

White Pine School Parent/Student Handbook

The administration and staff of White Pine School would like to extend a warm welcome to you and your child. It is our sincere desire to work closely and cooperatively with you in providing for your child the best education possible.

This handbook has been prepared in the hope that it will serve as a guide to help students become familiar with school regulations, procedures, and standards. We urge you to read and discuss this material with your child.

Thank you for the excellent support, assistance, and cooperation that you have given us in the past years. We look forward to working with you and your child in order to make this a rewarding and successful school year.

MISSION STATEMENT

The mission of White Pine School is to provide the environment and the resources to enable **ALL** students to achieve their full potential. We foster respect, responsibility, and teamwork. We strive to develop in our students a love for lifelong learning.

APPROPRIATE DRESS AND APPEARANCE

Students' attitudes toward personal appearance are basic elements in their upbringing and in the educational climate of the school. Parents are asked to help their child establish personal habits of self-respect and respect for others by keeping clean and neat at all times. Students should be especially concerned about "personal body odor" and "bad breath" as there are 800+ students at White Pine School who have to be around each other approximately seven hours a day.

During the first week of school, students will receive the Dress Code Policy. Parents, help in following the policy will be greatly appreciated. This is part of the county-wide plan mandated by the Jefferson County School Board to help ensure a safe school and the proper learning environment for all students.

ATTENDANCE/TARDIES

Regular attendance and punctuality are essential in providing for the development of personal responsibility and for continuous growth in the learning experience. You cannot profit from the instruction available at school unless you are physically present to see, hear and participate in learning activities. Active involvement and daily attendance will help insure academic success at WPS.

LAW: *The Compulsory Attendance Law* requires that all children in Tennessee, K-8 attend school continuously. Also, the law affirms that the primary responsibility for regular attendance resides with the parents and/or guardians. The State Legislation authorizes the court to impose a fine of up to \$50 or five hours of community service against parents or guardians of K-8 students absent without medical excuse more than five (5) days during the school year.

Out-of-school suspensions will be counted as absences. Students who are suspended or expelled shall be considered unexcused.

Excused absences are defined as the following:

- **Medical**-requires documentation by a physician- may be faxed to 865-674-8383
- **Death in the immediate family**- documented by an obituary notice
- **Court appointment**- documented form from the Court

If tardies or absences without a doctor's statement become excessive, the child may be referred to our Family Resource Center or the Jefferson County Court for legal action. 10 unexcused absences result in referral to Truancy Referral Board.

All students must remain in school for a major portion of the school day to be counted present. Early dismissals are strongly discouraged. If a student leaves during the school day, parents must check him/her out in the office. The child will then be summoned to the office via the intercom. **Please do not go directly to the child's room.** Students will be counted absent for any part of the school day missed when they come in late or leave early.

- Absences from school for haircuts, beauty appointments, shopping trips, etc. are not considered valid excuses to miss school.
- You do not have to call the school if your child is going to be absent that day. We do need to know if it is going to be for a long period of time.
- If you must pick your child up early or call the school to change your child's plans for dismissal, please try to do so **before 2:30.**
- After 2:30 we are taking care of end of the day activities which are necessary and it makes it difficult to do both at the same time.

BAD WEATHER PROCEDURE

- School may operate on a "snow schedule" due to bad weather. This means that busses will run one hour late and school will open one hour late. Breakfast will not be served when school operates on the "snow schedule".
- Inclement weather may cause school to be dismissed early. Parents should inform their child and his/her teacher what is to be done when this happens by filling out the *Early Dismissal* sheet. Please go over this with your child so that they know what to do and will not have to call home.
- Listen to local radio and TV stations and check the Jefferson County Schools website- jc-schools.net during the times of inclement weather. They will announce all school closings, delays and early dismissals. Often they know before the school personnel are notified.

BAND

- Band is an elective class available to students in grades 5-8. No previous musical experience is required. Beginner Band provides intensive study on the student's chosen instrument. After a year, students will progress into Advanced Band.

- Band students are required to participate in concerts twice yearly. Home practice time of 15 minutes daily is essential and required. Optional activities include participate in *Band Clinics* and the *Solo and Ensemble Festivals*.
- Students in band must maintain passing grades in other courses. If a student falls behind in major subject areas, he/she may be placed on probation from band until grades improve.

CARE OF SCHOOL PROPERTY

- White Pine School is an excellent school facility that will be kept clean, neat and in good condition. All students should take pride in caring for school property. The school belongs to the public and all students are a part of the public.
- Anyone who willfully destroys school property through acts of vandalism, arson, or larceny (or creates a hazard to the safety of students, faculty, and staff) will be referred to the proper law enforcement agency.
- Note: Students, if you should accidentally damage or break something, please report it immediately to your teacher or to the office.

DISCIPLINE SYSTEM

Our ultimate goal is to develop in students a sense of responsibility and self-discipline. We believe all students can behave at school. We will allow no student to stop the teacher from teaching or prevent other students from learning. Every student is entitled to an education, and every staff member is entitled to perform his/her responsibilities in a safe, secure, and positive environment. We want to help every student grow in knowledge and personal strength by providing an atmosphere of warmth, friendship and order in which all individuals, staff, and students can function to the best of their abilities.

- A. The following specific school-wide rules have been established for WPS:
1. Students will show respect to all adults and fellow students.
 2. All students will abide by school-wide policies and county policy.
 3. Respect the rights of others. Keep hands, feet, and objects to yourself.
 4. The following will not be allowed:
 - Talking, horseplay, and running in the hallways
 - Profanity and obscene gestures in any form.
 - Chewing gum (while at school, on the bus, or any school related activity)
 - Public display of affection. This includes hugging and kissing
 - Touching the walls (to ensure a clean building)
 - Defacing property (payment for damage is expected)
 - Out of class without permission.
 - A large amount of money, toys, rubber bands, cell phones (during school hours), computer/electronic games, any listening devices, CD's, lighters, playing/collectible cards, laser lights, beepers, etc. are not acceptable.
 - Harassment/bullying of any kind.
 - Stealing
 5. All students are responsible for and expected to come to class prepared (supplies, homework, etc.) and behave so the teacher can teach and students can learn.
- B. In addition to the school-wide rules, teachers will establish a plan for discipline. The classroom plan is based on rules for behavior, negative consequences, and positive consequences. The Discipline Plan will be sent home during the first week of school.
1. Grades 1-2, Grades 3-5, and Middle School (6-8) have developed a plan which is based on rewards and consequences.
 2. If these means have not been successful, a misconduct report will be sent to the office. The principal will review the referral and take appropriate action.
 3. In case of severe classroom or hallway misconduct, teachers will refer directly to the principal for immediate correction.
- C. Administrative Consequences of misconduct referrals. Students who choose to break the rules will be referred to the office. The principal may choose to contact parents, assign detention, use corporal punishment, assign *In-School*, assign *Out-of-School Suspension*, or *Alternative School* (for Middle School).
If a student is assigned *Out-of-School Suspension* or receives 2 or more *Office Referrals*, that student will be unable to participate in school dances (Middle School), field trips, or other activities during the semester of the offenses.
- D. The following rules involve student safety and/or health and require the following consequences:
1. **Fighting, assault, threatening, disrespect, bullying, and/or harassment will not be tolerated.**
 Consequences for violation are:
 - 1st referral 1-10 day(s) out-of-school suspension
 - 2nd referral 3-10 days out-of-school suspension
 - 3rd referral to Discipline Review Committee with the recommendation for long-term suspension or Alternative School placement.
 2. **Possession or use of any tobacco product is prohibited and is a violation of Board Policy.**
 Citations are written and turned over to the Courts.
 3. A student shall not possess any fireworks, weapon or dangerous instrument. Violation of this rule will result in expulsion.
 4. A student shall not leave the school grounds for any reason without first being signed out by a parent or guardian in the office. A student present at school shall not miss class for any reason without first notifying and receiving the permission of the teacher. Violation of this rule will result in

parent notification and/or Out-of-School Suspension.

E. Jefferson County Drug Policy

1. Any **medication** which needs to be taken at school must be accompanied by a note from a parent or guardian. All medication will be stored in the clinic and dispersed by the nurse as prescribed. This would include any type of prescription drugs or nonprescription oral, topical, or inhalant pharmaceutical products. A School Medication Permission form must be on file in the clinic.
2. Students shall not possess, use, sell, attempt to sell, or transmit any *illegal substance or legal substance* under the pretense that it is an illegal substance or mood-altering substance. This would include “street drugs”, over-the-counter pharmaceuticals, alcoholic products, inhalants or products to be inhaled, such as white-out. Violation of this rule will result in immediate suspension from school and a Discipline Committee hearing with an Alternate School placement recommendation.

F. Jefferson County policies and procedures will be followed in all disciplinary cases. A copy of full disciplinary procedures and disciplinary responses is available in the school office.

FIELD TRIPS

- When a field trip is to be taken, your child will bring home a permission form giving the destination, date, and cost. This form must be signed and returned to the teacher before your child will be allowed to go on the trip. Permission forms and money should be turned in together and will not be accepted after the cut-off date.
- Certain field trips may require that students meet specific eligibility condition to participate. Two office referrals and/or suspension during a semester excludes a student from a field trip as well as poor grades, excessive absences, extreme behavior, or administrative decisions.

FOOD AND BEVERAGES AT SCHOOL

- Chewing gum is not permitted on the premises. No food or drink is allowed in the classroom unless authorized by the teacher. No glass bottles will be brought to school.

GOAL/ACHIEVER CARDS

- *Goal and Achievement Cards* are awarded to students at the end of each nine weeks grading period in grades 3-8. These cards entitle the students to special offers from county businesses.
- *Goal Cards* are given to the students for having all “A” grades in core subjects. *Achiever Cards* are given for having “A” and/or “B” grades and for Perfect Attendance.
- At the end of the year, all students earning a Goal Card at least once during the school year will be able to attend the *County-wide Goal Card Rally*, where he/she will have a chance to win prizes.

HOMEWORK

- Homework assignments are the responsibility of your child’s classroom teacher. Homework often provides parents an excellent avenue of communication with the school. It should offer your child an opportunity to reinforce concepts and skills which have been introduced by the classroom teacher. Successful completion of all homework assignments is essential to the development of ‘independent’ work habits. Students should spend 10 minutes times the grade they are in. (10 min. x2nd grade= 20 minutes)
- The STUDENT PLANNER was designed to help students develop organizational skills. An organized student will do better in school. It is important to use the book daily and carry it to all classes. It can also be used by the parents in making sure that all home-work and projects have been completed.

HOMEWORK TIPS...

1. Set aside a special time in which to do assignments
2. Find a special place free from excessive noise and other distractions to work
3. Organize time so assignments can be completed in a reasonable length of time
4. Take breaks from time to time
5. Carefully check the completed assignments in your *STUDENT PLANNER*.

JEFFERSON COUNTY SCHOOLS FAMILY & COMMUNITY ENGAGEMENT PLAN

- This plan is based on the concept that families have a major influence on their children’s achievement in school and through life. As a result of this influence, positive results with student achievement occur when schools, families, and community groups work together to support learning.
- The focus of the Plan is to build trusting, collaborative relationships among teachers, families, and community members. It also recognizes, respects, and addresses families’ needs, as well as class and cultural differences. The Plan is a working document and will continue to grow and develop as the current process is evaluated annually for effectiveness. All stakeholders will be involved in the evaluation process. A copy will be sent home at the first of the school year.

LIBRARY

- The Library is a place of quiet and order. Reading, research, and library skills are the main priorities.
- The library catalog is on line from the building server to all connected computers.
- Most books may be checked out for two weeks and renewed for two more weeks.

- Grades 2-8 are allowed to check out two books and 1st grade students are encouraged to take only one book per visit.
- Students may check out reference books for overnight use after 3:00 p.m. They will be due to the next school day by 8:15 a.m.
- Magazines for research are available through the Tennessee Electronic Library on all computers.
- There are no late fines but the student who checks out a book is responsible for the book until it is returned. Lost books are the price of replacement. Damaged or removed bar codes are \$0.50.
- Chewing gum, colored pencils, crayons, felt tip markers, glue, ink pens, scissors and toys are not to be brought to the library.

LOST AND FOUND/CARE OF VALUABLES

The school makes every effort to help students safeguard their valuables. Please **place name labels on personal articles and wearing apparel**. All lost articles will be turned in to the Lost & Found. Students should not bring large amounts of money, beepers, playing cards, cell phones, Walkman, hand-held electronic games, laser lights, collectible cards or toys to school. All valuables should be left in locked lockers if brought (Middle School). Do not leave valuables in the P.E. dressing area. **Never bring anything to school that will upset you if it is lost or stolen.**

LUNCH AND BREAKFAST

The school cafeteria offers breakfast and lunch choices of nutritious, well-balanced foods each day. Breakfast is served from 7:30-8:00 a.m. except on snow schedule days and the first and last day of school. Students may “prepay” for lunch/breakfast on the morning of the first day in each week. **Students are not allowed to charge.**

Students who are allergic to milk will be given a substitute when a written statement from their doctor is provided.

LUNCH ROOM BEHAVIOR

1. Stay in order going through the lunch/breakfast line and when leaving the Commons Area. Sit with your assigned class at lunch.
2. Keep your hands to yourself in line and at the table. No one is to bother another student’s tray in any way.
3. Stay turned around and in your seat at the table.
4. Talk with those at your own table, not from table to table. Talk in a normal tone of voice to those near you-not yelling.
5. Do not play with or in your food or with eating utensils. Do not flip/toss/throw food.
6. Do not play with or crush cans, plastic bottles, plastic trays, plastic eating utensils, or milk cartons.
7. If you drop items on the floor or spill something, please pick them up or mop up what you spilled. The area where you are seated (table and floor) must be clean before you are dismissed.
8. Remain seated until dismissed. No one is allowed to get up unless given special permission. If you need anything, raise your hand and the Lunch Room Monitor will come to you.
9. Food or open drink containers are not to leave the lunchroom area.
10. Students are not allowed to buy drinks from the machine or ice cream if they do not have a lunch.
11. Please show good manners and courtesy at all time

MEDICATIONS

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of the drug policy, if used as prescribed. Students taking a prescribed medication are requested to give said medication to the nurse in the office.

All prescriptions should bear **the name of the drug or medication, directions to be followed, and the physician**. Any and all medications **must be in the original container and a Medication Permission Form must be filled out and returned to the office.**

PARENT INVOLVEMENT PLAN

Our parents are extremely important to us at White Pine School. It is our commitment to help each child be successful but this can not be accomplished without the help of parents. Our Parent Involvement Plan is a grouping of information that can be useful to parents by offering ways to become involved at WPS and in their child’s academic programming. Some of the ways addressed are: Parent Teacher Organization, Title I Parent Involvement Party, Volunteering, Newsletters, Monitoring Progress, Conference/Meetings, WPS Website, Jefferson County Schools Website, Parent Training and School-Parent Compact. Copies of this plan are sent home at the beginning of the school year to each parent.

REPORT CARDS

Progress Reports are sent out four times per year. Parents are urged to contact teachers about low grades as soon as possible. Letters are sent home concerning potential failure at the end of the first semester and after the 3rd 9-Weeks.

RESPONSIBILITIES OF THE STUDENT

Everyone has a responsibility in maintaining a safe and orderly learning environment at school.

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

- 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 form of harassment.

RTI

RTI “Response to Intervention” is a process that shows how well students respond to changes in instruction. WPS identifies the lowest 10% in each grade level in the subject of reading. When the students are identified, the classroom teacher works with these students in small groups three times per week for 30 minutes. This is called Tier 1 of the RTI process. There is continuous

monitoring of student progress during the nine weeks of intervention using DIBELS to determine if students are meeting goals. If sufficient progress is not being made, the literacy coach will then pull these students for an additional two times per week for 30 minutes. This is considered Tier II of the RTI process. A team consisting of the assistant principal, literacy coach, guidance counselor, intervention specialist and classroom teacher evaluates the progress or lack of progress on each individual student.

SCHOOL ASSEMBLIES

School assemblies are for the benefit of the students. Each student is responsible for the impression made of the school during assembly programs. Courtesy should be shown those in charge of and participating in the program. Students should enter and exit the Commons Area/Gym quietly. No talking, whispering, yelling, whistling, or shouting will be allowed. Applause (clapping) is an appropriate response for most performances. Students will be asked to leave the program if they misbehave.

SCHOOL BUS CONDUCT AND RULES

School bus transportation is provided by the taxpayers of Tennessee and is a privilege extended to all eligible students. Misconduct on the bus, at bus stops, or in the bus duty area at school may result in the loss of this privilege. The privilege of riding a school bus is conditional upon students' good behavior and observation of reasonable safety rules and regulations. It is understood that the bus driver is in full charge of the bus and the students. Any child who violates the safety rules will be reported to the principal by the bus driver. The principal may issue a warning to the child, move to the front of the bus, or it may be necessary for the child to be suspended from the bus.

SCHOOL FEES AND FUND-RAISERS

School fees are charged to provide students with necessary instructional materials. These fees are announced each fall. We have two major fund-raisers each year that are voluntary for each student. We are very grateful for the support from the White Pine community in helping our students and classroom teachers meet their needs. If your child participates in our sales program, please be sure that all financial obligations are met on time.

SCHOOL HOURS

- Bus Duty begins at 7:20 a.m. so we ask that no student arrive at school prior to that time. School age Child Care is available from 6:30- 7:30 a.m. and from 3:30- 6:00 p.m. For more information please call the school after 3:30 p.m.
- Our school day begins at 8:05 a.m. Students who are not in their seat ready to begin work at that time will be counted tardy.
- The 3:00 bell will dismiss 1st lead bus riders and the 3:05 p.m. bell will dismiss students who walk or are being picked up by car. Other students will remain on their hallway until their bus is called.

SCHOOL INSURANCE

School insurance is made available for all students. Claim forms may be picked up at the school office to take to your physician.

SCHOOL-PARENT COMPACT

In meeting the requirements for schools being funded by Title I, our school administrators, faculty, and parents have designed a school-parent compact. The compact describes our commitment to quality curriculum and instruction and to establishing a safe learning environment. It also includes information about conferences/meetings, grade reports, access to staff, and parental responsibilities. A copy of the school-parent compact will be sent out at the beginning of each school year. Additional copies will be available in our front office.

SPECIAL AREAS: GYM, ART, MUSIC, LIBRARY

K-5 students receive 35 minutes of instruction each day in special area classes. Students spend two days per week in gym and one day each per week in art, music, and library. Middle School students receive 40 minutes of instruction each day, and are one library day per week (throughout the year). Special area teachers strive not only to instruct students in skills directly related to their special disciplines, but also to reinforce skills/content from the general curriculum. Input from teachers regarding topics of study and target skills is highly valued. In order to maximize the students' time in special areas, it is important that students arrive together and on time to class. All students deserve a chance to benefit from physical education and instruction in art, music, and library skills. Special area teachers request that teachers emphasize that these classes are not just a "break" from the regular classroom environment, but rather a chance to learn new skills and content that apply to studies in the general curriculum and everyday life.

TELEPHONE / CELL PHONE

Students may not be called from class to talk on the telephone during school hours nor are they allowed to make out-going calls except in the case of an extreme emergency. As part of an effort to teach responsibility, we will not let them call home for forgotten items. Cell Phones are not allowed during the hours 8:00 a.m. to 3:05 p.m. If they are out during this time period or they ring, they will be collected and must be picked up by a parent. If cell phone use continues to be problematic, it may be taken up for up to 30 days by the administration.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure your name is written in the book in case it is misplaced. **You will be required to pay for lost or damaged books.**

TOBACCO POLICY

Possession or use of any tobacco product is prohibited and is a violation of Board Policy. Citations are written and turned over to the Courts.

TRANSFERRING TO ANOTHER SCHOOL

Students who plan to leave WPS to enter another school must notify their teacher(s) and the office. All books and library books must be returned and any outstanding debt (lunch money, candy money, picture money, etc.) must be paid before leaving WPS.

No transcripts of grades can be sent to the new school unless the above procedure is followed.

VISITING SCHOOL

As part of our School Safety Plan:

- All visitors must check in at the office before visiting a classroom and obtain a **VISITOR PASS**.
 - Conferences should be arranged in advance and at a time when teachers are not instructing or on extra duty assignments.
 - School age friends and relatives of students are not allowed to visit without special permission from the principal.
- A **VISITOR PASS** will be issued.

WEAPONS AND DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or busses 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 "any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, and/or knuckles.

Students who have been found to have violated this policy shall be subject to suspension for a period of not less than one (1) year. The superintendent shall have the authority to modify this suspension requirement on a case-by-case basis."

WEEKLY NEWSLETTER

Teachers correspond through the Weekly News Letter to keep parents informed and up to date on what is going on at school. Most teachers send the News Letter home on Friday, some on Monday. Please ask your child/children for the News Letter- it shows you care about them and what is going on at school

WHITE PINE SCHOOL PARENT INVOLVEMENT PLAN

The parents of students at White Pine School are extremely important to our school. Our commitment to helping each child be successful cannot be accomplished without their help. This plan is a grouping of information that can be useful to the parents by offering ways to become involved at school and in their child's academic programming. The Plan gives information on Parent Teacher Organization (PTO), Title I Parent involvement Party, Volunteering, Newsletters, Monitoring Progress, Conferences/Meetings, White Pine School Website, Jefferson County Schools Website, Parent Training, and the School-Parent Compact. A copy will be sent home at the first of the school year

WHITE PINE SCHOOL WEBPAGE

On the County Webb Page are links to each school in the county. You can reach the White Pine School Webpage at... jc-schools.net and each grade level/teacher to find helpful information. Many teachers will put weekly assignments on their web page which will be helpful to parents.

WHITE PINE SCHOOL BELIEFS

- *All students can learn.*
 - *Each student is unique, with his or her own learning styles, talents, and abilities, and each should be challenged to express these creative abilities.*
 - *A top priority of our school is to provide a safe and nurturing environment that focuses on the intellectual, physical, and emotional needs of learners.*
 - *Education is the joint responsibility of the school, the home, and the community.*
 - *The community, staff, and home should be role models of respect and responsibility.*
 - *It is essential that the community be involved in the decision-making process for student success.*
 - *Education should prepare students to live and succeed in an ever changing world.*
 - *Using a variety of instructional strategies is paramount in meeting the needs of a diverse student population.*
 - *Each student should demonstrate proficiency in the core curriculum areas through a variety of assessments.*
 - *Reading is absolutely essential to academic success.*
 - *Students must be able to apply knowledge across curriculum areas.*
 - *Clear goals and challenging expectations provide consistency throughout the students' learning experience.*
- *The principal or his designee reserves the right to search a locker when there is reasonable suspicion of a violation.**
- **Only Jefferson County residents who are zoned for White Pine may enroll.**