

# **MOUNTAIN VIEW ELEMENTARY SCHOOL**



## **STUDENT/PARENT HANDBOOK 2008-2009**

## ***Principal's Message***

Welcome to Mountain View Elementary for the 2008-09 school year. It is my hope that this handbook will assist in bringing school and home closer together. Inside, you will find our school's rules, policies and procedures, an explanation of the services we offer, and our expectations for the education of your child. You will also find suggestions to help your child succeed and ways to increase your involvement in our school. This handbook does not contain the answer to every question which could arise during a school year, but it should be an excellent guide for most situations. As parents, you are the first and most important educator in your child's life. We are here to work with you to serve the needs of our students. Our faculty and staff are second to none in their commitment and dedication to our students. I am honored to lead Mountain View Elementary and work as a partner in your child's education. I would like to extend an invitation for you to visit Mountain View and be a part of your community's school. Remember, our Mountain View motto is "***Our School – Our Children – Our Future.***" Together, we will make a difference for your child.

Dr. Roger A. Walk, Principal  
434-5260

## ***Mountain View Mission Statement***

The mission of Mountain View Elementary is to provide opportunities for every student to master grade level skills as determined by state and national standards and to foster positive growth in social/emotional behavior and attitudes.

### ***Beliefs***

At Mountain View Elementary we believe:

- Policies and procedures that support excellence and equity in student performance should be established collaboratively
- Assessment will have instructional value that measures students learning so that students, parents, and teachers are informed of progress
- Students will be challenged and encouraged when learning in ways that are adapted to their needs
- Instruction will promote learning, support federal/state standards, and actively engage students
- Decision-making will engage faculty/staff, parents, and community participation to enhance school improvement

### ***Vision***

We envision Mountain View to be a school where:

- There is mutual respect, responsibility, and cooperation among the school community
- The environment is safe, secure, and inviting place which promotes student learning
- Our students are equipped with skills which enable them to apply their learning in meaningful context

### ***School Improvement Plan Goals***

The School Improvement Plan identifies two major goals for our students:

1. All students in grades 3-5 will demonstrate proficiency or advance levels in reading/language arts on the TCAP assessments
2. All students in grades 3-5 will demonstrate proficiency in math on the TCAP assessments

Copies of the School Improvement Plan are available in the school office.

### **GENERAL INFORMATION**

#### ***School Hours***

Educare Students

7:00 a.m. to 7:45 a.m.

3:30 p.m. to 6:00 p.m.

The front doors open at 7:45 a.m. for all students. **PLEASE DO NOT DROP OFF STUDENTS UNTIL THIS TIME – THERE IS NO SUPERVISION OUTSIDE THE BUILDING.** Students will go to their classrooms at 8:12 a.m. The tardy bell rings at 8:15 a.m. **Any student who arrives after 8:15 a.m. is tardy and the parent must accompany the student to the office for a tardy slip.** It is the parent's responsibility to insure the child arrives to school on time.

Students are dismissed at 3:15 p.m. daily. Students must be picked up, be transported home by bus or report to Educare. Students who are picked up will exit through the front doors of the school. Educare students are to report to the cafeteria. Educare students who arrive between 7:00 a.m. and 7:45 a.m. are to enter the building through the back cafeteria doors. All other students will enter through the front doors. No private vehicles will be allowed in the bus loading-unloading area. It is important that parents arrive on time to pick up their children. If a person does not have legal permission to pick up a child at school, please provide the school with a copy of the judge's ruling relating to custody. **Your child's safety comes first!** The traffic flow map is located in back of this handbook.

#### ***Attendance***

Excessive absences may limit progress to the point that promotion is questionable. Upon recommendation of the principal, students who have excessive absences, both excused and unexcused, may not be promoted to the next grade.

Regular attendance is essential to student success in school. A student misses instruction on the day of absence, and is not prepared for the next day. If a student is absent because of an emergency or illness, please call the school at 434-5260 or 434-5261 before 9:00 a.m. An excuse is required to be brought by the student on his/her first day back in school. Excessive absences will require a meeting with the principal, teacher and juvenile attendance officer.

Should your child need to miss school for personal reasons, prior written notice to the principal is required so that the student can be given his/her assignments to complete while out of school. Students who do not miss any days (including no tardies or early

dismissals) will receive the perfect attendance certificates at the end of the school year. Students who have been present all 180 days of school will receive the 180 day award.

If a student moves from the Mountain View school zone after the school year begins, that student can only remain at Mountain View for that year as long as the student maintains good behavior and academic performance and is attending school on time each day. Out-of-zone students with excessive absences and/or tardies, poor behavior and poor academic performance will not be allowed to return to Mountain View.

### ***Tardy/Early Dismissals***

School attendance is a major factor in determining the academic success of students. Arriving on time and remaining the entire school day provide students with full academic instruction. Acceptable reasons for being tardy or being dismissed early would include medical or dental appointments (doctors' excuses required) or a death in the immediate family.

**Unexcused tardy** – A student arriving at school after 8:15 a.m. for unacceptable reasons. If a child arrives at school after 8:15 a.m., a parent must come into the office to sign the child into school.

**Unexcused early dismissal** – A student leaving school before 3:15 p.m. for unacceptable reasons.

Upon the third unexcused tardy and/or early dismissal in a grading period, the student will be subject to one or more of the following consequences: loss of recess, after-school detention, lunch detention, and loss of privileges. The school principal has the authority to implement "time for time" procedures that would allow students to make up time missed from school.

### ***Picking Up Missed Work for Students***

If a parent wishes to pick up missed work for an absent child, please call the school office (434-5260) before 9:00 a.m. each day. A note will be placed in the classroom teacher's mailbox notifying them that assignments need to be sent to the office by 2:30 p.m. Assignments may be picked up in the office between 2:45 p.m. and 4:00 p.m. each day the child is absent. Assignments will only be sent to the office if a parent has requested the assignments.

### ***Special Changes to Regular Schedule***

Mountain View and Johnson City Schools will have an alternative schedule on the following days during the 2008-09 school year

August 7.....	Dismissal at 12:00
September 1.....	Labor Day (no school for students)
October 13-17.....	Fall Break (Educare open)
November 26-28.....	Thanksgiving (no school for students)
December 19.....	Dismissal at 12:00
December 22-January 5.....	Winter Break
January 19.....	Martin Luther King, Jr. Day (no school for students)
March 16-20.....	Spring Break (Educare open)
May 28.....	Last day of school (dismissal at 12:00)

The last day of the school year is subject to change, depending on school closings for inclement weather or emergencies. Special notes will be sent to parents reminding them of changes to the school schedule.

### ***Emergency Information***

In case of emergency, each student is required to have, on file, the current school year's enrollment card. It is important that we have a working phone number on file for each student. Only persons listed on the emergency card will be allowed to pick up students. Please update the card when information changes. Telephone numbers are not released or published.

### ***Parents Visiting the School***

***All parents / visitors must report to the office and obtain a visitor's pass.*** Parents are always welcome to visit the school. Please seek permission of the teacher if a classroom visit is planned. Teachers and students work on a carefully planned schedule to insure maximum time daily be devoted to student learning. Teachers may be available to meet from 8:05 a.m. to 8:12 a.m. and 3:20 to 3:30 p.m. This brief time is provided for a family member to speak to the teacher about an emergency or special need. **This ten-minute window is not a conference time.** Teachers will be glad to schedule conferences before school, after school or during planning times. Parents / visitors are requested to exit the classroom by 8:15 a.m. so teachers may begin instruction.

### ***Illnesses***

If a student becomes too ill to remain in class, we will recommend that someone pick up your child. It is important that we have updated home phone/cell phone and working phone numbers on file. We have temporary facilities to help comfort a sick child while he/she is waiting. If your child has a fever or is vomiting, please do not send him/her to school. A student who contracts a contagious disease or condition, such as pink eye, chicken pox, ring worm, impetigo, or pediculosis (head lice) will be sent home from school and must remain home until the condition or disease is remedied. In the case of head lice, the student must obtain a re-admittance slip through the Johnson City School Nurse Department located at the JCS School Board Office located on the corner of Maple and South Roan, weekdays between 8:00 a.m. and 9:00 a.m. and 3:00 p.m. and 4:00 p.m.

Some students may need prescribed medication during school hours. School personnel may not administer medicine to any student unless the school has the appropriate form signed by the doctor. The following procedures must be followed: An authorization form must be filled out by the doctor and signed by the parent. The student is responsible for coming to the office at the designated time for medication. **Copies of these forms are available in the office.**

### ***Mountain View Educare Program***

Mountain View Elementary School Educare is available at a reasonable cost for students who need supervised care before and/or after school. The program operates between 7:00 and 7:45 a.m. and from 3:30 to 6:00 p.m. weekdays. Parents may sign up students for Educare during the various student breaks during the year. Please call 434-5264 to request more information.

### ***Universal Breakfast Program***

Breakfast is served daily to students in the cafeteria beginning at 7:45 a.m. Students in Educare and those who arrive at 7:45 a.m. will report to the cafeteria. Breakfast will be served until 8:05 a.m. **Students must be inside the cafeteria doors before 8:05 a.m. to receive breakfast.** Breakfast items will not be served in the classroom for late-arriving students.

### ***Personal Property***

The school is not responsible for any loss or damage of personal property. Personal belongings should be clearly marked with the student's name. (If an item has been lost, please report this to the office or teacher and we will check the lost and found area.) Students are not allowed to bring such things as toys or electronic devices. Items not claimed by the end of each semester will be donated to charity.

### ***Non-School Events***

Mountain View students may receive information regarding school system and citywide events such as JC Parks and Recreation sports, arts events, etc. Invitations to afterschool events such as parties will not be distributed unless every student in the class receives an invitation.

### ***Student Transfer***

If a student transfers to another school, parents should notify the teacher or the secretary at least two weeks in advance. All debts owed to the school must be paid at that time. Library books and textbooks must be returned and debts paid before leaving, otherwise, records will not be forwarded to the student's new school.

### ***Library Services***

The library is part of the school environment and is open daily beginning at 8:30 a.m. for students. Our library provides a great source of information and facts. It also has many great books to read. Students and parents are encouraged to use the library. Students must return the books in a timely manner and parents are responsible for the replacement cost of any damaged or lost library book.

### ***Grading System***

The evaluation of student progress and achievement is an important function of the teacher. Report cards are issued at the end of every nine weeks. A circled grade denotes an adjusted program. The accepted grading system is as follows:

Students in grades K, 1 and 2 receive narrative reports.

Students in grades 3, 4 and 5 use the following Johnson City Schools system:

A	94 – 100	Excellent
B	86 – 93	Above Average
C	75 – 85	Average
D	70 – 74	Below Average
F	50 – 69	Failing

Progress reports will be sent at mid-term and at the end of each nine weeks. Below are the dates for reports to be sent home:

**Mid-Term Report**

September 10th  
November 21st  
February 6th  
April 23rd

**Report Card**

October 22nd  
January 6th  
March 25th  
Last day of school

Parents are asked to examine and sign both the mid-term report and the report card. Rubrics will be given to students in the subject areas of art, music, creative movement and tech lab. Students are to return the reports to the teacher as soon as possible. Parent/teacher conferences can be scheduled throughout the school year. Communication between school and home is very important. We look forward to talking with you about your child's progress. Please contact your child's teacher if you would like to schedule a conference.

***School-wide Parent/Teacher Conference***

The parent/teacher conference day has been scheduled for Tuesday, November 4th from 8:30 a.m. to 3:30 p.m. Parents will receive a notice and the opportunity to sign up for at conference time. Parents and/or teachers may request additional conferences during the school year.

***Homework Policy***

Homework is an extension of the school day. It should be used for the purpose of helping children apply what they have learned in the classroom and to instill responsibility in the child as part of the learning experience. Homework given by each grade level may vary depending on curricular goals and developmental stages of the child. The focus for each grade is the quality of learning rather than the quantity of tasks completed with the emphasis on application of content being taught in the classroom.

**Kindergarten**

Kindergarten students have homework occasionally. These homework activities are expected to last a maximum of ten minutes. Parents are encouraged to read to / with their child every day.

**First Grade**

Students will read every night. Additional assignments will be sent home as needed to reinforce daily learning. Parents are asked to sign assignment sheets to document parental involvement. Expected homework time is ten to fifteen minutes per night.

**Second Grade**

Students will spend approximately twenty minutes per night with homework assignments.

**Third Grade**

Daily homework will usually take approximately thirty minutes. This will include reading every night for at least fifteen minutes in addition to written assignments. Points will be deducted for late assignments. Parents should support and motivate, but not do the homework for the child.

**Fourth/Fifth Grades**

Homework should take approximately thirty to forty-five minutes per night.

***Discrimination/Harassment (Sexual, Racial, Gender, Ethnic, Religious)***

Students shall be provided a learning environment free from sexual, racial, gender, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, gender, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment. Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures, or words either written or spoken of a sexual, racial, gender, ethnic or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credits; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and /or participation in a student activity.

***Bullying/Intimidation***

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. The policy addresses conduct taking place on school grounds, at any sponsored activity, on school provided transportation or at any official school bus stop immediately before boarding and immediately following de-boarding.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations of discrimination/harassment shall be fully investigated by a complaint manager.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's needs for confidentiality must be balanced with the obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any person who refuses to cooperate or gives false information during the course of any investigation may be subject to a disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

Anyone who believes they have a valid basis for grievance can discuss it informally and on a verbal basis at the school level or with Dr. Robbie Anderson, Title VI Coordinator at 434-5200.

### ***Family Educational Rights and Privacy Act***

Parents of children attending Mountain View have the right to inspect and review the educational records of their children. These records are confidential and their contents may not be disclosed to outsiders without prior parental consent. Parents may also seek correction of any item in the record which is believed to be inaccurate, misleading, or in violation of the student's rights, including the right to hearing upon request. These rights are guaranteed by the Johnson City School Board Policies JRA and JRB, which are available in the offices of the principal and the Director of Schools. Parents have the right to file complaints about possible violations of these rights with the Family Educational Rights and Privacy Act Office of the United States Department of Education.

### ***Parental Involvement***

Teachers, staff, and school administration recognize the importance of parental involvement. Mountain View Elementary will put into operation activities and procedures to increase the involvement of parents in the school. The Mountain View School Council has adopted the Johnson City Board of Education Parent/Family Involvement policy as the Mountain View Elementary Parent Involvement Policy

### ***Parent Newsletters***

Each Friday, your child will bring home a newsletter from his/her teacher. This newsletter is a means of keeping you informed about the happenings in the classroom. Please read this each week.

### ***Mountain View PTA***

The PTA is an important part of our school and community. Meetings are held on the second Thursday in October, November, December, February, March, April and May. The PTA provides funds for instructional equipment and materials, field trips and other student needs. To function effectively, the PTA needs volunteer workers with a broad range of talents and skills. Such activities as reading to students, making bulletin boards, and assisting in the library are all important. We urge all parents to become involved and join the PTA. The PTA newsletter is sent home by the last day of each month.

### ***Mountain View School Council***

The purpose of the School Council is to act as a governance body to the principal. The Council meets the first Monday of each month at 3:30 p.m. in the school conference room. The Council is comprised of five elected teachers, a classified staff member, PTA President, a community member and the principal. The names of the Council members will be in the first school newsletter in September. Comments and ideas are welcomed by the Council. Council by-laws are located in the back of this handbook.

### ***Vehicle Traffic***

Visitor parking will be provided in designated parking spaces in front of the school. All vehicles are to travel at no more than fifteen miles per hour while on the school campus. Private vehicle parking is **not** allowed in the bus loading-unloading area. Visitors may not use the back of the building for parking.

### ***Crisis Planning***

The safety of your child is our first priority. The school holds regular safety drills to teach pupils to respond calmly in the event of an emergency.

### ***Use of Telephone***

The school telephone is for business use only. Necessary plans should be made before children leave in the mornings. Children may use the telephone only in case of emergency. If you wish to speak to a teacher, please leave your number and he/she will return your call as soon as possible.

### ***Field Trips***

When a field trip is to be taken, your child will bring home a note giving the destination and date. This note must be signed and returned to the teacher before your child will be allowed to go on the trip. No child will attend a field trip without written parent permission. The school cannot accept permission by a non-custodial adult.

### ***Fast Food Lunches***

Please do not send or bring fast food lunches to school. If you would like to eat lunch with your child, we encourage you to enjoy the school lunch or a sack lunch from home.

### ***Dress Code***

The appearance of a student is the responsibility of the student and parents. We expect students to maintain an appearance which is not distracting to teachers or other students. Make-up and lipstick are not appropriate for elementary children. Clothing that is not appropriate or acceptable for school includes the following items: halter tops, tube tops, sagging pants, clothing with offensive pictures or offensive / suggestive language or language that promotes drug or alcohol use. The principal will make the final decision regarding the appropriateness of a specific piece of clothing. Head coverings may be worn to and from school but not in the building. If a student violates the dress code, the parent will be contacted to bring a change of clothing.

### ***Classroom Discipline Plan***

Each teacher will send home a copy of the classroom discipline plan. This plan outlines the student behavior expectations for that classroom. Students are required to respect the authority of every adult in the building.

### ***Principal's Plan***

Teachers work with their students in an orderly, constructive and positive manner. When a child is referred to the principal for severe behavior problems, it is regarded as a serious matter. There will be a discipline referral sent by the teacher with the student. Depending on the seriousness of the situation and/or prior referrals, the principal will choose to conference with the student, contact parent(s) by telephone or in writing, make a home visit or use other interventions. Students may be suspended out of school based on continuous behavior problems.

### ***General School-wide Guidelines***

- Students will follow directions given by all Mountain View staff members.
- Students will keep their hands and feet away from other students.
- Students will follow all classroom rules.

### ***Playground Rules***

In order to insure safety for all, please follow the rules below:

- Use equipment properly.
- Do not throw harmful objects.
- Play in assigned areas only.

Students who do not follow the rules may lose their playground privileges for a designated amount of time.

### ***Bus Rules***

Riding the school bus to and from school is a privilege that can be taken away if a student misbehaves. School buses and bus stops are an extension of the school. Students are expected to behave at bus stops and on the bus just as they would at school. Johnson City buses are operated by Johnson City Transit and NOT Johnson City Schools. Administration and teachers will work with parents to resolve any bus related problems however **a parent must first report problems to Johnson City Transit at 929-7119.** Transit will send a person to the school who will work with school personnel to resolve the problem. Please read, sign and return the Johnson City Transit Disciplinary Code in the back of this handbook.

### ***Tobacco Products***

The use of any tobacco products is not allowed on our campus (areas around the school including sidewalks, lawns, playgrounds, and parking areas).

### ***Code of Conduct***

Every student in Johnson City Schools receives the Johnson City Schools *Code of Conduct*. This copy is for both students and parents. **Parents and students should carefully read the Johnson City Schools Code of Conduct. Younger students should have the Code read to them.** Students are required to follow the *Code of Conduct* while present on all Johnson City School campuses, at bus stops, on the bus, and attending school functions at other locations.

## MOUNTAIN VIEW ELEMENTARY SCHOOL SCHOOL COUNCIL BY-LAWS

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### **MEETINGS**

The Mountain View Elementary School Council will hold its meetings on the first Monday of each month (September through May) of the school year, except for special called meetings. The meetings will begin at 3:30 p.m. The school conference room will be designated as the meeting site unless a scheduling conflict occurs. If so, the School Council will meet in the library. Special meetings may be called at the discretion of the chairperson. A copy of the meeting minutes will be available within one week after each meeting and distributed to each staff member. A copy of the minutes will be sent to the Director of Schools.

### **AGENDA**

The agenda will be prepared through consultation of the chairperson and school principal. Members of the Council may request an item to be placed on the agenda no later than Wednesday prior to each monthly meeting by 12:00 noon. Staff members must submit their concerns/ideas to their representative by Monday prior to Council Meeting. The request should state the subject the addressee wishes to present to the Council. Any parent or staff member may address the Council to briefly state their opinions or concerns on matters before the Council and/or areas of mandate of the Council. Responses, should they be needed, will be directed by the chairperson of the Council, in writing, to the addressee.

### **MEMBERSHIP**

Membership on the Mountain View Elementary School Council will include:

- An elected representative from the following faculty areas:
  - Preschool through grade one
  - Grade two through grade three
  - Grade four through grade five
  - Specialist area
  - At large faculty representative
  - Media Specialist
- The PTA President
- A parent appointed for a one-year term by the principal
- One classified staff member
- School principal
- A representative from Iris Glen Environmental Center and/or an at large community member is invited to attend.

In the event of a tie for a position both would be asked to serve.

## **COUNCIL TERMS**

Council membership terms will be two years for all elected positions and one year for appointed positions. Two-year terms begin the school year elected.

No one may serve consecutive terms on the Council. If a member resigns or retires before the end of his/her term, his/her replacement will serve to the end of the member's term and shall be eligible to serve one additional term.

## **ELECTION OF COUNCIL MEMBERS**

Elections will be in May of the year for the next school year's Council membership.

## **ATTENDANCE**

Attendance of members at Council meetings is important. If a member is not present for three consecutive meetings, the chairperson shall contact the person, requesting an explanation of the absences and the member's intentions about remaining on the Council. Continued absences from the Council meetings shall be construed as resignation from the Council. Leaves of absence will not be granted by the Council.

## **QUORUM**

A quorum shall consist of two-thirds of the voting members present.

## **RESPONSIBILITIES OF THE SCHOOL COUNCIL**

1. Represent the school community
2. Follow board policy, state rules and regulations and Tennessee Code Annotated
3. Accept responsibility for decisions
4. Be the umbrella for the planning for Mountain View Elementary School
5. Serve as the school finance and budget committee
6. Communicate with the school personnel you represent
7. Serve on sub-committees within the school when needed.
8. Serve on personnel interview teams when requested by the chairperson or principal

## **COUNCIL OFFICERS**

Council leadership positions shall consist of a chairperson and a vice-chairperson. Leadership assignments shall be made at the beginning of each school year through consensus of Council members.

## ***COUNCIL MEMBER***

The Council member will represent their respective groups and communicate with their constituents. The Council member will bring before the Council ideas, issues and concerns as requested by their constituents. The Council member will abide by the bylaws adopted by the Council.

## *CHAIRPERSON*

The Chairperson will be elected from among the memberships of the Council at the first meeting of the Council in September. The Council Chairperson will serve a one-year term beginning each school year. The Chairperson or his/her designee will be responsible to provide Council updates at the monthly faculty meetings.

## *CO-CHAIRPERSON*

The Co-Chairperson will be elected from among the membership of the Council. In the absence of the Chairperson, the Co-Chairperson will chair the meeting.

## *RECORDING SECRETARY*

The recording secretary will be a non-council member. The recording secretary will be appointed by the Principal.

## **DUTIES OF OFFICERS**

Chairperson-Shall preside at all meetings and have general supervision of the affairs of the Council. The principal is not eligible to hold the officer of Chairperson. The Chairperson will work with the principal in planning and directing the affairs of the Council including monitoring committee progress. The Chairperson, along with the assistance of the principal, will prepare the agenda for all meetings. On the recommendation of the Council, the Chairperson and principal, will appoint committees as needed and will be ex-officio members of all meetings.

Co-Chairperson - On a temporary basis, will exercise all functions in the absence of the Chairperson. Should the Chairperson be unable to continue in the role of Chairperson prior to the expiration of the term of office, the Vice-chairperson will assume the office of Chairperson. The Council will then elect a new Vice-Chairperson.

Secretary - is responsible for keeping a full accurate account of the meetings and transactions of the council; making available copies of minutes to all staff members within one week of each meeting; preparing any official correspondence by the Chairperson; maintain a file containing copies of the minutes, Council plans and progress reports; any Council-related information from the school system and current copy of the bylaws; annually providing a copy of bylaws to all Council members at the first meeting of the year; and forward an approved copy of the minutes to the Director of Schools.

## **COMMITTEES**

The use of sub-committees to accomplish tasks of the Council is encouraged. On the recommendation of the Council, the Chairperson may appoint sub-committees to encourage productivity. Membership on sub-committees may be extended to non-Council members, parents and school staff.

## DECISION-MAKING PROCESS AND PROCEDURES

The Council will solicit input from faculty, staff, students, parents and community members prior to making decisions that effect school-wide issues. The Council may choose to survey parties of interest or may request Council members conduct informal information-gathering sessions. Decision shall be by consensus. If consensus is not achievable, a parity vote may be called by the chairperson. Parity will require the membership groups (teachers, classified staff, parents and community members) to discuss their decision. Each group will have one vote. If a decision cannot be reached at this point, no decision will be made. The principal reserves the right to veto any decision made by the Council that he/she deems to be unethical, illegal, or not considered best practice for the students.

Issue will be addressed in the following three modes:

- (1) **Decision Mode** - The principal will inform the Council of an issue and request a decision/solution from the Council.
- (2) **Advisory Mode** - The principal will inform the Council of an issue and request input/advisement from the Council.
- (3) **Informed Mode** - The principal will reserve the right to make the decision on a particular issue and inform the Council of the decision and the rationale for the decision.

## SCHOOL COUNCIL TRAINING

Each year, training will be provided for new Council members. The purpose of this training is to orientate new members with shared-decision making process and to review consensus building and decision-making modes.

## COMMUNICATION

There will be open communication among Council members, the school, and the community.

## AMENDMENTS TO BYLAWS

Bylaws will be revised as needed by the School Council. Revisions will be shared with the school community through written communication in the F.Y.I. and the school monthly newsletter.

# Johnson City Board of Education

## Parent/Family Involvement Policy

The school district shall be governed by the statutory definition of parent involvement as cited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities and procedures in accordance with these definitions.

The board shall implement the following as required by legislation;

- The school district will put into operation activities, and procedures for the involvement of parents in all of its schools. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.
- The school district shall incorporate activities and strategies that support this district wide family and community engagement policy into its Tennessee Comprehensive System wide Planning Process (TCSPP).
- The TCSPP shall include procedures by which parents may learn about the course of study for their children and have access to all learning materials.
- The TCSPP shall include strategies for parent participation in the district's schools which are designed to improve parent and teacher cooperation in such areas as homework, attendance and discipline.
- If the school districts TCSPP is not satisfactory to the parents, the school district shall submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- To the extent practicable, the school district and its schools shall provide full opportunities for the participation of parents with limited English proficiency,, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative format upon request, and, to the extent practicable , in a language parents understand.
- The schools district shall appoint a Family and Community Advisory Council that will annually assess, through consultation with parents, the effectiveness of the Family and Community Engagement Program and determine what action needs to be taken, if any, to increase parental and community participation. In order to accomplish this, each advisory council shall be composed of representatives from parents of students in elementary, middle and high schools, community business leaders, a member of the school board, and representatives from the school district.
- Every school district shall ensure that Title I schools are in compliance with the No Child Left Behind Act.

*NO CARS allowed behind school*

*NO CARS allowed behind school*

*NO CARS allowed behind school*

# Mountain View Elementary School

Front Doors

Sidewalk

Sidewalk

Bus Loading Area



**BUSES ONLY**



**NO CARS beyond this point**

Parking Available



Playground



Student Loading  
Student Unloading



**EAST RIDGE STREET**

**KING SPRINGS ROAD**



## JOHNSON CITY TRANSIT—SCHOOL TRANSIT DIVISION

### **FRONT SEAT OFFENSES:**

Student will receive a written warning and will be placed on front seat of the bus for 2 weeks as a result of the following:

1. Failure to remain seated while bus is in motion
2. Unnecessary noise
3. Failure to obey the driver
4. Littering bus interior
5. Improper boarding/departure procedures
6. Failure to wear seat belts (where available)

Depending on the severity of the offense, the student may be placed on the front seat indefinitely. Repeat occurrence of front seat offenses will result in suspension of riding privileges.

### **THREE (3) DAY SUSPENSION:**

1. Rude discourteous and/or bullying conduct
2. Using profanity
3. Spitting
4. Throwing objects outside the bus

### **FIVE (5) DAY SUSPENSION:**

1. Possession of tobacco products
2. Tampering with bus equipment
3. Making obscene gestures
4. Other behavior relating to safety, well being and respect for others
5. Destruction of personal property of others

### **TEN (10) DAY SUSPENSION:**

1. Fighting
2. Verbal threats and/or intimidation of students/driver on the bus or at the bus stop
3. Bringing articles on board the bus which may cause injury to others
4. Throwing objects in or out of the bus with intent to do bodily harm and/or create property damage
5. Destruction of property (Plus Payment for damages)/bus equipment

### **INDEFINITE SUSPENSION:**

1. Attacking the driver
2. Use of combustible material
3. Possession of weapons on the bus or at the bus stop
4. Possession of drugs and /or paraphernalia on the bus and /or at the bus stop

Other behavior not specifically listed will be decided on a case by case basis depending on the severity of the incident.

After serving two (2 week) suspensions, the 3<sup>rd</sup> suspension will be for the remainder of the school year.

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Parent signature

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Student signature