

THIS STUDENT HANDBOOK IS IN NO WAY INTENDED TO BE ALL-INCLUSIVE. ALTERATION IN PROCEDURES WILL BE MADE AS NEED DICTATES.

* It will be the responsibility of each student and their parents/guardians to be familiar with all aspects of the Pine Haven Student Handbook *

Pine Haven Elementary Welcomes You

The faculty and staff of Pine Haven Elementary would like to welcome you and thank you for giving us the opportunity to enrich the life of your child. It is the desire of all the faculty and staff of Pine Haven Elementary to provide your child with the best, possible education. In return, we expect good behavior, respect, and good work and study habits. Together, we can make our days at Pine Haven School enjoyable and meaningful.

Non-discrimination Policy

"It is the policy of Pine Haven Elementary not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its educational programs, activities or employment under Title VI of the Civil Rights Act of 1964, Title IX of the Federal Educational Amendments of 1972 and section 504 of the Federal Rehabilitation Act of 1973.

Mission Statement

With a caring and cohesive staff and welcoming atmosphere, the mission of Pine Haven Elementary is to provide students with the skills and attitudes to become confident, productive citizens through a challenging and safe environment. Thus, establishing a foundation to prepare and excel for future endeavors.

Visitors

All visitors are required by law to report to the office immediately upon arriving at school. A visitor's pass will be issued in the office.

Transportation

Riding a bus is a privilege. All pupils on the bus are under the authority of the school principal. Students must obey the bus driver and the bus rules. There will be a teacher present at school for early and late bus riders. The school building will be open at 6:45 daily. Walkers and riders will be dismissed at 2:45. **Students will not be dismissed with their parents before 2:45, unless your child has a permission to leave slip from the office.** For buses which arrive between 2:55 and 3:10, students will be released at appropriate times. All other students will be dismissed at 3:10 to go to the gym.

All students who are car riders must be dropped off and picked up in the back of the school. This procedure must be followed for the safety of your child.

Discipline

All students are expected to behave in a respectful and orderly manner while at school. If however a student becomes disruptive, we reserve the right to employ firm discipline. Our school discipline policy conforms to both local and state policy. Corporal punishment, suspensions, or expulsion may be used for major infractions.

Below are reasons for in-school or out-of-school suspension and/or alternative school. These are not meant to be all-inclusive.

1. Assault on faculty (verbal or physical)
2. Fighting
3. Smoking and possession of tobacco
4. Violence or threatened violence against any person attending Pine Haven Elementary
5. Willful damage to personal or school property
6. Immoral or disruptive conduct including profane or vulgar language
7. Cheating
8. Drugs-Unlawful possession of barbitol or legend drugs as defined in TCA 53-10-101
9. Weapons-Possession of gun, knife, or any weapon on school property
10. Throwing of rocks or objects that might cause injury
11. Stealing
12. Disrespect for principal, any teacher, or staff member
13. Repeat offenders-willful violations of the school's rules and persistent truancy
14. Harassment
15. Inciting, advising, or counseling to engage in any of the acts herein
16. Engaging in behavior, which disrupts a class or school sponsored event
17. Any other conduct prejudicial to good order or discipline in school

The following are examples of minor disciplinary infractions, but are not meant to be all-inclusive:

1. Failure to prepare homework and/or class work
2. Hallway, classroom, lunchroom, or assembly misconduct
3. Late for class
4. Misuse of hall privileges
5. Wearing of hats or caps inside building
6. Dress code violations
7. Being in unauthorized area of school grounds or building, including another classroom without permission
8. Radios, toys, tape/CD players, lighters, baseball cards, or any other items that are disruptive to the class
9. Students holding hands, hugging, kissing, and/or touching in an inappropriate manner.
10. Chewing gum

Hallways are to be kept open to traffic by walking to the **right side**. **WALK** through **QUIETLY**. **DO NOT RUN**. Always be extra quiet in the halls because others are learning.

Cell Phone Policy

Cell phones are prohibited, to prevent distractions of the learning process. Phones will be confiscated and only released to parents/guardians.

Zero-Tolerance Behavior

Any student who engages in the following behaviors will be subject to suspension for a period of not less than one calendar year. The superintendent shall have the authority to modify this suspension requirement on a case-by-case basis. Zero-tolerance acts are as follows:

1. Any student who, while on a school bus, on school property or attending any school event or activity:
 - (a) unlawfully possesses a narcotic, stimulant, prescription drug, or any other controlled substance

- or dangerous weapon; or
 - (b) commits battery on a teacher or other employee of the school.
2. In compliance with state law, citations will be written for anyone under 18 years of age who has any type of tobacco product on campus.

Due Process

Students will hear the accusations made against them and will be allowed to respond.

Dress and Appearance

Students should use such taste in the selection and wearing of their clothes, makeup and hair styles, and maintain such neatness, cleanliness, and self-respect that the school maintains a desirable environment in which to promote learning and character development. No apparel, dress, accessories, or grooming that is or may become potentially disruptive to the classroom atmosphere or educational process will be permitted. Apparel or appearance that tends to draw attention to an individual rather than to a learning situation must be avoided

The following represents examples of clothing and accessories, which **SHALL NOT** be worn by students, but is **NOT** intended to be all-inclusive. In matters of opinion, the judgment of the Principal, teacher, or designee shall prevail.

1. Pants must be size appropriate. **(NO SAGGING PANTS)** Pants must be worn at the waist, no holes or tears above the knees.
2. Students may not wear tank tops, halter tops, muscle shirts, cut out T-shirts, off shoulder blouses, spaghetti type dresses or blouses, midriff blouses, fishnet type jerseys, or any other type of shirt, blouse or top which fails to cover the midriff and lower back completely. Sleeveless shirts and blouses must fit around the joint of the arm and the shirt or blouse from the shoulder joint to the neck must be 3 inches wide. All undergarments must be completely covered by clothing.
3. Clothing articles, which advertise alcohol, drugs, tobacco, gang activity, racial or ethnic slurs/symbols or clothing with inappropriate or distracting pictures or obscene language, **MAY NOT BE WORN.**
4. No body markings, jewelry, backpacks, notebooks and patches depicting gang membership, drugs, alcohol, racial or ethnic slurs/symbols and inappropriate or distracting pictures or obscene language will be allowed.
5. Head apparel, except for religious or medical purposes is not to be worn in the building by boys or girls.
6. Jewelry must be of appropriate size. No body piercing except ears. No sunglasses worn inside the building. No chains hooked to pants or other garments will be allowed. No animal chains worn in any manner will be allowed. Necklaces considered being chains will not be allowed. No paper clip necklaces. Studded or chain bracelets and necklaces will not be allowed. Any inappropriate items that could be a weapon will not be allowed and all will be confiscated and may be returned at the end of school.
7. No attire that causes a disruption or a distraction to the education process will be allowed. (Examples: Extreme hairstyles, make-up, and clothing including safety pins in clothes.) All students' hair should be of a natural hair color.
8. Trench coats are not allowed.

Lunch Room Rules

1. Enter and exit in an orderly manner.
2. Visiting from table to table is prohibited.
3. Keep noise at a minimum.
4. Pick up all paper and any spilled food before emptying your tray in the proper place.
5. An aide is on duty at all times for lunchroom supervision.

Lockers

The upper grades will be assigned a locker for storing books, school supplies, and personal effects. Students are responsible for safeguarding their own belongings.

Dispensing of Medication

No school officer or teacher shall dispense medication to students (except when it is required for the child to be in school). If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the school nurse or the principal designee will administer the medication in compliance with the following regulations: child's name, name of medication, purpose of medication, time to be administered, dosage, possible side effects and termination date for administering the medication. Forms are available in the office for parents to fill out. A complete county policy for dispensing medicine is available in the office.

Physical Education

All students are required to take part in P.E. classes unless excused by a doctor. P.E. teachers will assign an alternate activity for students with a doctor's excuse. Students must have a clean (but not necessarily new) pair of shoes at school for P.E. class. These are to be worn only in the gym.

Parent Involvement

Parents are encouraged to be involved in their child's education. It is recommended that parents:

1. Discuss school assignments and activities with the child.
2. Encourage and assist with homework as needed.
3. Communicate with the teacher regularly.
4. Attend school functions and events.
5. Complete surveys sent by the school (usually one or two a year and usually in the spring).
These are the means of obtaining parent input for school-wide planning.
6. Attend scheduled conferences in October and March.
7. Schedule additional conferences as needed by calling the school for an appointment.

Textbooks and School Property

The Fentress County School system furnishes textbooks to all students. These books are the responsibility of each student. If textbooks are damaged or lost, the student is expected to pay for them. Parents are responsible for payment to replace any damage or loss of school property caused by their child.

Flowers, Gifts, and Balloon Policy

Students may receive flowers and gifts at school, but **no** balloon deliveries are allowed. Flowers and gifts will be delivered after 1:00 p.m. to students.