

# Mooreland Heights Elementary School



*Every Child Counts,  
Every Moment Matters*

## Handbook For Parents and Students 2018-2019

**Brandi Self, Principal**  
**Zack Brewer , Assistant Principal**  
**5315 Magazine Road**  
**Knoxville, Tennessee 37920**  
**Phone: (865) 579-2105; Fax: (865) 579-2189**

# 2018-20189 HANDBOOK FOR PARENTS AND STUDENTS

The mission at Mooreland Heights is to create a safe learning environment where all children can become confident life-long learners who achieve their greatest potential and become productive citizens.

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## **SCHOOL ENTRANCE REQUIREMENTS**

1. Children must be five years of age by August 15 in order to be eligible for Kindergarten.
2. Children must be six years of age by August 15 and must have completed a year of accredited Kindergarten to be eligible for First Grade.
3. Before any child may enter school in Knox County, the school office must receive an official record of immunizations, including the dates of all required shots, combined with the record of a medical examination by a licensed physician. This information must be recorded on the official form required by the State of Tennessee, and a licensed physician must sign the form.
4. A photocopied document verifying date of birth must be provided at the time of registration. Parents are requested to provide Social Security Numbers and a copy of the Social Security card.
5. All students must reside within the Mooreland Heights zone. A proof of residency is required. Transfer requests are managed through the transfer office at the A.J. Building on Gay Street.

## **TRANSFER OPTION FOR STUDENT VICTIMIZED BY VIOLENT CRIME AT SCHOOL**

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Brian Hartsell, Supervisor of Transfers, at (865) 594-1502.

## **SCHOOL HOURS**

1. Regular school hours are 7:45 AM - 2:45 PM for all students in Grades K-5.
2. School doors remain locked until 7:10 a.m. Not students will be admitted prior to that time.
3. Students begin dismissing to the buses at 2:40. Car riders begin dismissal after the buses have loaded and left the parking lot.
4. Tuesday, August 22nd, is the first FULL day for Kindergarten following the "staggered enrollment."

## **SCHOOL CLOSING OR EARLY DISMISSAL DUE TO SNOW OR SEVERE WEATHER**

The decision to close schools due to weather conditions is made by the Superintendent of the Knox County Schools, not by individual schools. Local TV and radio will broadcast such information.

## **ARRIVAL/DISMISSAL PROCEDURES**

Between the hours of 7:10-7:45 AM and 2:30-3:00 PM, the back driveway to our school is RESERVED FOR SCHOOL BUSES, DAY CARE VANS, AND AFTER SCHOOL PICK UPS ONLY. During these times, ALL CARS MUST REFRAIN FROM TRYING TO GO AROUND THE SCHOOL BUILDING AND PASSING THE OTHER VEHICLES IN LINE. WE ARE GOING TO HAVE THAT ACCESS BLOCKED FOR THE SAFETY OF OUR CHILDREN ENTERING AND LEAVING THE BUILDING.

o **ARRIVAL:**

The school building will open at 7:10. All buses and cars will unload using the gym entrance at the back of the building. Students in grades 2-5 will wait in the gym until it is time to dismiss to the classrooms. Kindergarten and 1st grade students will be in the library. All children need to be in their classroom by 7:45. If your child arrives after 7:45, they need to be signed in with the office staff at the front door and receive a tardy slip before going to class.

o **AFTER-SCHOOL DISMISSAL:**

The dismissal begins each day at 2:45 PM. Only after all students have boarded all buses are the buses permitted to leave. Furthermore, buses cannot leave the campus earlier than 2:45.

Car Riders, Daycare students, and students who walk to their homes are dismissed immediately following the bus the bus riders. Car riders will be brought to the gym, and then called by name, where faculty members will assist in loading. Parents must remain in their cars. We will load students into cars only at the head of the line. No passing is permitted. Please be patient. Children left after 3:00 will be brought to the office.

**If you check your child out of school before the dismissal time, you must park, come to the school office, and sign your child out of school. UNLESS AN EMERGENCY, PLEASE REFRAIN FROM SIGNING YOUR CHILD OUT BETWEEN 2:30 and 2:45.**

### **SCHOOL BUS TRANSPORTATION**

For all eligible children, school bus routes have been established and are posted at school. As the community continues to grow, bus routes are subject to revision. Parents and students will be notified of any changes, which may occur during the school year. State law does not require bus transportation, but it is a privilege extended to eligible students by our Board of Education. Misconduct on the bus endangers safety and may result in a loss of this privilege.

At the beginning of the school year, the principal will meet with students that ride the bus and review the Knox County Bus Rules and the School Bus Disciplinary Code. These rules are strictly enforced in order to promote safety for all students. Both parents and students must understand that the bus driver is in full charge of the bus and the students, and any student who is reported by the bus driver for a safety rule violation will definitely be subject to disciplinary action. If you have bus concerns please call transportation at 594-1550. The school has no direct authority/responsibility over the behavior of children at school bus stops, either morning or afternoon. This is an area of parental responsibility.

### **CHANGES IN STUDENTS' TRANSPORTATION**

Any time a child goes home from school in a manner that differs from his or her "regular" way, **the parent must provide a note. Parents cannot make last-minute telephone calls attempting to change a child's method of transportation, for these changes must be in writing. This is for the safety and protection of your child.**

## **TARDINESS**

**All children should be in their classrooms by 7:45 AM.** If your child arrives after 7:45 and/or leaves early, they will be counted “tardy.” It’s imperative that you accompany your child to the office to sign them in as tardy. **As with absences,** tardies are classified as excused or unexcused. Remember, five unexcused tardies count as one unexcused absence. **Chronic tardiness creates severe difficulties for children and violates state laws.**

## **SCHOOL ATTENDANCE POLICIES**

All students, K – 5th grade, must attend at least three hours and sixteen minutes per day in order to be counted present. **Any child not present for these minimum times must be counted as absent for the full day.**

The Knox County Board of Education requires that excuses for absences be presented to the homeroom teacher upon the child’s return to school. All absences are considered unexcused until documentation is provided. All notes should be paper notes, emails are not accepted. If notes are not sent to the school within five (5) school days, the absences will remain unexcused. Notes signed by anyone other than the parent/guardian will not be accepted. Acceptable (excusable) conditions for students being absent from school include the following:

1. Personal illness – **a student may be absent, due to illness, no more than ten (10) days per school year supported by parent notes. Any illness that results in an absence beyond the 10 days requires a doctor’s note.**
2. Illness in the family temporarily requiring help from the child (documentation is required)
3. Death in the family (obituary is required)
4. Recognized religious holidays regularly observed by persons of the student’s faith
5. Verifiable family emergency (documentation is required)

Any absence not complying with the above reasons for excused absences will be considered as unexcused. Examples of unexcused absences are family vacations taken during the school year, missing the bus, oversleeping, etc.

## **IF YOUR CHILD BECOMES ILL AT SCHOOL**

Mooreland Heights Elementary has a nurse on call and she will be here most school hours.. If your child becomes ill or is injured at school, **the clinic will attempt to contact you. If we are unable to reach you, we will contact the emergency numbers listed on the Emergency Card filled out at the beginning of the year. If your address or home or work numbers change during the school year, please notify your child’s teacher so that this information can be updated. The school treats this information as confidential.**

**Knox County Policy states any child suspected of having a contagious or communicable medical problem cannot remain at school.** This includes such common conditions as “pinkeye,” nausea, vomiting, diarrhea, undiagnosed rash, or an elevated temperature.

If your child has been diagnosed as having a significant medical condition, such as diabetes, epilepsy, or severe allergies, it is imperative that you notify your child’s teacher.

### **MEDICATION AT SCHOOL**

No medication of any kind shall be self-administered by students, even with assistance from school personnel, except when medication must be given on a long-term basis and is necessary to be given during school hours in order for the student to remain in school. Medications such as Tylenol, aspirin, and other over the counter (O.T.C.) medications are included in these regulations.

Any student who is required to take medication during the regular school day must comply with the medication policy. These regulations must include the following:

1. Written orders by a physician, dentist, nurse practitioner or D.O. (health care provider), who has the legal right to write a prescription, must be provided. The orders should include the name of the drug, dosage, and time interval medication to be taken by the student. **Only one medication per Physician Form is allowed and must be renewed each school year.**
2. A parent/guardian signature is required on the Physician Form for Administration of Self-Medication before a student can be assisted with self-medication.
3. A responsible adult (parent/guardian) must bring the medication to the school. **Students will not be allowed to transport medication to or from school.**
4. Any medication prescribed for a student must be in an **unopened original container with the label listing the ingredients** and must be **labeled** with the student's name.
5. **The school system retains the right to reject requests for administering medications.**
6. The Parent/Guardian is responsible for picking up any unused medication at the end of the treatment or at the end of the school year. Any medications not picked up shall be destroyed as per Knox County policy.
7. Please visit the Knox County Schools website for more information pertaining to the medication policy.

Many medications administered at school are considered Schedule #2 drugs and require special handling.

### **VISITORS**

**Parents, volunteers, and other visitors are always welcome at Mooreland Heights. For the safety of our students, all visitors, including parents, must observe the following guidelines:**

1. All visitors must first go to the office to identify themselves and the reason for their visit. Each visitor will

receive an adhesive “Visitor” sticker, to be worn throughout the visit.

2. While visiting we ask that you not bring infants or any pre-school children into the school during school hours. If you have to bring your younger child, please supervise your preschool child closely.
3. Do not enter any classroom in which the teacher is not present, including before and after school hours.
4. Please...No unscheduled “drop in” conferences with teachers.
5. If you wish to join your child for lunch, please sign in and wait for your child’s class on the bench outside the office. If you bring lunch for your child, please refrain from sharing with other students.
6. Volunteers in the building must follow Knox County Policies and Procedures. Volunteers who are working within the school under the supervision on a Knox County Employee must sign a confidentiality statement to protect the rights of students and parents (located in the office).

### **Civility Policy**

It is the intent of Mooreland Heights Elementary to promote mutual respect, civility, and orderly conduct among employees, parents, and the public. The policy provides rules of conduct that both permit and encourage participation in school activities and communication between parents, community members and school district personnel. This policy also identifies those behaviors that are considered inappropriate and disruptive to the operation of a school or other school district facility.

It is not the intent of the Board of Education to deprive any person of his or her right to freedom of expression. Any individual who: (1) disrupts, threatens or attempts to do or does physical harm to school personnel, students, others lawfully on school premises; (2) intentionally causes damage to school property;(3) uses loud, vulgar, obscene, or offensive language; or enters a part of the school not open to the public, may be directed to leave the school property by the school administrator or designee. If the person refuses to leave the premises as directed, the administrator or designee shall seek the assistance of law enforcement and request that law enforcement take action as necessary. If the offender threatens personal harm, the administrator or designee shall contact law enforcement officers. If any school employee receives written communication, an e-mail, or a voice message which is abusive, threatening, or obscene, the employee is not obligated to respond to the e-mail or return the telephone call.

### **SCHOOL DRESS STANDARDS**

The Knox County Board of Education has adopted system-wide student dress codes for all students.

**The current Knox County Schools Elementary Dress Code is as follows:**

1. Pants must not sag below the waist and must be a safe length.
2. Head apparel, except for religious or medical reasons, must not be worn inside the school building. □
3. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity. □  
(Shower shoes and flip flops are not appropriate footwear for indoor and outdoor physical activity and should not be worn.)

4. Clothing or accessories may not display offensive, vulgar language or images and must not advertise products that students may not legally purchase.
5. For students in grades 3-5, “short shorts”, mini-skirts and skin-tight outer materials are inappropriate attire. If leggings are worn, a long, full-covering shirt must be worn.
6. For students in grades 3-5, shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. If leggings are worn, shirts must

**The school administration reserves the right to determine whether the student’s attire is within the limits of decency and modesty. Administration may allow exceptions for school-wide events or special classroom activities.**

The teachers and the principal will administer consequences for policy infractions as follows:

**First Offense:** The teacher will discuss the policy with the student. If flagrant enough, the student will be sent to the office for a change of clothes.

**Second Offense:** The principal will communicate with the parent(s) and will send a copy of the dress policy. Parents will be responsible for bringing in a change of clothes.

### **ELECTRONICS**

All phones and other electronic equipment brought to school by students must be turned off and out of sight during school hours. If this equipment is turned on or visible during the school day, it will be taken and kept in the office until a parent/guardian can come to school to pick it up

### **ILLEGAL OR INAPPROPRIATE ITEMS**

Students must not bring to school any items that violate laws, safety rules, or disrupt the learning process.

**Parents and students are especially reminded that no weapons of any kind may be in any student’s possession at school. This includes guns (including “toys” or “water guns”), knives, or any items used to hurt or threaten others. The Knox County Schools practice strict “no tolerance” procedures with regard to students’ possession of weapons of any type, and students - including elementary students - who violate these rules will be subject to severe disciplinary action, including the possibility of long-term suspension from school.**

**As noted earlier, no student may possess any medication or drugs of any kind.** Other prohibited items include alcoholic beverages, any tobacco products, beverages in glass bottles, radios or similar items, electronic games, toys (unless pre-arranged with teachers), firecrackers, or any other items that threaten safety or produce distractions. Such items will be confiscated and students will be subject to immediate and serious disciplinary consequences.



**No live animals may be brought to school without prior consent of the teacher and the school office. If an animal visit is approved, the animal must remain in a cage and will not be handled by the children. H.A.B.I.T. dogs can be approved with permission of principal and consent letter of approval by parent.**

### REPORT CARDS

They are issued to students every nine weeks. However, there will be an interim report card going home in the middle of each nine-week grading period. Parents or guardians should sign the Report Cards and promptly return them to the classroom teacher.

### FIELD TRIPS

Field Trips are offered to students in K-5 as a means of enhancing the instructional program. In all cases, children must have **written parental consent** (no last-minute permission by phone) in order to participate in any field trips. **Students who exhibit severe or persistent misconduct, or who exhibit chronic problems with poor work habits, will lose the privilege of participating in field trips.** All participating children must use the transportation provided by the school. Only those parents who are designated by the teacher as chaperones are permitted to accompany Mooreland Heights' students on any field trip, and no pre-school children are permitted.

### TEXTBOOKS, LIBRARY BOOKS, AND SCHOOL SUPPLIES

A fee of **\$25.00 per student**, used to purchase art supplies, worksheets, and other consumable items, is **requested** as the school year begins.

The taxpayers of our state provide textbooks and library books. Students are responsible for textbooks issued for their use, and for library books in their use. **All lost or irreparably damaged textbooks or library books will result in payment to the school system by the parent.**

### SPECIAL EDUCATION SERVICES

They are available to all students who meet eligibility standards, based on both state and federal criteria, through the IEP-Team process. Either the teacher or the parent may refer a child for assessment with regard to any suspected handicapping conditions. If such assessment indicates that the student meets eligibility standards and requires support services, the IEP-Team (which includes the parent or legal guardian) will determine the appropriate form of special services.

### SCHOOL DISCIPLINE POLICIES

**In order to maintain the excellent learning atmosphere of our school, the administration and faculty of Mooreland Heights Elementary School will continue to uphold high standards for the behavior of our students. We believe that no student has the right to prevent any teacher from teaching, or to prevent any other student from learning.**

Mooreland Heights is implementing a PBIS (Positive Behavior Intervention System) program to promote exceptional student behavior and work habits. Our STAR school-wide expectations allow for consistent expectations throughout the school building. Additional information about our PBIS system will be sent home at the beginning of the year. Each teacher uses the school-wide expectations to establish their own procedures and expectations along with specific rewards and consequences. All teachers will inform parents regarding the rules and consequences established for their classes.

If a child exhibits **severe or persistent misconduct**, he or she will be sent to the Principal for correction. In such cases, any K-5 student is subject to disciplinary actions that may include time within the PBIS classroom or in extreme cases out of school suspension. The type and length of suspension will vary in accordance with the nature of the specific misbehavior. If a child is suspended, the parent will receive verbal and/or written notification in accordance with policies of the Knox County Board of Education.

#### **Harassment, Intimidation, Bullying or Cyber-Bullying:**

Knox County Schools prohibits acts of harassment, intimidation, bullying, and cyber-bullying. These behaviors disrupt student's ability to learn and a school's ability to educate students in a safe and orderly environment. All school employees are required to report alleged violations of this policy to the principal for investigation and appropriate action. The principal will then investigate the allegations and implement appropriate actions. The Knox County Board Policy for Harassment, Intimidation, Bullying or Cyberbullying (J-211) can be found at <https://www.knoxschools.org/Page/2107> and includes definitions, prevention/training, and reporting/response.

### **RESOLVING COMPLAINTS AND PARENTAL CONCERNS**

Our teachers strongly desire to work closely and cooperatively with parents. If you have questions or concerns regarding your child, please convey such concerns directly to the teacher through a note, phone call, or scheduled parent-teacher conference. This will lead to a positive resolution of most concerns.

If you wish to discuss a concern regarding your child's teacher with the principal, please call the school office to request a conference. **The principal will make the decision if the teacher is to be included in such conferences**, since the resolution of any concern requires the teacher's full participation. **Anonymous concerns do not merit or receive consideration of any kind.** The principal will discuss such concerns only in conferences, not on the telephone.

### **CONFERENCES AT SCHOOL**

**All parent-teacher conferences must be scheduled in advance.** Please do not "drop by" the classrooms to informally visit with a teacher especially in the morning before school begins and right before the children are dismissed for the day. These are the most hectic times for a teacher and s/he does not need the distractions of a parent that has not scheduled a conference. While you are welcome to visit your child's classroom, it is considerate to **talk with the teacher to determine a mutually**

**agreeable time.** If you wish to meet with a teacher, please send a note, email, or call the school and arrange a time with that teacher.

### **CALLS TO THE SCHOOL**

Teachers will not be called from their classroom duties to speak with parents on the phone. If you wish to speak with a teacher, please place your request through the school office. The teacher will return your call when he or she is not responsible for instructing or supervising children; such time is very limited during the school day. As noted earlier, for safety reasons, **please DO NOT call the school to change your child's transportation.**

### **SCHOOL MEALS PROGRAM**

*Mooreland Heights will be taking part in the Community Eligibility Program during the 2018-19 school year that be offers both breakfast and lunch meals at no charge, regardless of eligibility status.*

**School Meals For Parents And Visitors:** Parents, grandparents, and other visitors are welcome to eat lunch at school, at a cost of \$3.75. If you wish to eat lunch with your child at school, please notify your child's teacher in advance so that seating arrangements can be made. Please remember that **it is not appropriate to bring infants or pre-school children** into the cafeteria (except on Fridays) to eat lunch with your child. This causes a distraction. (Please understand)

### **MOORELAND HEIGHTS PTA (Parent, Teacher Association)**

**PTA has been officially recognized in our school as the parent group that works for the betterment of our students and supports the teachers throughout the year with many incentives.** Our PTA is the primary channel for parent involvement in a host of school programs and activities. Without the support of our PTA, our school could not have attained its present level of success. **You are urged to join us- the faculty and staff in supporting this outstanding group!**