

MIDTOWN ELEMENTARY SCHOOL
2830 Roane State Highway
Harriman, TN 37748
Phone: (865)882-1228 Fax: (865)882-8165

Learning Today, Leading Tomorrow

School Mission: Students at MTES will know how to read, write, and perform mathematics through quality educational opportunities.

We would like to welcome students and parents to Midtown Elementary School. We look forward to assisting you with your child's educational goals. Midtown has a history of fine educational accomplishments. We expect each student to meet the goals which have been set, carry on the tradition of academic excellence, and help make MTES a great place to learn. It is our goal that your time at Midtown be exciting and rewarding. We are here to make each student's school career as successful and educationally challenging as possible. Parents are encouraged to take full advantage of the programs and opportunities available to you at the school.

Arrival and Dismissal Procedures

School Hours

School hours are from 8:20 a.m. until 3:20 p.m. each day. Children should NOT arrive earlier than 7:45 a.m. or remain on campus later than 3:45 p.m., unless they are participating in a supervised school activity or going to BASP. **School doors will not open until 7:45 a.m. Do not drop your children off at the back door and leave before 7:45. Children must stay in their car, until the doors open.** Supervision will not be provided for students that arrive before 7:45. Students that remain at school after 3:45, due to no one picking them up, or if the student is brought back to the school by the bus driver, due to no one being home when the bus arrives to your home, will be sent to BASP, and will be charged for an afternoon of childcare. These procedures are designed for the safety and well-being of your children. Do not enter through the front door of the building before 8:30 a.m. The gym doors will remain unlocked until 8:30. If your child arrives after 8:30, they must go to the office to receive a tardy slip before they are allowed to go to class. Students must be accompanied by an adult to check in at the office after 8:30. Do not send your child in alone, after 8:30.

Car Riders

Do not get out of your vehicles when dropping off and picking up students. Students must get out of the car on their own. Please work with them on how to open and close the car doors and on buckling and unbuckling their seat belt. Traffic must move smoothly and quickly. Getting out of your car is dangerous and slows the traffic down. Safety Patrol and Morning Greeters will be available several weeks after school starts. They can help with getting students in and out of vehicles. Do not drive or walk around the back of the school to avoid waiting in the car line. Do not drop off students at the front door and leave them to avoid the car line. All car riders will come through the gym doors each morning. Doors are open until 8:30.

Morning Car Riders: All students are dropped off in the back at the gym doors.

Afternoon Car Riders: Only Kindergarten students, 5th Grade Students, along with siblings of kindergarten and 5th grade students will dismiss from the cafeteria doors. All other students will dismiss from the gym.

Cell-phone Use While In Car Rider Pick-Up Line

Please do not be on your cellphone as students are loading into cars and buses. You must be alert and know what is happening during this time. We want all students to be safe!

Attendance Policy

“Every School Day Counts!”

Attendance

Success in school depends greatly on student attendance. TN Schools are now being held accountable for “**Chronic Absenteeism**” by the TN Department of Education. Chronic absences affect learning and at the end of the school year it affects student and teacher test scores/data/grades. Student absenteeism will be monitored very closely than in the past. Roane County Schools now has Attendance Improvement Procedure in place at all schools that will be used to assist families that have issues that keep their child from attending school. We will be contacting you, if attendance becomes an issue and a meeting will be scheduled to discuss what assistance we can provide to help your child’s attendance.

Many times absences are unavoidable. The school will work with parents whose children are sick or absent, due to a death in the family. When a student goes to the doctor or dentist, please get a medical excuse. When an absence occurs, the student must bring a medical excuse to the office within **three days** of the absence. The school may require doctor’s notes instead of hand written parent notes, if there have been excessive absences. **If your child is an out of district student, and they become an attendance issue or behavior issue, they will be asked to leave and attend the school in their district.**

Absences will be classified as either excused or unexcused as determined by the principal. Excused absences will include:

1. Personal illness
2. Illness of immediate family member
3. Death in the family (2 days excused unless you must go out of town. Discuss missing more than two days with the principal.)
4. Absence approved by principal in advance. **(Each student has two discretionary days. They must be approved by the principal in advance. Call or send in a note, and you will be contacted about the use of these days.)**
5. Religious observances
6. Circumstances which, in the judgment of the principal, create emergencies over which the student has no control.

After any student has accumulated excessive unexcused absences, he/she will be referred to the attendance supervisor who may then initiate one of the following:

1. Send a legal notice
2. Petition to the truancy board (**7 unexcused absences**) Student will be required to have a doctor’s excuse from that time on.
3. Petition to Juvenile Court (**10 unexcused absences**) These unexcused absences may be accumulated over any two consecutive semesters.

Tardiness and Early Dismissal From Class

The school day at MTES begins at 8:20. Students are dismissed to class when the 8:20 bell rings. The tardy bell rings at 8:30. **If your child is not in their classroom when the 8:30 bell rings, they are considered tardy.** Parents are expected to have their children to school on time, and remain at school for the entire day. However, if a student is tardy or must leave school early, the parent or guardian must come into the school and sign the student in or out. A student may be checked out by his/her custodial parents, legal guardian, or a designee as long as the adult is listed on the child’s Emergency Information Card. **We will ask for ID. If the name of the person that comes to the school to pick up your child is not on the pick-up list, they will not be allowed to leave with them. Remember that three unexcused early dismissals or three times tardy will result in one unexcused absence being assigned.**

Excused tardiness and early dismissal will include:

1. Personal illness
2. Illness of immediate family member
3. Death in the family
4. Absence approved by the principal in advance
5. Religious observances
6. Circumstances which, in the judgment of the principal, create emergencies over which the student has no control.

Excuses and Make-Up Work

1. All excuses **MUST** have the student's complete name and parent's signature, date, and reason for the absence.
2. **Excuses MUST be returned within 3 days of the absence.**
3. Doctor excuses may be required by the principal should the amount of student absences be excessive.
4. Unexcused absences may result in a grade of 60.

Students will be granted the same number of days as missed to complete and turn in make-up work. Please do not call the school asking for assignments. They will have plenty of time to complete the work when they return to school.

Social Media

Facebook

We ask that the use of Facebook, Twitter, and any other type of social media not be used to discuss teachers, other staff, students, parents, and administration. When problems and unhappiness become public, the issues can become worse and feelings get hurt. Comments are misunderstood and then uncomfortable conversations must take place. We never want negative information circulating the community. If there is a problem that needs to be addressed, please contact the principal. It will be taken care of immediately.

Internet Access and Use

Students are never to bring any type of technology to school.

We are pleased to have internet access available to our students. The internet offers vast, diverse, and unique resources to students and teachers. Before students are permitted the privilege of internet use, students and parents are asked to read and sign the Roane County School System Internet Agreement that explains the terms and conditions of internet use in the school.

Roane County Student Code of Conduct Book 2017-2018

Please read the Roane County School of Conduct book located on www.roaneschools.com, and then sign the form that was sent home to verify that you read it with your child. If you do not have access to the internet, please ask the school to give you a copy of the book.

School-Wide Discipline Plan and SWPBS

Discipline is not punishment for inappropriate behavior, as much as it is doing what you are supposed to do, when you are supposed to do it, every day. It is necessary for each student to assume responsibility for their own behavior so that all students have the opportunity to learn in a safe environment. The school/classroom rules are designed to provide each student with an environment that promotes courtesy and respect for people and property, while allowing teachers to teach and students to learn. A school-wide behavior plan is in place to make sure that discipline is handled the same with each student. Please make sure you read and sign the behavior policy that is sent home.

School-Wide Positive Behavior Support (SWPBS)

Our school participates in a behavior-based system approach to support appropriate behaviors. That means we will be rewarding students for good behavior. Students will be taught the expectations for behavior in each part of the building, including the bus. **Our three expectations are: Be Respectful, Be Responsible, Be Ready.** Each student is expected to be able to repeat the three expectations and know how these behaviors look and sound in each area of the building. Students will be able to earn rewards to save and/or spend at designated times throughout the year.

School-Wide Homework Policy

Students will not have homework on Wednesday, Friday, or on nights when Family Events are scheduled at the school.

Cafeteria

Students have a school account and Pin Number. You can send in cash or a check, so that your child has money on his/her account. You may also access MealPayPlus on the Roane County School website or MTES website to place money on your child's account. No child will be allowed to charge over \$25.00 to their account.

Please Remember

- Visitors for lunch may not bring food for their children from restaurants at anytime.

- Visitors eat only with their child. No other student will be allowed to eat with you, unless that child has an adult eating with them and you choose to sit together.

Dress Code

A student's dress and appearance are the responsibility of the parents. We ask that you dress your child in clothing and footwear that is suitable for movement throughout the school and playground. The Roane County School's complete dress code is posted on our school website and the school system's website at www.roaneschools.com. It is Policy #3.19. Please read it carefully. The principal will make the decision to call home, if a student's clothes are not following Roane County dress code.

Tennis Shoes

We are a tennis shoe school. Students must wear tennis shoes each day. There will be special days during the wintertime that the principal will allow boots to be worn. There will also be days that students will be rewarded through SWPBS, and will be allowed to wear shoes of their choice. The school will let you know about these special times. Students may wear dress shoes on picture day, but must bring a pair of tennis shoes to change into after pictures are taken.

Visitors

Visitors are welcome at MTES. To maintain the safest environment possible for our students, we must know who is present in the building. Please check in at the office for conferences, volunteer work, or lunch visits. If you need to talk to your child's teacher, please schedule an appointment ahead of time. Drop in conferences cannot be honored, due to the interruption of academic instruction and planning time.

Volunteers

We love volunteers at MTES! A meeting will be required at the first of the school year, if you are interested in volunteering. Angie Alford and the principal will be organizing the volunteers' schedules. We ask that you follow all the guidelines for volunteering in the building. When you are finished volunteering, you must checkout through the office. Do not go anywhere else in the building. Instructional time and work responsibilities are very important, and no one can stop what they are doing to talk for long periods of time.

Bus Rules and Expectations

Riding a bus is a privilege, not a right. All students on the bus are under the authority of the bus driver. Students must obey the driver and the bus rules. Failure to do so can result in a child not being permitted to ride a school bus.

If your child receives two bus write ups (ODR's), he/she will be taken off the bus for two days. The student could be suspended off the bus after the first write up, if the behavior is major. If your child receives additional bus write ups, he/she will be off the bus for a longer amount of time, if not for the rest of the semester. If your bus suspension day falls on a day when school is out for any reason, your suspension will continue when your child returns to school. They must serve the full suspension.

See the Student Code of Conduct for additional information. In case of inclement weather buses may not run and parents will be responsible for their child's transportation.

Students and Cellphones

Cell phones are not allowed to be brought to school.. They may not be in your child's backpack for any reason. If there is an emergency, your child may use the school phone. Any cell phone that is brought to school will be taken and parents will be contacted and asked to come to the school to pick it up.

Smoking On School Grounds

Smoking is prohibited on school property. Please do not be smoking and throwing cigarettes on the ground. We work hard at keeping our school campus clean.

Telephone

Please discuss the day's activities and transportation arrangements before your child arrives at school. In order to have an organized and less hectic end-of-the-day, please do not change daily transportation routines unless there is an emergency. In case of an emergency, you must contact the office before 2:15 to ensure that the necessary communication reaches your child.

TOYS

Students should not bring toys to school except as permitted by his/her teacher for specific occasions or projects. When toys get lost, broken, or stolen students get upset. The school will not be responsible for broken or stolen items.

BALLOONS AND OTHER SPECIAL DELIVERIES FOR STUDENTS

1. Balloons, flowers, and other special deliveries for students at school will remain in the office during the school day.
2. Students may come to the office and pick them up at the end of the school day.
3. Balloons, flowers, and other special deliveries are not allowed on buses.

FIELD TRIPS

Properly supervised and planned educational field trips are an important part of our instructional program. A signed permission form from a parent/guardian is required for all field trips. Field trips are a privilege. Frequent offenders of classroom/school/bus rules may lose field trip privileges. These students are required to attend school while their classmates are participating on a field trip. Teachers will establish the criteria for field trips and send the information home to be signed by the student and the parent/guardian. Parents are allowed to follow the bus, due to there not being enough room on the bus for students and adults. Family members may not ride the school bus. If the child leaves with you after returning from a field trip, parents must checkout with the teacher and front office first before leaving.

CHAPERONES

1. Younger children are **NOT** to accompany chaperones on field trips. Your priority when participating on field trips is to help ensure the safety of the children under your care. This is difficult to do when distracted by concerns of younger children.
2. Students may not leave from a field trip destination with a family member. All students must return to the school on the bus.
3. While parents/guardians are encouraged to attend field trips as chaperones, older siblings of school age are not permitted to attend as chaperones.
4. Chaperones must refrain from smoking during a field trip.

Midtown Elementary is a Title I School

TITLE I SCHOOLWIDE COMPONENTS

Midtown Elementary (MTES) has a Title I Schoolwide program. The purpose of a school-wide program is to generate high levels of academic achievement in core subject areas for all students, especially those students most in need. All our educators and teacher assistants are highly qualified. MTES uses a site-based decision making process consisting of parents, educators, administration, and support staff. We use many tools to assess student needs which include a variety of academic assessments, needs assessments administered annually, and surveys as well as student, parent, educator, and community input. Please take time to read over these components for excellence in a Title I school on our school website.