

Sweetwater Elementary School  
Principal, Alice Tyler  
301 Broad St.  
Sweetwater, TN  
423-337-7062

## 1. Welcome

Welcome to Sweetwater Elementary School! We hope that your child will experience a happy and productive year with many opportunities for academic, social, and personal growth.

## 2. SES Vision Statement, Mission Statement, & Beliefs

### Vision Statement:

Students will strive for personal greatness by utilizing our Eight Keys of Excellence in all they do, say or think.

### Mission Statement:

Sweetwater Elementary is committed to providing a nurturing and safe environment. It is our responsibility to help students develop as responsible citizens and lifelong learners in a constantly changing world.

### Beliefs:

1. We provide opportunities for our students to experience success while encouraging risk-taking within a safe and secure environment.
2. We provide flexibility of instruction, assessment, and use of diverse methods to meet the individual needs of students.
3. We promote character by encouraging responsibility to self and others.
4. We believe education is the shared responsibility of administrators, students, teachers, parents, and the community.
5. We continually reflect on our efforts and modify our strategies in order to provide positive results.

## 3. Entrance Requirements

According to state law, no child shall be permitted to attend any public school until proof of immunization is given to the school. All new students must have a birth certificate to show proof of age.

## 4. Transfer/Moving

Let the office and your child's teacher know when you are moving and where you are going, so his/her school records will follow promptly. Any change of address or phone number should be reported to the office. We need to know where to reach parents at all times.

## 5. We Need Parents

Parents are necessary in order for the team to be complete. Volunteer your time or any ideas you have. There are some programs in place that need parent volunteers, like leading art projects, tutoring, parties, and field trips. We encourage you to participate.

## 6. Arrival

School begins at 8:00 A.M. each morning. The bell to go to classes will ring at 7:45 A.M. Children who arrive on early buses will be provided supervision in our cafeteria beginning at 7:00 A.M. Beginning at 7:25 A.M., all third graders who have finished eating breakfast, along with those not eating, will go to the gym. They will remain in the gym until 7:45 A.M. No student is allowed in classrooms before 7:45 a.m. At 7:45 A.M., students will be escorted to their classrooms. After 7:45 A.M., students will go directly to their classroom and remain seated. If they arrive after 8:00 A.M., they must report directly to the office and are considered tardy. A record of tardies is kept.

## 7. Tardies/Absences

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted. Research shows that children who miss 10% or more of available days, (or "Chronic Absenteeism") in early grades will be much more likely to not read on grade level, be at higher risk for dropout, and have other dysfunctional problems during their school years. We feel that with the available parent notes (10 in K-1; 5 in 2-8), plus an unlimited number of doctor notes, children should not ever become truant (defined by state law as missing 5 days Unexcused beyond parent notes).

- Five unexcused tardy and/or unexcused early dismissals will constitute a day of Unexcused Absence.
- Doctor notes must be received by the school within five (5) days from when the student returns from a doctor excused absence to be accepted.
- Doctor notes are for the time of the appointment plus reasonable travel time.
- Students are expected to be at school for the time before or after the appointment, unless specifically excused by the Doctor.
- Parents will receive a courtesy notification when they are out of parent notes. (Note: A parent note is used anytime one is received, or when the child is out and we do not know why.)

Students who miss at least 3 Unexcused Absences will enter a three tiered series of actions as additional absences happen (especially after the 5th). The tiers include mandatory meetings, attendance plans, warning letters, updated attendance plans, meetings to review attendance plans, petitioning to Truancy Board, assignment of community service to children 12 and over and to parents of children 11 and under, petitioning to Truancy Court (Sessions Court for educational neglect under 12; Juvenile for Compulsory Attendance Law over 12 yrs of age).

Additional violations at any level move the case to the next level. Only one warning or meeting is scheduled, which if not met, moves the case to the next level. Court proceedings can result in court costs, assignment of in-home counselors, referrals to DCS, jail time for parents, work programs for students, placement to other custody, among others.

\*Explanation of these Tiers will be sent with first of the year papers to each family.\*

## 8. Dismissal

The regular dismissal times are as follows:

3:00 1<sup>st</sup> run buses

3:02 Car riders & 2nd run buses & walkers

3:05 Late bus riders report to the gym

After being dismissed from the classroom in the afternoon, students are not permitted to return to their rooms to retrieve "forgotten" materials, without permission from the late bus room teacher. This is necessary to insure security, supervision, and teacher planning and conference time.

Students waiting on their rides must remain on the sidewalk and in an orderly line for safety. Please follow the flow of traffic to help eliminate traffic congestion and foremost to ensure safety of all children. Do not park in the bus lanes or at the back entrance of the building.

## 9. Early Dismissal

Students will NOT be allowed to check out after 2:30, unless a doctor's appointment card is presented.

- For protection of your child, any student leaving school during the day must be checked out through the office by the parent or guardian. Please come to the office to pick up your child, not the classroom.
- It is the responsibility of your child to find out the work missed and for them to make it up in a timely manner.
- A record is kept of early dismissals.

## 10. School Closings

In the event of severe or inclement weather, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. These situations will be announced via our school phone call system, REMIND, the radio stations, and/or television stations. Please avoid calling the school.

## 11. Changes in Transportation

Please notify the office prior to 1:00 as well as advise your child's teacher if there is a change in the transporting of your child. If a child is to make a temporary change, a note must be sent to the principal. If no notification is received, your child will follow his/her regular method of getting home. All plans should be finalized at home.

## 13. Telephone Calls

Teachers cannot be called to the telephone to talk with parents while their classes are in session. If you wish to speak with a teacher by phone, please place your request through the school office. The teacher will return your call promptly when he/she is not responsible for the supervision and instruction of students.

Please do not ask our office personnel to relay messages to children except in case of an emergency. Children are only permitted to use the phone in case of illness. They may not use the phone to ask parent to deliver forgotten material or money unless they have approval from the principal. The student must have a telephone pass given by the teacher before permission will be given.

## 14. Visitors

Parents and visitors must register in the office to insure safety. Our parents are always welcome. However, class interruptions, especially at the end of the day, prevent teachers from instructing their students.

## 15. Conferences

In order to protect the instruction time for all students, we will not interrupt classes for parents to talk with teachers. Appointments with teachers must be scheduled in advance. Regular conferences are scheduled twice a year. Additional conferences may be scheduled with your child's teacher.

## 16. School Supplies

A grade level/class supply list will be posted at school. In addition, many SES teachers send a welcome letter with the supply list attached.

## 17. Textbooks and Library Books and Other School Property

Textbooks and library books are provided by the taxpayers of Tennessee. Students are fully responsible for textbooks and library books issued for their use. All lost or damaged textbooks or library books will result in payment to the school system by the parent or guardian. All school debts must be paid before a child's records can be transferred or register for a new school year.

Students will be held financially responsible for any deliberate damage to any school property, including desks, furniture, Chromebooks, computers, etc.

## 18. Personal Items

Students must not bring to school any items which violate laws, safety rules, or disrupt our learning process. Also, these items may possibly be broken or removed from school without the owner's permission. Such items include beverages in cans or glass bottles, cell phones or similar items, electronic games, toys, firecrackers, trading cards, etc. These items may be confiscated by the teacher and kept until the parent is able to pick them up. If a student brings a cell phone to school, it must be turned off and kept in a backpack at all times. If the phone rings or the teacher sees the phone, the teachers will confiscate it and keep it until parents can pick it up. No pets are permitted at school.

## 19. PTO

The Parent-Teacher Organization is a vital part of our school. It serves as a primary channel for parent involvement in a host of school activities. The PTO has provided our school with playground equipment and duplicating machines. The PTO is a joint organization of the city school system's schools. You are urged to join our faculty and support our PTO.

## 20. Weapons

Students or visitors are not allowed to bring any weapons onto the school campus. Weapons include knives, guns, lighters, or any device that could cause harm to themselves or others.

## 21. Drug and Alcohol Abuse

Any student who sells, possesses, uses, or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including buses, shall be suspended from school and reported to the appropriate law enforcement agency. State law has established zero tolerance for drugs at schools.

## 22. Tobacco Products

The use and /or possession of tobacco products is prohibited. Any student who violates this rule is subject to disciplinary action. This rule applies in the school building, on the school grounds, on buses, and at any school sponsored activity.

## 23. Dress Code

The Sweetwater Board of Education believes that good taste and normal standards should be maintained in dress and grooming. We are asking your cooperation with the following dress requirements. Students violating the dress code are subject to disciplinary action to include correcting immediately or call home for help with it or be dismissed for the day.

1. All students should be appropriately dressed or groomed in keeping with the purposes and ideals that contribute to the learning process. NO "sagging" is allowed. Pants, shorts, and skirts must be worn at a natural waistline and securely fastened. Shorts, skirts, and dresses must not be shorter than the student's fingertips when the arm is fully extended by his/her side. Skintight clothing, such as spandex or bicycle shorts, is also not permitted.
2. Students may NOT wear spaghetti straps, halter tops, clothing displaying bare midriff, muscle shirts, fish net shirts, or any apparel with provocative suggestions or make reference to products which students may not legally buy.
3. No clothing, accessories, or other items associated with gang affiliation is allowed.
4. Jewelry must be of the appropriate size. Earrings and/or studs may be worn in the ears only. Studs or ornaments of any kind worn in any other pierced area are not authorized.
5. No chains hooked to pants or other garments will be allowed.
6. Head apparel and sunglasses, except for religious and medical purposes, must not be worn inside the building.
7. Footwear is required and must be safe and appropriate for indoor and outdoor physical activity.
8. No apparel, dress, or grooming which may become potentially disruptive will be allowed.
9. No inappropriate or excessively torn jeans can be worn.
10. Students should not write on themselves, others, or their clothing.
11. No make-up permitted.
12. No skate shoes.

The principal and teachers reserve the right to determine whether or not a student's attire is within acceptable limits.

## 24. Accidents/Illness

If an accident occurs at school, we will administer first-aid. If it is a serious injury or illness, the school will attempt to contact you. It is vital that each parent fills out the emergency card and provides relatives' or friends' numbers if we cannot reach you. If your home or work number changes during the school year, please notify your child's teacher.

Any child determined to have a contagious or communicable medical problem, cannot by law, be permitted to remain at school. This includes common conditions such as head lice, "pink eye", or fever. See the office for readmission rules.

If your child has been diagnosed as having a significant medical condition, such as diabetes or epilepsy, please notify your child's teacher and the school nurse.

## 25. Medication

The school is not allowed to give out medicines of any kind, including aspirin. If your child needs to take an over-the-counter medicine, there is a form from the school nurse that must be completed by a custodial parent when the medicine is brought to school. OTC medicines must be new and unopened and must be appropriate dosage for your child. If your child needs to take prescription medication, our school nurse has a form the child's doctor must complete. Additionally, medication must be brought in by the parent, counted, and in a container appropriately labeled by the pharmacy. At no time are students allowed to transport medicines. All medicine, non-prescription and prescription, must be turned into the office.

## 26. Screenings

Vision and hearing screenings are given annually. Parents are notified of students who do not pass the screenings.

## 27. Discipline Policy

In order to maintain the excellent learning atmosphere of our school, the faculty and administration will employ a school-wide discipline plan, reflecting our belief that all students are capable of appropriate behavior, and that no other student has the right to prevent any teacher from teaching or to prevent any other student from learning.

If a student violates a classroom rule, the consequences range from detention at recess to losing privileges.

If a student exhibits severe or persistent misconduct, he/she will be sent to the principal for correction. In such cases, the student may be subject to In-School Suspension, Out-of-School Suspension, or Corporal Punishment (paddling).

A separate sheet will be sent home concerning corporal punishment. You must return this paper signed, giving or not giving permission for paddling.

Fighting, physical assault or threats, stealing, and cursing towards school personnel are grounds for suspension. Tennessee law has established zero tolerance for assault on school personnel.

Students are entitled to a due process hearing consisting of the right to be given notice of charges, and opportunity to be heard, and a fair hearing.

## 28. General Expectations

1. Follow teacher's first request.
2. Keep hands, feet, and other objects to yourself.
3. Walk and talk quietly.
4. Demonstrate respect for self and others as well as our school

## 29. Playground Expectations

1. Play in assigned areas only.
2. Use equipment properly.
3. Do not throw rocks, mulch, or other harmful objects.
4. No teasing or rough play.
5. No tackle football.

## 30. Cafeteria Expectations

1. Get everything you need as you go through the lunch line
2. Remain seated with your room until dismissed.
3. Keep your food on your tray. (We refrain from sharing food due to food allergy risks)
4. Speak in a soft voice.
5. Clean up your space after eating.

SES offers both breakfast and lunch daily. Breakfast is free, but it must be completed by 7:50 A.M. The price of lunch is \$2.00. Extra milk, juice, ice cream, and deserts are available at \$.50. Students may pay daily, weekly, monthly or yearly. If a student forgets to bring money, lunch may be charged on a limited basis. Payment is expected on the following day. Children may bring lunch from home, but canned/glass-bottled beverages are not permitted. (No soft drinks)

Visitors are welcome to eat lunch at school for \$3.50. Please notify your child's teacher in advance for seating arrangements.

Applications are available for free or reduced price meals to students whose families meet federal eligibility requirements.

The weekly breakfast and lunch menus are published in the local newspaper.

### 31. Bus Room Expectations

1. Go directly to your assigned area.
2. Stay seated until your ride or bus arrives.
3. Talk quietly.

### 32. Assembly Expectations

1. Enter and exit in a quiet, orderly manner.
2. Stay in your seat with your class.
3. In the auditorium, stay seated.
4. Use good manners with appropriate response.

### 33. Bus Expectations

Bus transportation is not required by state law, but it is a privilege. Students must follow the bus procedures, or they could lose these privileges.

Bus students will report each morning and afternoon to a designated area where there will be supervision.

1. Obey the bus driver. The driver is authorized to assign seats.
2. No loud, rude, or profane language or obscene gestures.
3. No eating or drinking allowed.
4. No possession or use of tobacco, alcohol, or drugs.
5. Keep hands and head inside the bus; no throwing objects out of the bus.
6. Parents will be responsible for any act of vandalism.
7. Students must be quiet while bus is stopped for railway crossings.
8. Students shall not leave the bus from the emergency door unless an emergency exists.
9. Students shall stay in their seats while bus is in motion.

### 34. Library

All students come to library twice weekly with their class. The library is open at other times for students to work individually. Books are checked out for one week and can generally be renewed. Any lost or damaged book must be replaced by the student's parents. General classroom rules are in effect at all times.

### 35. Music

Each student will participate in general music classes throughout the year. Music classes meet twice per week and culminate in one musical production for each grade level. General classroom rules are in effect at all times.

### 36. Physical Education

State law requires all children to participate in Physical Education unless excused in writing by a physician. If a student needs to miss physical education for minor illness, the parents must send a note to the teacher stating the nature of the illness.

1. Tennis shoes are required. No boots, sandals, or dress shoes are allowed.
2. Comfortable, suitable clothing is required. No dresses.
3. Teachers will not be responsible for jewelry.
4. Use safety in all activities.
5. If you are injured report it immediately to the PE teacher.

### 37. Parties

There are three scheduled school parties during the year. These are Halloween, Christmas, and Valentine's Day. Parents may participate by sending food. The parties will be given the last hour of the day on the holiday or Friday if the holiday occurs on a weekend.

## 38. Report Cards

Reports cards are issued four times a year after each nine weeks grading period and are considered a part of teacher-parent communication. If the student's grades are not satisfactory, parents may arrange a conference with the child's teacher.

A=95-100

D=70-74

B=86-94

F=69 -below

C=75-85

\*Note: Your child's grades may be accessed through Synergy, ParentVue. See your child's teacher for more details.

## 39. Homework

Homework is considered a viable part of the instructional process. It becomes an increasing major part of education in the intermediate grades. If your child does not turn in his/her homework, grades could suffer. We encourage parents to make sure their child completes daily assignments. This prevents students from getting behind in their studies and becoming frustrated. Homework allows students to complete unfinished class assignments and work on mastery. Homework gives students experiences with self-discipline, independence, and responsibility. Parents are able to be a part of the learning process and know what their child is studying.

## 40. Special Education Services

Special education services, including speech therapy, are available to all students who meet eligibility standards based on state and federal criteria through the IEP Team process. Either the parent or the teacher may refer a child for assessment. Referrals from parents should be made in writing, to the principal. All referrals will go through the student's support team.

## 41. Counseling Services

A counselor is available to assist students in dealing with behavioral or academic problems.

## 42. School Pictures and Yearbooks

Students' pictures are taken a two main times a year (fall and spring). The fall pictures will be published in the yearbook, which is available in May.

## 43. Field Trips

Field trips are offered as a means of enhancing the instructional program. They are a privilege afforded to students. No student has an absolute right to a field trip. Students will be denied participation if they fail to meet academic or behavioral requirements. In all cases, students must have written parental consent (no last minute phone calls) in order to participate. Financial obligations such as lunch money, damaged book fees, or other school fees must be met prior to being eligible to go on a field trip.

## 44. Fund Raising

Students are not allowed to solicit and raise funds for non-school activities.

The principal retains the right to be the final recourse in all disciplinary situations.

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CENTRAL OFFICE PERSONNEL	
Rodney Boruff	Director of Schools
Holly Kidder	Supervisor of Instruction, Federal Programs
Nancy Crabtree	Special Ed Director, Federal Programs
Laura Barnes	Payroll/Contracts/Attendance
Danielle Gross	Administrative Assistant
Tiffany Vestal	Payables/Siesta/Human Resources
Larry Arwood	Technology Coordinator
Mark Purdy	Technology
Jewel Sledge	Food Services
Victor Upton	Maintenance
David Underwood	Maintenance
FACULTY AND STAFF	
Alice Tyler	Principal
Olivia Taylor	School Counselor
Monica Hardin	Secretary/Bookkeeper
Amber Bohrer	Nurse
3rd Grade	4th Grade
Mrs. Jeanette Anderson	Mrs. Susan Amos
Mrs. Hannah Camp	Ms. Lisa Archer
Mrs. Laurie Heffron	Mrs. Tiffany Earle
Mrs. Laura Key	Mrs. Shannon Henderson
Mrs. Tracie Kile	Ms. Brandi Long
Mrs. Lindsey King	Mrs. Paula Hutchison
Mrs. Lauren Letterman	Mrs. Erica Watson
Mrs. Brittanie West	
Mrs. Debbie Faraone	
Paula Bales	Special Education
Kelsey Levering	Special Education
Becky Nichols	Speech
Jennifer Hicks	Librarian
Kesha Badgett	Physical Education

Beth Burkey	Music
Sunni McCulley	Academic Intervention
Donna Cook	Academic Intervention
Karen Sadikoff	Academic Coach
Marilyn Brannon	Special Ed Assistant
Deborah Bukowski	Special Ed Assistant
Custodians:	
Jan Bailey	
Ron Stinnett	
Julie Worley	
Cafeteria:	
Rhonda Bledsoe	Cafeteria Manager
Linda McKeehan	
Kat Hill	
Karen Miller	
Donna Lauth	

*This student handbook does not contain all of the discipline procedures for this school. A copy of the complete Code of Discipline for Sweetwater for Sweetwater City Schools may be obtained by contacting the principal's office or contacting the director's office at 423-337-7051.*

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We have read and agree to be governed by the Sweetwater Elementary School Handbook.

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Parent's Signature

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Date

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Student' Signature

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Date

Should your child become the victim of a violent crime at Sweetwater City Schools, you have the right to request a transfer to the nearest county school, pending their enrollment. Because Sweetwater City School is an independent city school district, Tennessee State Board of Education Unsafe School Choice Policy states that the district may choose to facilitate a requested transfer to another school; however, such transfer shall not be required. Sweetwater City Schools' faculty and staff are making every effort to prevent any situation in which your child may not be safe. If you have any questions regarding safety policies or procedures, please contact Mr. Boruff at 423-337-7051.

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