

# Springdale Elementary School

## Home of the Springdale Owls



1915 HWY 25E South  
Tazewell, TN 37879-5767

Telephone (423) 626-9142  
Fax (423) 626-3936

Website <http://www.claibornecountyschools.com/springdale>

Dr. Joy Collingsworth  
Principal

Mrs. Wanda Davis  
Assistant Principal

## **Principal's Message**

Dear Parents/Guardians and Students,

The faculty and staff join me in saying we are happy that you have chosen Springdale Elementary as your school. We hope each year will be satisfying and successful for you.

The pages of this handbook are filled with important information regarding school policies and procedures. I suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please call the school office. We feel that open and clear communication between school and home is important to the success of your child's educational program.

We welcome your participation and support during the school year and hope you will be an active member in our parent involvement initiative. Working together, we can reach our goals.

Sincerely,

Joy Collingsworth

## **Mission Statement**

### **“Dedicated to Excellence”**

The mission of Springdale Elementary is to provide guidance, instruction, and the opportunity to practice the necessary social and academic skills needed to become a responsible and productive member of society.

## **Belief Statements**

1. All children are unique and learn in different ways.
2. All children should have a safe and caring environment in which to learn to their highest potential.
3. Positive learning opportunities and relationships will build a child's self esteem.
4. Engaging children in the learning process will support greater learning every day.
5. Children need a challenging learning environment.
6. The involvement of teachers, family members, and the community will help accomplish our mission.
7. We are here to provide guidance for all children.
8. Different teaching strategies should be provided for different learning styles.
9. Students must be encouraged to develop pride in self, school, and community.

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## **School Hours**

The regular school day is 8:00 a.m. to 3:00 p.m. Students arriving after 8:00 a.m. will receive a tardy slip from the office. If a student needs to leave during school hours, a responsible adult must sign students in and out of the building. If your child is a pick-up, we request that you arrive early as we call pick-ups at 2:45 to avoid evening bus traffic. Children should not arrive earlier than 7:00 a.m. or remain on campus later than 3:30 p.m. unless they are participating in the morning or after-school program.

## **After-School Program**

Springdale Elementary provides an after-school program for students. Program hours are from 3:30 p.m. to 5:15 p.m. four days a week, Monday through Thursday. The program will provide a snack, academic enrichment and recreational opportunities for those students who choose to stay. Enrollment information can be obtained in our school office.

## **Morning Program**

Springdale Elementary provides a morning program for students who need to arrive before 7:00 a.m. Students may be dropped off at school at 6:30 a.m. with a teacher who will watch them and provide games and/or quiet time until they are released for breakfast at approximately 7:30.

## **Special Services and/or Classes**

In addition to the regular curriculum, Springdale Elementary School has the following services.

1. Library
2. Art
3. Compass Lab
4. Computer Lab
5. Guidance/Counseling
6. Inclusion Classes
7. Speech and Language
8. Physical Education
9. After-School Program
10. Early Morning Program

## **Procedures for Student Enrollment**

**When enrolling new students, the basic requirements are listed below:**

1. Birth Certificate
2. Social Security Card
3. Complete Immunization Record

**You will receive a registration packet for your child containing the following:**

1. Attendance Policy
2. Student Data Form
3. Dress Code Policy
4. Application for Free and Reduced Price School Meals
5. Request for Waiver of School Fees
6. Head Lice Policy
7. Consent for Fluoride

### **Medications**

Springdale Elementary School Staff is prohibited from providing or dispensing any medication, including Tylenol or aspirin, to any student without parental consent. When a child is required to take oral medication during school hours and the parent cannot be at school to administer it, the school nurse will administer the medication. In the absence of the school nurse, a faculty member will be in charge of administering the medication.

**NO** medications may be transported on the school bus. Parents must bring the medication in the original bottle to the office and fill out a form stating that they give permission for the school to administer the medication.

### **School Nurse**

Springdale Elementary has a school nurse on campus. In the event of an illness or injury, your child will be referred to the school nurse for evaluation. She is also in charge of dispensing all medications to students and calling parents when necessary.

## **Student Performance and Evaluation**

To keep parents informed during the six weeks, progress reports will be sent at the end of each three-week cycle. Report cards will be sent home every six weeks by the homeroom teacher to show students performance in subject areas.

### **Grading Scale:**

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

I = Incomplete  
P = Pass  
F = Fail  
F = Below 70

## **Comprehensive Safety Plan Fire Drills/Emergency Evacuation/Inclement Weather**

Springdale Elementary School will execute regular fire drills to comply with State Fire Marshall regulations, which aides in the preparation for building evacuations in the event of an emergency. Teachers will assemble with their students in a pre-determined area considered safe for the children.

During times of inclement weather, tune into your local television/radio stations for school closings or early dismissal. Necessary forms will be sent home for parents to provide a plan for early dismissals. Please make sure that you have a plan of action in place for your child in the event of early dismissal, as it is impossible to contact parents on such short notice. The normal procedure is that students will ride their usual bus home unless we are notified otherwise.

## **Tobacco Policy**

State Law prohibits smoking tobacco, using tobacco products, and/or possession of tobacco materials by students on school buses, in school buildings, or on the school grounds at any time.

## **Attendance Policy**

In order to meet the requirements for promotion and/or graduation, a student in Claiborne County Schools shall have an approved record of attendance. The parent/guardian of a student who has five (5) unexcused absences shall receive a letter from the school principal confirming the absences; also, the attendance officer shall receive the same information. A second letter shall be sent on the tenth unexcused absence, and the parent/guardian and student will be summoned to meet with the Truancy Board or to appear in Juvenile Court.

The principal may require a doctor's excuse at any time that absences (excused, unexcused, or a combination of both) are determined by that principal to be excessive.

When a student is present and an assignment is made, he/she will be held responsible for that assignment on its due date. If the student is present when an assignment is made, but absent on the due date, the assignment will be due the day he/she returns to school. Makeup work will be provided for those students who miss assignments due to absences. The following conditions apply to makeup work:

1. Makeup time allowed will be equal to the time missed – if a student misses two days of school, two days will be allowed after returning to school to complete makeup work.
2. A zero grade will be applied to any assignment not turned in when due, with the due date being determined by the provisions listed above.
3. Makeup work will be given to students upon their return to school. The student needs to check with his/her teacher to find out about homework assignments as soon as possible when returning to school.

**The school will accept a doctor's excuse only if it is received within a reasonable time frame. Normally, that would be within (3) days of student's return to school.**

The following is a list of absences that will be excused:

1. The student's personal illness verified by a parent/guardian or doctor.
2. Death in the family, not to exceed three (3) days.
3. Recognized religious holidays regularly attended by persons of that particular faith.
4. Absences excused by the principal prior to their occurrence. Pre-arranged excuse forms are available in the office.
5. School sponsored activities.

**Springdale Elementary will accept only (6) handwritten parent excuses. Any absences after that will require a doctor's excuse.**

### **Procedure for Use of Telephone**

Students are not to be called out of their classroom to the telephone except in the event of a sickness or an emergency. The secretary will try to get a message to your child when necessary. Calls should not be made after 2:30 p.m. concerning bus arrangements for children. We may not be able to get messages to them after that time. Students will not be allowed to use the phone unless they have a phone pass from their teacher, who will judge the necessity of the call for each student.

## **Claiborne County School System Dress Code Policy**

1. All shirts and blouses must be long enough to go past the waistline to overlap the pants/skirt/shorts, etc., covering the back, with no cutouts or see-through elements. If pockets are not partially visible, the shirt or blouse must be tucked.
2. Pants, skirts, skorts, and shorts must be worn so that the waistband is above the hips.
3. Clothing of a type, or worn in such a manner, so as to reveal undergarments or bare skin between the upper chest and mid-thigh is not permitted.
4. Dresses must cover the back, with no cutouts or see-through elements.
5. Sleeveless shirts, blouses and dresses must come up to the armpit.
6. Clothing must be worn appropriately (nothing inside out, nothing backwards, no one rolled up pant leg, no unfastened bib overalls, etc.,) and must not be tight fitting.
7. Students are prohibited from wearing clothing, headwear, jewelry, tattoos or other articles of personal appearance that:
  - a. Depict profanity, obscenity, the use of weapons, or violence.
  - b. Promote the use of tobacco, drugs, alcohol, or other illegal or harmful products.
  - c. Contain sexually suggestive messages
  - d. Contain language or symbols that degrade gender, culture, religion, sexual orientation, or ethical values.
  - e. Endanger health or safety.
8. Gang-related styles are prohibited. This includes any combination of clothing, which upon guidance of law enforcement agencies, is considered gang related. Due to changing trends in gang attire, clothing, jewelry accessories, and grooming styles restrictions may change as necessary.
9. Some examples of prohibited clothing include, but not limited to are:

Bare midriff tops	Belly shirts
Halter tops	Clothing 2 or more sizes too large
Off-the-shoulder tops	Muscle shirts
Short shorts	Dusters
Bathing suits	Trench coats
Tube tops	Capes
Tank tops	Clothing with large pockets
Mesh tops	Knit or spandex pants or shorts
Spaghetti straps	Bedtime attire
Mini skirts	
10. The wearing of hats, caps, bandanas, or sunglasses is not allowed at school. Medical exceptions will be considered by the administration.
11. There is to be no jewelry affixed to a student's nose, tongue, cheek, lip, or eyebrow. No visibly pierced jewelry shall be worn except in the ears.
12. Non-jewelry chains that could be used to injure others, such as wallet chains, cannot be worn or carried at school.
13. Only transparent or mesh book bags are acceptable. No duffle bags are allowed. Athletes are to leave their team bags with the coach or teacher upon arriving at school.
14. Shop and lab rules apply.

Exceptions to policy shall be given consideration when an authorized activity, such as athletics or band, requires different attire. The administrator upon request may grant other exceptions.

The school administration reserves the right to disapprove any items not addressed in the policy but considered disruptive to the school. Decisions to disapprove items will be based on the goal of providing a safe and disruptive-free environment for the education of all students.

Principals will have the authority to suspend or waive restrictions of this policy for events such as, but not limited to, proms, homecoming dances, or school-sponsored activities aimed at promoting school spirit.

Violation of the dress codes will result in the following actions.

First offense:	Warning, correcting, and/or possibly sending home
Second offense:	Parents called and after school detention
Third offense:	Parents called and Saturday detention
Fourth offense:	Suspension for one to three days
Fifth offense:	Discipline Committee meeting resulting in ten days suspension, thirty days at the alternative school, or expulsion from school.

## **Bus Regulations**

School bus safety is a major concern. Students are having more and more difficulty behaving appropriately while on the bus. The courts have held that the right of a student to bus transportation is a qualified right, dependent upon good behavior. In cases where students chronically break the rules, suspension from the bus will be an immediate consequence. The safety of all students on the bus is the major requirement. Penalty for misbehavior on the bus is at the discretion of the principal. This penalty may include removal from the bus.

## **Statement of Non-Discrimination**

It is the policy of the Claiborne County School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title XI of the 1972 Educational Amendment and Section 504 of the Federal Rehabilitation Act of 1973.

## **No Child Left Behind**

**Parents will receive notification if the district employs a teacher for over four weeks who does not meet highly qualified requirements. Contact your child's teacher or principal for more information.**

**Qualifications of teachers and paraprofessionals who instruct their child can be reviewed at the school or at central office.**

**Parents have the right to request that their child's name, address and phone number not be released to military recruiters without prior written consent.**

**The district has a written parent involvement policy. If you have not seen one and would like one contact your school.**

**If a child were to become the victim of a violent crime, parents will receive written notification that their child has the right to transfer to another school within the district.**

**Parents of students in school identified as unsafe are notified in writing of their rights.**

**If you need assistance with interpreting your child's Report card, T-Cap or Gateway scores contact your school.**

**This is a Title 1 school wide project school**

# **LEA PARENT INVOLVEMENT POLICY**

## **Title 1, Section 1118 (a) (2)**

- ❖ **Must be developed jointly with, agreed upon with and distributed to parents of participating children.**
- ❖ **What: Establish expectations for parent involvement and describe how the LEA will---**
  - A. Involve parents in the joint development of the 5-year plan, the process for school review and improvement;**
  - B. Provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent involvement.**
  - C. Build the schools' and parents' capacity for strong parent involvement as described in section 1118(e) of Title 1**
  - D. Coordinate and integrate parental involvement strategies under other programs, such as Head Start;**
  - E. Conduct with the involvement of parents an annual evaluation of the content and effectiveness of the parent involvement policy.**
    - i. To determine the effectiveness of the policy in increasing the participation of parents; and**
    - ii. To identify barriers to greater participation by parents in activities authorized by Title 1, and**
  - F. Use the findings of the annual evaluation in designing strategies for school improvement and revising, if necessary, LEA and school parent policies.**

**The parent involvement policy has been developed and agreed upon through parent teacher conferences, parent meetings, P.T.O. annual open meetings, home visit and needs assessments. The policy was presented on January 18, 1996 to the Claiborne County Board of Education. The policy was approved and passed at this meeting. The school encourages the involvement of parents as individuals and as groups:**

- A. Parents will be included in the development and implementation of the school's Title 1 plan. This has been implemented through parent meetings, P.T.O. and parent compacts. Idea's suggestions and input to review and improve the parent plan is a priority and an on-going process.**
- B. Communications and coordination with parents will include but not be limited to an annual meeting, school performance profile, school parent compacts and individual student assessments. Technical assistance will be provided as needed to parents by using the Bowdoin parent education methods, adult education classes, GED classes and in-service workshops that enhance the parents skills needed for effective parent involvement.**
- C. Building the school's and parent's involvement strategies according to 1118c will include the following methods.**
  - Consult with parents annually to discuss the parent-student compact, the curriculum, forms of assessment that are used, their child's progress and ways to strengthen or improve their child's performance.**
  - Provide parents with reasonable access to staff members, and opportunities to observe and participate in their child's classroom.**
  - Ensure, to the extent possible, that information is sent home in a language and parents can understand.**
  - Provide assistance to participating parents in understanding the National Education Goals, the state's content standards and the states student performance standards.**
  - Provide assistance to parents in such things as: monitoring their child's progress and school performance and getting information on how they can be involved in decisions relating to their child's education.**
  - Provide materials and training to help parents work with their children to improve their children's achievement.**
  - Coordinate necessary literacy training, from other sources, to help parents work with their children**
  - Provide training to district and school personnel, with assistance of parents, on how to work with parents as equal partners and how to build ties between the home and the school.**
  - Hold an annual meeting, at a convenient place, being sure to provide A.M. and P.M. meeting time. The materials shared with parents should include: information about their school's participation in Title 1, the program's requirements and their right to be involved.**
  - Offer a flexible number of meetings that include: child care, transportation or home visits to provide parent information.**
  - Include parents in the development of the policy and plan.**

- Provide parents with: a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress and the proficiency level students are expected to meet.
- Develop jointly, with parents, a school-parent compact which outlines how the parent, the school staff and the student will share the responsibility for improved student achievement.
- Develop partnerships with community based organizations and businesses.
- Give parents an opportunity to make request and to offer suggestion. Be responsive to the request and suggestions in a timely manner.
- Provide opportunities for parents to learn about different topics such as child development or parenting skills. Appropriate facilities should be provided for these meetings.
- Submit parent comments, if they are not happy with the school wide plan, at the same time the school's plan is presented to the school board.
- Provide opportunities for parents, with limited English proficiency or disabilities, to participate in the Title 1 program.
- Coordinate and integrate Title 1 parent involvement programs and activities with Head Start and Even Start or other public school programs, to the extent it is feasible and appropriate.
- Be responsible to other parent's involvement services or needs, requested by the parents.
- Help parents understand how they can assist in a parent resource center which was funded through Goals 2000.

- D. Title 1 with other programs such as Adult Education, Head Start, Even Start and Project Hope meetings are held with these groups to get names of students to refer to Title 1 schools. Parents meetings have been held with the adult education classes and newsletters given.**
- E. An annual parental needs assessment is conducted to determine the effectiveness of the policy in increasing the participation of parents.**
- i. To determine the effectiveness of the policy by the number of parents that participate by coming to parent meetings, parent conferences, open house, P.T.O. and responding to parent surveys.
  - ii. Identify and try to overcome barriers by scheduling meetings in each community so transportation will not be as big a problem. Use paraprofessional in school to provide child care. Survey parents to determine the best time for meetings. Provide meetings with topics that are relevant to the parents. Using parent involvement surveys. Join other groups with topics of interest that are being presented.
- F. Parent surveys and assessments of support services are conducted in the latter part of each school year. These findings are used in evaluation, designing and revising strategies for the next year.**

## **Claiborne County Schools District Parent Involvement Plan**

The Claiborne County Family Plan was developed by the Family and Community Advisory Council. The plan will be annually assessed through consultation with parents, the effectiveness of the Family and Community Engagement Program and determine what action needs to be taken, if any, to increase parental and community participation. In order to accomplish this, each advisory council will be composed of representatives from parents of students in elementary, middle and high schools, community business leaders, a member of the school board, and representatives from the school district.

The district will provide technical assistance to assist individual school in their effort to enhance family involvement by updating school and district web sites in a timely manner, provide school calendars, and listing parent involvement activities in the newspaper. Also, the district will correspond with parents through newsletters about student activities and student achievements. The district will provide an annual report card with student academic results, and will distribute family friendly school survey results. Currently the district provides the Bowdin training materials for any parent who request assistance.

The district encourages all schools to involve parents in all areas of decision making. The Parent Coordinator for the district participates with parents in decision making activities, and the Title 1 supervisor attends all early childhood advisory boards and councils activities that engage parents in decision making.

The system will identify barriers to community involvement or parental decision making through school and teacher referral and home visits by the parent coordinator. Attempts will be made to remove any barriers that inhibit participation.

### **Evaluation**

The district will host an annual meeting in late spring each year to evaluate the effectiveness of all family engagement activities for the school year. This meeting will be open to all parents, community members and staff.

- Feed back from principals about participation from their parent activities will be collected and analyzed.
- The school district will individually monitor school parent engagement plans to ensure that necessary strategies to improve academic success are included (e.g., homework, attendance, discipline) The district will ensure that parents are involved in school level decisions about the spending of the required Title 1 set aside for parent involvement.
- The district will monitor web sites, handbooks, and meeting thru sign-in sheets to determine if parents have access to all curriculum materials.
- The school district will distribute annually the district parent involvement plan related to student achievement, school performance and programs.
- The system will make every effort to overcome language barriers by providing information that is understandable.
- After evaluation of the plan each year, it will be revised as needed from input from parents/community and district staff.

# Springdale Elementary School Parent Involvement Policy

## Mission & Beliefs

Our mission is to provide guidance, instruction, and the opportunity to practice the necessary social and academic skills needed to become a responsible and productive member of society.

Parental involvement in student learning at Springdale Elementary School is encouraged and solicited to help students achieve the State's high standards. It is our belief that a stable, working partnership between home and school most positively influences a child's education.

## Parent Involvement Policy

The Parent Involvement Policy at Springdale Elementary consists of the following components:

- ❖ A Student/Teacher/Parent Compact will be signed at the beginning of each school year to ensure parent agreement with our policy and parent involvement in their child's education.
- ❖ Parents and faculty to meet the changing needs of parents and the school will complete a Parent Involvement Survey annually. A copy of the survey results will be submitted to the LEA.
- ❖ An annual meeting (Open House) will be held at the beginning of each school year to educate parents about grade level curriculum, assessments, and expectations. Parents will be given the opportunity to offer suggestions and a timely response will be given.
- ❖ A flexible number of meetings will be offered throughout the school year (four Parent/Teacher Conferences) to discuss student academic progress and assessment results and to ensure successful parent/teacher collaboration.
- ❖ Parents will be notified of scheduled meetings in a timely fashion via the school newsletter, marquee, and website and will be invited to attend and participate in the planning, review, and improvement of Title 1 Programs.
- ❖ A need for opportunities for the participation of parents with limited English proficiency or with disabilities will be visited at the beginning each school year. If a need is found, those opportunities will be provided.

## Policy Development

Our Parent Involvement Policy was developed through the 2005-2006 "Family Friendly Policy" development process. The development process included the following events:

- ❖ Formation of a "Family Friendly School Council" and a "Parent & Community Council"
- ❖ Analysis of "Family Friendly Surveys" completed by parents and community members
- ❖ Both councils worked together in several scheduled meetings to formulate "Council Suggestions" based on needs analysis of surveys.
- ❖ From the "Council Suggestions," two goals were generated to improve parent/community involvement.
- ❖ A Student/Teacher/Parent Compact was developed to ensure parent agreement. The compact will be sent home at the beginning of each school year for signatures.
- ❖ A "Parent Involvement Policy" was created based on our goals
- ❖ A copy of the "Parent Involvement Policy" will be posted on the school website and sent home in our yearly school handbook.

## **Springdale Elementary School Student/Teacher/Parent Compact**

*The faculty and staff at Springdale Elementary School welcome the opportunity to provide a quality educational experience for your child. Each student should be helped to reach his/her highest potential for intellectual, emotional, and physical growth. To achieve this, teachers, students, and parents must work together by recognizing and agreeing upon the responsibilities of each party in the learning process. It is important that communication between school and parents occurs regularly and remains positive, in the best interest of the child. Teachers will be available to speak with parents on a daily basis during regularly scheduled planning times.*

**As a student, I will be responsible for:**

- Showing respect and cooperating with all adults at the school.
- Coming to class on time, prepared to work.
- Completing all assignments to the best of my ability.
- Respecting the rights of others to learn without disruption.
- Showing respect for people and property by not using profanity, stealing, or vandalizing.
- Practicing school and classroom rules.
- Spending time at home on daily studying or reading as asked by my teacher.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**As a teacher, I will be responsible for:**

- Providing instruction in a way that will motivate and encourage my students.
- Providing a safe and positive atmosphere for learning.
- Explaining assignments so that my students have a clear understanding.
- Supply clear evaluations of student progress to students and parents.
- Provide parent/teacher conference opportunities on a regular basis that meet the scheduling needs of the parent.
- Send regular progress reports about student performance to parents.

**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**As a parent, I will be responsible for:**

- Providing a caring environment, including adequate food and rest, so my child is ready to learn.
- Providing a time and place for quiet study and reading at home.
- Participate in parent/teacher conference opportunities requested by my child's teacher.
- Helping my child in any way possible to meet his/her responsibilities.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_