the In-School Suspension area will decide when the student has exhibited the appropriate behaviors and earned the right to leave early. In addition, a letter will be sent to parents notifying them of their child's attendance in the In-School Suspension program.
- 2nd Offense: The student will spend 2 hours in In-School Suspension with the option of leaving early if he/she has displayed appropriate behavior. In addition, a letter will be sent to parents notifying them of their child's attendance in the In-School Suspension program.
- 3rd Offense: The student will spend one half day (three and one half hours) in In-School Suspension. He/she will not have the option to leave

- early. In addition, the student's parents will be called, and both the student and the principal will discuss the situation with the parents.
- 4th Offense: The student will spend a full day in In-School Suspension without the option to leave early. In addition, the parent will be required to attend a conference with the student, principal, and teacher. In addition, a referral will be made to the school's behavioral intervention program.
 - 5th Offense: The student's parent is given the option to sit with the student for a full day in the In-School Suspension area while he/she completes all assigned work for the day, or the student is suspended from school for one day and will receive no credit for work missed.
 - 6th Offense: The student is suspended from school for two days receiving no credit for the work missed.
 - 7th Offense: The student is suspended from school for three days receiving no credit for the work missed.

Special Notes

- In case of a severe offense, the principal/teacher will have the option of advancing the consequences to the 3rd through 5th offense level.
- The offenses will accumulate for one semester. At the end of the semester, if the student has not exceeded two trips to In-School Suspension, his/her record will be cleared, and he/she will begin with a clean slate for the next semester. At any point during the year, if a student reaches the 3rd offense, he/she will continue accumulating offenses without the privilege of wiping the slate clean.
- If an offense occurs at the end of a school day, the consequences will carry over to the next school day.

Notification Procedures

- A log will be kept by the teacher/paraprofessional in charge of In-School Suspension concerning the reason the student was sent to In-School Suspension, his/her behavior while there, and the assignments that he/she completes while there.
- One copy of the about log will be filed in the principal's office, one copy will be sent home for the parent to sign and return to school, and one copy will be given to the student's teacher.

Dress Code

Appropriate dress and grooming is always encouraged. It is desirable that all students dress comfortably and in good taste. The home and school need to cooperate very closely in the matter of dress. School is the child's place of business and children who are dressed in appropriate school clothing seem to do a better job. Students' attire and personal appearance shall not be disruptive to the learning environment or endanger the safety of themselves or others. We ask that students follow these guidelines regarding their appearance:

- Make-up is inappropriate for students at the elementary school level.
- Halter tops, tops with spaghetti straps, tank tops, and mesh tops may be worn with a shirt under them.
- Blouses and shirts must be able to be tucked into pants or shorts.
- Tee shirts should be free of suggestive language, alcohol and drug advertisements and any endorsement of violent/aggressive behavior.
- Tennis shoes and socks are to be worn for physical education classes. Sandals and platform shoes are discouraged in the building due to safety issues.
- Pants are to fit at the student's waist with the hem not touching the floor.
- Skirts and shorts must be at a proper length (fingertips at side must not touch skin).
- The only form of body piercing allowed is ear rings.
- Any jewelry worn should be small and not detract from the educational setting.

If inappropriate clothing is worn to school, parents will be contacted to bring appropriate clothing before the student will be allowed to attend classes.

Web Site Address

You can find important information about our school system and Tusculum View by regularly visiting our web site at www.gcschools.net.

Newsletter

A school calendar is sent home at the beginning of each month. A newsletter will be sent home bi-monthly with your child. The newsletter contains dates to remember, upcoming events, activities, classroom news, and important reminders. Please read the newsletter and keep it for future reference.

School Directory

A school directory is published each year for parents. The directory contains names, parents' names, addresses, phone numbers and birthdays of all students.

Our GSIA organization is responsible for printing the directory and distributing it to parents and teachers who have joined GSIA.

Greeneville Schools in Action/Parent Involvement

Three parent organizations exist within the Greeneville City School System. Our GSIA is the local parent-teacher organization within the school. The GSIA Council is composed of presidents for the individual GSIA chapters, two additional parents from each school, a board of officers, principals, the Director, and the Superintendents. The purpose of the GSIA council is to provide a forum for sharing ideas among the member schools.

The GSIA provides support and assistance to Tusculum View School through the cooperation of parents, teachers, and administrative staff. Our GSIA conducts various fund-raising projects to purchase equipment and educational materials. The GSIA also sponsors Open Houses, Balloon Day, a Walk-a-thon, Field Day, Fun Day, Teacher Appreciation Luncheons, Book Fairs, school T-shirts and sweatshirts, and a school directory which contains a directory of Tusculum View families and a list of various committees. The GSIA membership elects co-presidents, a vice president, a treasurer, a secretary, and a parliamentarian in the spring of each year. These officers, together with the teacher representative, form the governing board of GSIA. Four general membership meetings are held each year. The GSIA board takes this opportunity to provide the membership with a treasury report of funds raised and disbursed, progress made on various projects, and any other information that the board deems necessary for the membership to know. As with any volunteer organization, the effectiveness of GSIA is dependent on the participation of the parents.

School Fees

The Greeneville City Schools provide all basic texts at no cost to the students. All lost or damaged books must be paid for by the parents.

Each year a school fee of \$15.00 is requested from all students. The money is used for writing paper, art materials, subscriptions, and other school materials.

Food Service

A nutritious breakfast lunch is served daily in our cafeteria. The cost for breakfast is \$1.00. Students that eat breakfast should be at school by 7:50. The cost for a hot lunch is \$1.50 per day, and the reduced price for lunch is \$.40.

Students may buy milk for \$.30 if they bring their lunch. Parents are welcome to apply for free and reduced meals. Applications are available in the school office.

If a student forgets or loses his/her lunch money, an IOU will be given to the student. Students may receive no more than 3 consecutive IOU's and IOU's should be paid the next day. Students may prepay for lunch. Checks or money for prepaid lunches should be given to the cafeteria manager on Monday mornings in an envelope with the child's name and ID number on the outside. Checks should be made payable to Tusculum View Cafeteria. If you do not want your child to purchase a la carte or extra food items, please notify the cafeteria manager in writing.

Medication

Known medical conditions should be noted on the enrollment form along with any medications the child takes regularly. No school official or teacher will routinely dispense medication to students except under unique situations in which a child's health is dependent upon emergency medical aid. If, under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the principal or principal's designee will assist the student self-administer medication in compliance with the following regulations:

The parent or guardian must state on the medication form that the child is competent to self-administer the authorized and/or prescribed medication with assistance.

The Greeneville City medication form must be signed by the parent and physician for medications that will be taken long term (longer than 4 weeks). All prescriptions for long term medications shall be renewed annually by a licensed prescriber. The medication form must be renewed annually for long term medication. Only a parent's signature will be required for short term medications (less than 4 weeks).

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate administration (example-students with asthma or diabetes), The parent or guardian must pick up any unused medication at the end of the treatment regimen or end of the school year. No medication will be sent home with the student.

The prescription medication must be delivered in the original pharmacy container or medication will not be administered. The container shall display the following: child's name, prescription number, medication name and dosage,

administration route or other directions, date, licensed prescriber's name, and pharmacy name, address, and phone number.

Non-prescription medication may be administered only with the written request and permission of a parent or guardian. The medication form must be completed with a discontinuation date for the non-prescription medication. The medication must be brought in the original manufacturers bottle/box with ingredients listed and the child's name affixed to the container. The medication will be administered in accordance with the label directions or written instructions from the student's parent, guardian, or physician.

The parent or guardian is responsible for informing the designated official of any changes in the student's health or changes in medication. Prescription medication will be dispensed as ordered by the physician and any changes in the medication shall require written authorization from the licensed prescriber.

The administrator/designee will:

1. Inform appropriate school personnel of the medication being administered.
2. Document each dose of medication. Documentation shall include the date, time, dosage, route, and signature of the person assisting the child with self-administration. If a dose is not taken as ordered, the reason shall be entered in the record.
3. Provide written feedback to the parent or guardian regarding any problems with the medication.
4. Keep all medications in a locked cabinet or drawer except medication retained by a student per physician's order. Any medication requiring refrigeration shall be in a secure area.
5. Return unused medication to the parent or guardian only.

The designee will attend an annual in-service to review guidelines for assisting the student in self-administration of medications.

A copy of this policy shall be provided to a parent or guardian upon request.

Legal references: TCA 49-5-415

"Guidelines For Use of Healthcare Professional And Health Procedures In A School Setting" Tennessee Department of Education and Tennessee Department of Health
September, 1996

School Bus Rules

Bus transportation is a privilege extended to all eligible students. Failure to obey the following rules could result in being suspended from riding the bus.

1. Never put your head, arms, or hands out the window.

2. Do not block the aisle with your body or belongings.
3. Do not throw things in a bus, at a bus, or from a bus.
4. Do not yell, scream, or make other loud noises.
5. Do not use vulgar or profane language.
6. Students may be let off only at their designated stops.
7. No horseplay at the bus stop.
8. Treat the bus driver and students with respect.

School Closings/Early Dismissal/Delays

In the event of inclement weather or other emergencies that may necessitate a school closing, delay, or early dismissal, please listen to the following radio stations or watch the following TV stations for information.

<u>Radio Stations</u>	<u>TV Stations</u>
WSMG 1450 AM	WBIR Knoxville Channel 10
WIKG 103.1 FM	WJHL Johnson City Channel 11
WGRV 1340 AM	WCYB Bristol Channel 5
WQUT 101.5 FM	
WJCW 910 AM	
WKOS 104.9 FM	
WKIN 1320 AM	
WNPC 92.9 FM	

Prearrangements should be made by the parent and known by the child when school is dismissed early. Please let the school know of the arrangements on the emergency form. On early dismissal days students may not be able to reach you by phone, and parents may not be able to reach the school because of busy phone lines. When we are dismissed early, buses will pick up elementary students first.

LEGAL NOTICE

Nondiscrimination Notice Policy

The Greeneville City School System does not discriminate in employment or admission on the basis of race, color, sex, age, national origin, religion, or handicap.

The Greeneville City School System complies with the provisions Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973.

MR. STEVE LONG is Assistant Superintendent for Administration.

MR. JIM PATRICK is Handicapped Coordinator and 504 Compliance Officer.

MRS. TERRI TILSON is Federal Projects Coordinator.

Greeneville City Schools
P.O. Box 1420
Greeneville, TN 37744-1420

Please notify Jim Patrick at (423) 787-8009 if you require special assistance while participating in a school activity or function.