

## Mission Statement

The mission of Tazewell - New Tazewell Primary School in partnership with Parents and community is to ensure that students attain academic proficiency in all subject areas. It is our goal to assist each child in developing emotional, intellectual, physical, and social abilities necessary to solve problems creatively, communicate effectively, and to be a responsible citizen in our ever changing world.

### Beliefs:

We believe:

- All students are capable of learning and should be on grade level in reading, math, and language skills by the end of the third grade.
- Shared decision making among faculty, students, parents, and community is an essential part of the successful education of each student.
- Students are responsible for their own actions.
- A variety of formal and informal assessments (testing material) should be based on state standards and be given on various levels.
- Our instructional strategies are designed to offer equal opportunity for student learning to occur in different ways and on different levels.
- School policies are established by a group process

that includes input from all stakeholders.

### Staff of TNT Primary School

Principal—Portia Smith

Assistant Principal—Georgia Rush

#### **Kindergarten**

Anora Bruce

Christie Evans

Emilee Moyers

Erica Pressnell

Cindy Smith

Margaret Welch

#### **First Grade**

Louisa Beeler

Aimee Brock

Tonya Cantrell

Rebecca DeBusk

Nancy Miracle

Rochelle Owens

Jan Snodgrass

#### **Second Grade**

Todd Jenkins

Sherri Leonard

Lisa Manning

Amy Redmond

Chad Stansberry

Karen West

Janet Woods

#### **Third Grade**

Suzanne Anders

Paula Goins

David Hensley

Stephanie Redmond

Boyd Rowe

Peggy Thornton

#### **Fourth Grade**

Shannon Harmon

Glenna Hodges

Jody Kennedy

Amanda Lovin

Chesney Middleton

#### **Enrichment Team**

Vickie Coleman

Jeanne Crutchfield

Paula Hatfield

Pam Hubbard

Carolyn Singleton

Vicki Reams

Rex Tuttle

**Literacy Leader**

Janet Allison

**Speech**

Donna Neely

**Nurse** - Jessica Hollin

**Teaching Assistants**

Jessica Beason

Kim Brock

Janie Collins

Jane England

Vivian Gambrell

Jennifer Goins

Sharon Grooms

Cindy Jones

Tanya Keck

Dawn Longworth

Teresa Munsey

Elsie Noah

Sandra Williams

Penny Wood

**Office/Classroom**

Jennifer Haas

Debra Watson

**Bookkeeper**

Denise Morgan

**Cooks/Cafeteria**

Sharron Beeler

**Maintenance/Custodial**

Jeff Brooks

Brenda Couch

Wanda Kent

Tena Cupp

David Majors

Bessie Daniels

Justin Michael

Doris Eastridge

Tonya Michael

Della Maples

Sue Williams

Sherry McGeorge

Stella Poore  
Imogene Poore

### Attendance

Students need to be present at school except for reasons of personal illness, family emergencies, or observance of major religious holidays. **All absences from school require a note from home signed by parents.** We will only accept three (3) handwritten notes per semester for a total of six (6) for the entire school year. Each note can be approved for one (1) day only. (This is a new school board policy as of August 2007). After this, a doctor's excuse is required for each future absence.

### Tardiness

Students are expected to be in their classrooms by 7:55. If your child plans on eating breakfast, they need to be at school by 7:30 so that they will have enough time to eat and be in their classrooms by 7:55. After that time the student is considered tardy and must report to the office for a late slip. It is very important for your child to arrive to class on time so that valuable teaching instruction is not missed.

## Release of Students

Parents must sign their child out of school each time they are picked up from school. If a child leaves before 2:55, he/she will be issued a tardy slip.

## Student Behavior/Discipline/Suspension

TNT students are expected to behave in an appropriate manner in the school environment. The following are general rules:

- Respect the rights of others
- Enter and leave the building quietly
- Walk in all areas of the building except the gym
- Keep hands and feet to self
- Respect the adults that are with them
- Respect school and others' property
- Obey lunchroom and hall directions
- Seek the help of an adult if the student feels another student is treating them unfairly.

Every student has a right to learn. Every teacher has a right to teach. All discipline procedures are shared with parents and students. Severe or chronic behavior will be handled by the teacher and the office.

State law for Tennessee allows school personnel to use Corporal Punishment.

The following are examples of behavior that will warrant disciplinary action as time-out or suspension from school:

- Leaving a classroom or leaving the school or school

grounds without permission

- Fighting
- Rowdy behavior such as running, pushing, shoving, yelling
- Disrespect or failure to cooperate
- Cursing or inappropriate language
- Vandalizing, damaging, or stealing property
- Threatening, intimidating, harassing, or causing bodily harm to another person
- Possession of dangerous items such as knives, sharp objects, firearms, firecrackers, lasers, bullets, lighters, or matches

### Cafeteria

Our cafeteria serves nutritious breakfasts and lunches daily and we encourage all students to purchase their lunches in the cafeteria; however, students who prefer may bring cold lunches from home.

Meals are to be paid for when the child gets the meal. Students are permitted to charge for lunch only three (3) days. This is the law. Applications for free and reduced lunches must be completed immediately upon enrollment or as need arises. Lunch cards destroyed by students will cost \$1.00 to replace. If your child begins the school year paying for lunch and then begins to receive free/reduced meals, you are responsible for all previous bills owed to the school.

## School Closing or Early Dismissal

During bad weather school may need to be closed. WNTT, WCTU, and WIVK are radio stations that carry information. WATE channel 6 and WBIR channel 10 are television stations that carry information regarding closings.

TNT's responsibility is to get the children home in the manner they arrived at school. Please have a routine plan that your child knows how to follow in this type of situation.

## Communication

Communication between you and the school is necessary if you are to be a part of your child's educational program. Please follow this procedure to ensure that clear understanding occurs.

- Make an appointment with the teacher during their planning time. Please do not show up during instructional time. Planning times are as follows:

Kindergarten - 12:30-1:30

1<sup>st</sup> grade - 1:30-2:30

2<sup>nd</sup> grade - 11:30-12:30

3<sup>rd</sup> grade - 10:00-11:00

4<sup>th</sup> grade - 8:15-9:15

## Curriculum

TNT's curriculum is aligned with the state core curriculum and standards. We provide instruction primarily in the areas of math,

language arts, and reading, as these are the basic needs of our students. Science and Social Studies instruction is also provided. Technology is provided through COMPASS, Fast ForWORD, Essential Skills, and classroom instruction. The Scott Foresman Reading program is our basic or foundational program. Math is taught with the SAXON program.

### Custody Issues

Divorce decrees and/or custody agreements signed by a judge are necessary for any consideration. We will make every effort to honor the decree. Both parents can receive information regarding the child as stated by law. All forms must be completed and filed in the office before any special protections go into effect. Cooperation is expected at the school setting, or law enforcement will be called.

### Immunizations

Tennessee state law requires that all students must be adequately immunized before being allowed to enter school. The child must have the following to enter kindergarten/school.

- 4 DPT's
- 4 Polio
- 1 PPT Booster
- 1 Polio Booster
- 2 MMR
- Certified Birth Certificate
- Social Security Card
- 3 Hepatitis B

4 HIBS

A 5<sup>th</sup> DPT is recommended

A physical examination is required

### Morning Procedure for Parents Who drop children off at school

**Safety is the #1 priority for every child.** All children are to enter school on the right side of the building at the back entrance. Parents are to drop off students only at this entrance. Do Not Park Here. If you wish to walk your child into the building, park in the front parking lot and walk your child into the building. Please make sure if you park in this lot that you not block other cars in. Please do not drop your child off at the front entrance unless the child is tardy and you need to come into the building with them. Do not park in the fire lane. Please do not pass another car on the school property; it is illegal. Speeding or reckless driving will warrant citations.

### Afternoon Student Pick-up

Students are not dismissed until 2:55. A tardy will be charged if the child leaves before this time.

Please remain in your car and park along the right or left lane in the front of the building. Your child will be brought to you. Flow with the traffic as it moves off of school property. If you must come into the building please park in the side parking lot and report to the office. Parking along the front of the school building is prohibited anytime during the day except at pick-up time.

## Parent Conferences

Parent conferences are critical to your child's success in school. Our conferences will be announced in the Claiborne Progress and on the board in front of the school. Please make an appointment with your child's teacher and attend this meeting. If at any time you wish to meet with your child's teacher, please call the teacher and make an appointment. Student success and failures will be discussed and important decisions made.

## Parties/Celebrations

Halloween will be a dress-up event with the date to be announced at a later time. No scary costumes will be allowed.

Christmas activities/parties and Valentine's Day parties will also be announced at a later date. School Board policy states that balloons and glass containers are prohibited. Prior to parties, teachers will send notes specifying allowable food. Due to the new county wellness policy the following rules apply:

There can be no more than one party per month.

Parties must be held after lunchtime.

Each party should include no more than one food or beverage that does not meet nutritional standards. (For example: cupcakes and soft drinks can not be served together). All foods served at parties must adhere to the county wellness policy. All foods served outside the cafeteria must be purchased from or prepared in a commercial kitchen or bakery.

## Reporting to Parents

Report cards are issued soon after the end of a six-week period

of study. Mid-six weeks grades are sent home near the 3<sup>rd</sup> week of the six weeks. Ask your child for this report. Notes of praise or concern will be sent by the teacher. Phone calls may also be made by the teachers to share concerns. Letters in the mail will contain discipline information, request for meetings, or concerns that the school may have. Parent-teacher conferences are important for your child's success.

Please realize that the teachers make the decision regarding retention. Communicate and work with your child's teacher throughout the year so that you will be aware of your child's progress.

### Special Education

In 1975 the United States Government, acknowledging the importance of educating exceptional children, mandated for them a "free appropriate public education in the least restrictive environment" This mandate is Public Law 94-142 and carries with it legal protection for children and parents.

### Student Safety

TNT is a closed campus. This means that students remain on campus all day unless a special event occurs. This also means that unless a person has business with the school he/she should not be on school grounds.

All visitors/parents/guest are to report to the office upon entering the building. For the safety of all students, we ask that you not go to the classroom during the instructional day.

### Telephone

The phone numbers for TNT are 626-9502 and 626-9094. Students are not permitted to use the phones for personal calls. A message may be left for your child in the office. Please make arrangements with your child concerning pick-up, or if you must call with new arrangements, please call before 1:30.

### Textbooks and Materials

All required textbooks are provided for students during the school year. Textbooks are to be kept clean and handled carefully. Lost or damaged textbooks must be paid for by the parent. Library books that are lost or damaged are to be paid for as well.

#### Central Office

Director of Schools	Dr. Eddie Shoffner	626-3543
Transportation	Trent Williams	626-4333
Attendance Supervisor	Jacquelyn Minton	626-3543
Special Ed. Supervisor	Susan Essary	626-7979
Elementary Supervisor	Dr. Janet Barnard	626-3543
Title I	Sam McCollough	626-3543
Titles	Eula Bundren	626-3543
Technology	Mary Thompson	626-3543

Accountant	Angelia Tucker	626-3543
Adult Education	Roger Hansard	626-2273
Pre-School	Dr. Elizabeth Fugate	626-1188
Bus Supervisor	Darwin Moyers	626-4333

## Appendix

No Child Left Behind

School Parental Involvement policy

Claiborne County School Board Policies

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