Eaton Elementary School
2010-2011

Eaton Rockets...Watch us Soar!

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Mr. Wayne Honeycutt
Director of Schools

Mrs. Jennifer Malone
Principal

Mrs. Melanie Amburn
Vice-Principal
Welcome to Eaton Elementary! Our school has approximately 760 students in pre-kindergarten through fourth grade. We are proud to have an outstanding staff, high achieving students, and supportive parents. Visitors are always welcome at our school.

For close to 100 years, twenty five in our current building, students at Eaton have found challenging and enriching educational experiences which enable them to become confident, lifelong learners. Each classroom is equipped with an integrated computer system which links our students to the global information network. Our staff is committed to providing a learning environment that encourages cooperation, enjoyment and discovery. We want our students to become educated, responsible citizens who always show respect for others and possess a positive attitude. We offer our parents and students a dedicated and gifted staff of enthusiastic, energetic professionals who focus on the needs of individual students in a well-planned and organized setting. We believe that students achieve greater success when teachers, parents and the community work together. Our PTO is very active and strongly supports the educational program. They provide volunteers and fund many extra items for our school. We have established partnerships with several local businesses and churches.

Two of our major responsibilities are to ensure the safety of our students and staff and to establish a climate of high expectations for student success. With our process of continuous improvement, changes always come. We will continue to maintain the focus on our child friendly traditions and to guarantee a quality education for all Eaton students. With a rocket as our symbol, our motto is "Eaton Rockets...Watch us Soar!"

The pages of the handbook are filled with important information regarding school policies and procedures. I suggest that parents and students review the contents together. If you have questions that remain unanswered, please call the school office at 986-2420.

Sincerely,

Jennifer Malone
Principal

Dear Parent/Guardian:

We ask that you review the Student Handbook with your child. Please complete the information below when completing your review.

My child, ________________________, and I have reviewed and understand the Student Handbook for the 2010-2011 school year.

_________________________
Student Signature

_________________________
Parent Signature
Mission Statement:
The mission of Eaton Elementary is to develop independent thinkers and problem solvers for life.

Student Motto:
Rockets are: Respectful, Responsible, and Safe.

What about Discipline?
This entire handbook is about discipline. Discipline means nothing more than doing what is expected and what you already know you should do. Discipline is primarily your responsibility. Do not make it necessary for someone else to accept responsibility for your actions. One of our goals at Eaton is to establish an atmosphere throughout the school in which children feel safe, happy, and have a maximum opportunity to learn. The entire staff at Eaton Elementary cares about you, respects you as an individual, and expects nothing more than that you do your best!

SCHOOL-WIDE RULES

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SCHOOL-WIDE DISCIPLINE PLAN

The staff at Eaton recognizes and appreciates our students’ positive attitudes and willingness to follow the rules. We also value parental support we receive when a student must be disciplined for inappropriate behavior. These are the keys to the success of the discipline program. The results of such a plan will free teachers to do what they do best – TEACH! Please follow the above rules at all times. You will be receiving a classroom discipline plan from your child’s teacher. Rewards for good behavior will come in the form of tickets that can be redeemed for tangible items or saved and used for school wide incentive events. Rewards will be sponsored by the teachers, administration, and PTO.

A child may be sent to the office for severe behavior problems. Consequences will be one of the following depending on the specific behavior and situation:

- Loss of free time or time-out
- In-school isolation
- Work duty
- Early dismissal
- Overnight suspension
- Suspension

Suspension & Expulsion:

Any principal or assistant principal may suspend/expel any student from attendance at school or any school-related activity on or off campus or from attendance at a specific class or classes, or from riding a school bus for good and sufficient reasons including, but not limited to:

1) Willful and persistent violation of the rules of the school.
2) Immoral or disreputable conduct, including vulgar or profane language.
3) Any threatening statements, either written or verbal, concerning physical harm or acts of violence toward students, school personnel, or school property, will be taken seriously and may result in immediate suspension or expulsion from school.
4) Willful or malicious damage to property of the school or any person attending or assigned to the school.
5) Inciting, advising, or counseling others to engage in suspension offenses.
6) Possession of a pistol, gun, or firearm on school property.
7) Possession of a knife on school property.
8) Assaulting a principal or teacher with vulgar, obscene, or threatening language.
9) Unlawful use or possession of drugs.
10) Engaging in behavior which disrupts a class or school activity.
11) Third violation of personal communication device policy (cell phones at school).
12) Any other conduct prejudicial to good order or discipline in the school.

Attendance Policy:

With the passing of No Child Left Behind by the Federal Government, monitoring of students’ attendance has become more intense, resulting in higher accountability for both schools and parents. Students are expected to be in class every day. Regular daily attendance is the responsibility of the parent/guardian and the student. Frequent absences of students from regular classroom instruction mean the child loses the opportunity to learn. Activities, discussions, simulations, or presentations take place in classrooms every day and can never be duplicated, even by extra after-class instruction. Educational achievement cannot be measured only by test results and assignments, but must include daily class participation as well. Parents need to encourage students to maintain good attendance.
Absentee Notes Required

A note from the parent/guardian or doctor is required for each absence(s). If an absence involves more than one day, only one parent note needs to be sent to the school. However, one parent note would be recorded for each of the days absent. For example, if an illness involves three days, three parent notes would be recorded.

The note should contain the student’s name, date of absence(s), and the signature of the parent/guardian or doctor.

**When a student checks out early, arrives late, or is absent a full day a note is required.**

Every minute a student misses in the school year is documented in the computer and reported to the state. **We allow five parent notes to be used as excuses per year for the following reasons as stated in Loudon County Board of Education policy:**

- Personal illness;
- Illness of immediate family member;
- Death in the family;
- Extreme weather conditions;
- Religious observances; or
- Circumstances which in the judgment of the principal create situations over which the student has no control.

It is important for parents to use notes wisely. In the event a parent note is not submitted for any absence, **even if it is for just a tardy or early dismissal**, the school reserves the right to use 1 (one) of the five parent notes allowed per event.

Every absence exceeding five parent notes will only be excused with a doctor, dental, medical provider, or court note. Students who obtain an equivalent of five unexcused total days will receive a letter stating that they have violated the state’s compulsory attendance laws and may be summoned to the Loudon County Truancy Board. The Truancy Board will hear his/her case and decide the appropriate action. It is important to note that many of these cases are forwarded to the Juvenile Court system.

Emergency Medical Cards:

Each pupil is required to have an Emergency Medical Card on file in the clinic. It is the responsibility of the student and parents to keep the information on the card up-to-date. The card lists information vital for the care of the student in case of a medical emergency at school. Please be sure your child’s card is completed accurately. If there are changes in phone numbers, names of physicians, medical conditions, or other information, please notify the school immediately. Please make special note of any serious health issues, particularly if your child needs access to an Epi-Pen or inhaler.

Medication:

Students are prohibited by state regulations from having medication in their possession on school grounds. All medications, both prescription and over-the-counter, must be brought in the original container by a responsible adult to the school nurse. When a student is required to take any medication during school hours, a form must be signed by the parent and physician and kept on file by the school nurse.

Immunizations:

Any student not producing an immunization record as required by law will only be admitted for a ten day period during which time the proper immunizations shall be obtained.
Are You Moving?

Let us know where you are going. If you will be changing schools, please stop by the school office to fill out a withdrawal form. This will ensure that your child’s records will follow you promptly. Any change in address should be reported to the office at once. We need to know where to reach parents in case of an emergency.

General Procedures and Rules:

1) Place names on all articles of outer clothing such as coats, hats, gloves, sweaters, raincoats, overshoes, etc. Names should also be placed on notebooks, lunch boxes, and other personal belongings.
2) When one student goes home with another student, both parents must send a note to the classroom teacher. If the student rides the bus, a copy of this note must be signed by the principal or assistant principal and given to the bus driver before the student can be transported.
3) Should it become necessary for your child to leave the school grounds during school hours, he/she must have a note from his/her parents and permission from the teacher and must check out through the office.
4) Students will go directly to bus hall or breakfast when they arrive at school. Should they arrive after 8:10, they should stop at the office for a Tardy Slip.
5) Every pupil is responsible to every teacher or assistant at all times and is expected to behave in a respectful manner to all school personnel and other students.
6) Pupils will be expected to use appropriate language (no cursing or questionable slang) at all times.
7) Mutilation or destruction of public property must be paid for by parents of students responsible, and disciplinary action will be taken.
8) Chewing gum is not permitted.
9) Students will refrain from bringing dangerous or distracting articles to school, including toy guns, pocket knives, and cell phones. **Toys of any kind are prohibited unless approved by the teacher.**
10) Parents must call the school by 8:30 AM if they wish to find out their child’s assignments for days missed. The teacher will gather the necessary information and books and put them in the office for parent pick-up.
11) Each year we have fewer cases of head lice than the year before. Students diagnosed with head lice will not be allowed to return to school until checked by the school nurse.
12) Students must have permission from the teacher before they use the telephone. Students are not called to the phone except in emergency situations.

School Visitors:

We welcome visitors to our school. We do ask that you stop and check in at the office to receive a Visitor’s Badge. We look forward to meeting you. While parents and guardians are encouraged to volunteer, school visitors are not permitted to attend class without special permission from the principal.

Pets:

Cats, dogs, and other animals are not allowed in the building without special permission from the principal.

Personal Communication Devices:

Students shall not use or have in view personal communication devices such as pagers or cell phones on school property without permission from school officials.
Assessment and Reporting Progress to Parents:

As the curriculum and instructional strategies have changed over the years at Eaton Elementary, the need has arisen for new and different ways to assess our students and report their progress to parents.

1) Report cards are issued six times a year after each six-week grading period. If the student’s grades are not satisfactory, parents or guardians are advised to arrange a conference with the child’s teacher. Kindergarten grade cards are issued five times each year.

2) Student Work Folders – This folder goes home each week with samples of important papers, notes, newsletters, etc. It requires a parent signature and prompt return.

3) Student Portfolios – This is a notebook where all relevant assessments and goal sheets are collected.

4) Skill Checklists – Teachers keep records of state curriculum skills for each child to determine mastery and identify areas for enrichment or reteaching.

5) STAR Early Literacy, Reading, & Math Assessment – This computer program provides an evaluation of student mastery and provides teachers with data for individualized instruction plans.

6) Skills Tutor – This is an online benchmark assessment tool that allows students to take computer tests on grade level math, language, and reading skills. Teachers use this data for prescriptive, specific planning for instruction.

7) TCAP – Each year students in grades 1-4 participate in the Tennessee Comprehensive Assessment Program achievement tests. These individual student results are reported to parents, and school results appear on the state web site.

Promotion & Retention:

Promotion and grade placement are based on the recognition that each child is a unique individual. Therefore, when the teacher is considering promotion or retention, attention is given to all aspects of the student’s development in order to accommodate individual needs and encourage the full development of the learner’s potential.

In order to be promoted to the next grade, the student must demonstrate:

1. Mastery of 70% of the current grade’s tested basic skills in reading and math;
2. Mastery grades in reading, English, and math;
3. Satisfactory attendance (no more than 21 absences);
4. Acquisition of the work habits and maturity for successful performance at the next grade level, according to the teacher’s judgment based on documentation.

Dress Code:

Students are encouraged to dress neatly and in good taste at all times. No clothing of any kind should be worn to attract undue attention. Bare midriffs are not permitted. Wear shoes that are safe and comfortable for gym and recess. No cleats or roller skates are permitted. It is recommended that sandals have straps on the back to ensure they stay on the students’ feet. Shorts may be worn as long as the bottom of the shorts comes to the end of fingertips when the arms, hands, and fingers are fully extended. Skirts must not be shorter than three inches from the student’s knees. Sleeveless clothing may be worn as long as shoulders, back, and chest are fully covered. Caps,
hats, and bandanas are not worn in the building except for special school activities. Also, a student should not wear any clothing that exhibits written, pictorial, or implied references to illegal substances, drugs or alcohol, negative slogans, vulgarities, or anything that attracts undue attention. We strongly discourage students from dying hair unusual colors or wearing hairstyles which attract undue attention and detract from the learning process. Any apparel or headwear which disrupts the academic environment (at principal’s discretion) will not be tolerated.

School Safety:

For the security and protection of the students, faculty, and staff, the following safety measures are in place at Eaton: (1) Only the main entrance door is unlocked, (2) All other exterior doors are locked at all times, (3) Visitors may only exit the building through the main entrances, (4) All visitors must sign in and out at the office and wear a Visitor’s Badge. No parents/visitors are to be in school hallways before school and during afternoon dismissal without properly signing in at the office.

Safe and drug-free schools programs. A district receiving safe and drug-free school program funds must inform and involve parents in violence and drug prevention efforts. The district must make reasonable efforts to inform parents of the content of safe and drug-free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity. 20 U.S.C. §7116(b); 20 U.S.C. §7163.

Kindergarten Requirements:

All students entering school for kindergarten must be five years old by September 30th. Parents must provide proof of immunizations, physical examinations, and provide a birth certificate and Social Security Number.

The Cosmic Café:

We are excited to provide students with an inviting, safe environment for dining. A nutritious breakfast and lunch is served daily, and we encourage students to participate in the food services program. Students may also bring their lunch to school, but since we belong to the National School Lunch program, canned and bottled soft drinks are prohibited in the cafeteria during serving hours.

Parents may pay for school lunches by the day, week, or month. We encourage you to pay ahead. Your student has an account which is accessed by a unique pin number. Occasionally, a student may lose or forget breakfast/lunch money. If this occurs, he/she may charge for that day only.

You now have the unique opportunity to manage your child's lunch account online at www.mealpay.com. By setting up a user account, you can see your child’s balance, have a record of foods purchased, and even pay by credit card for a nominal fee. You can also set up a reminder by email to let you know when the child’s balance is getting low. You may call toll free 1-866-210-1554 to make payment over the phone.

Textbooks:

Textbooks are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks.

Inclement Weather:

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students’ safety. It is the parents’ responsibility to monitor news
reports and radio stations. Also, we try to update the school’s voicemail system to announce school closings.

Fire Drills/Tornado Drills:

Every precaution is taken to provide a safe environment for your child during normal school hours. Periodic fire and tornado drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

PTO:

Eaton PTO is a vital part of our school program. We encourage parents to join in helping our school by becoming active members.

Educational Field Trips:

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission from a parent or guardian is required for all field trips. **Choosing to not attend a field trip will result in an unexcused school absence.**

Physical Education:

Physical Education is an integral part of the instructional program. All children will be required to participate unless a doctor’s certificate is presented. If your child cannot participate, please send a signed note to your child’s teacher.

Communication:

Eaton administrators and teachers believe an important part of student success is to keep open lines of communication between home and school. There are several ways we do this:

(1) Weekly Newsletters from teachers, (2) Monthly “Rocketeer” Newsletter from Administrators, (3) Telephone Calls and Voicemail, (4) School Informational Sign visible at driveway, (5) Parent Nights, (6) PTO Meetings, (6) Web Site (www.eatonschool.org), (7) Principal Nights In, (8) EatonBlog with place for parent comments, (9) Individual notes home, (10) Yearly Parent Surveys, (11) Twitter Account (eatonelementary), (12) and (13) email. Parent Link phone messenger service allows the school to automatically phone reminders home to parents. You can sign up to have notices delivered via phone or email.

Parents are encouraged to communicate with us at school. Please call if you have concerns or questions. Attend Parent Nights, PTO Meetings, and other special events at school. Schedule conferences as needed with your child’s teachers. Read and discuss with your child all notes and newsletters sent home by the school. Those with Internet access can stay up-to-date by checking out the web site. Make plans to attend “Principal’s Night In.” Mrs. Malone will have evening hours twice each year to meet with parents and discuss educational issues and school improvement. Please take advantage of these opportunities to share your ideas with us.
Bus Procedures:

The following rules apply to all Loudon County Buses. Drivers may have additional rules that apply to specific buses.

1. Obey the bus driver; follow the driver’s first request.
2. The bus driver may assign seats.
3. Do not eat or drink on the bus; keep the bus clean.
4. Loud, rude, abusive, or profane language is not permitted.
5. Possession and/or use of tobacco, alcohol, or drugs are prohibited in any form.
6. Keep hands and head inside the bus.
7. Remain seated.
8. Never throw items inside the bus or out the windows.
9. Keep the bus aisle clear of feet and property.
10. For everyone’s safety, do not distract the driver through misbehavior.
11. Do not destroy or deface bus property. Parents will be financially responsible for any act of vandalism. Students will remain suspended from riding the bus until damages are paid.
12. Do not use emergency exits of bus unless authorized to do so.

Level I Violations

- Failure to obey the driver
- Eating or drinking on the bus
- Loud, rude, or abusive behavior
- Failure to remain seated on the bus
- Profane language/obscene gestures
- Improper boarding/departing procedures
- Any behavior jeopardizing safety

Consequences of Level I Violations May Be:

- Written reprimand/notification of parents
- Suspension from bus (3-5 days)
- Out of school suspension

Level II Violations

- Third violation of Level I rules
- Tampering with bus equipment
- Fighting/pushing/tripping
- Destruction of property
- Possession and/or use of tobacco in any form
- Throwing objects in or out of the bus
- Profane language, obscene gestures
- Putting head or hands out the window
- Bringing articles aboard the bus of injurious or objectionable nature

Consequences of Level II Violations May Be:

- Bus riding suspension (Minimum of 5 school days)
- Bus riding suspension (Minimum of 10 school days for repeat occurrence of Level II Violation)
- Out of school suspension

Level III Violations

- Third violation of Level II rules
- Physical assault/verbal threat directed to driver
- Possession and/or use of illegal substances
- Possession of a weapon
- Use of chemical substances with intent to do harm
- Attempting to set fire to hair, clothes, or property

Consequences of Level III Violations May Be:

- Bus riding suspension (Minimum of 30 days: Maximum of 180 days)
- Out of school suspension
- Action by the Board of Education up to and including expulsion
- Appropriate legal action

Bus drivers will make a written report of violations to the Principal or his/her designee. The Principal or designee will determine appropriate consequences. Only the Principal or designee may reduce or suspend a student’s bus riding privileges.

Fundraising:

Rocket Romp, a walk-a-thon event held on school grounds, is Eaton Elementary’s only fundraiser, and the proceeds go directly to the school for the betterment of your child’s education. Funds have been used to buy new technology systems, computers, playground equipment, physical education equipment, art and music supplies, and classroom supplies including educational software. Rocket Romp has two main goals: to raise much-needed money for the school and to promote physical fitness. Students
collect pledges for every lap they jog or walk in one hour. **According to Loudon County School Board Policy, we require that students do not go door-to-door selling.** Instead, utilize your network of friends, co-workers, and relatives to help support your school. Thank you for your support in this worthwhile endeavor.

**Homework:**

Homework is assigned to give students extra practice in their studies. Our teachers plan well-designed homework assignments that relate directly to class work and extend students’ learning beyond the classroom. Parents are encouraged to help the child set a time and place for completion of homework assignments.

**Guidance:**

Children at the elementary level are busy trying to make sense of the world and discovering their place in it. Teachers are charged with the task of developing academic skills in a widely divergent student body, and parents struggle with how best to support each child’s successful development in cooperation with the school. The guidance counselor’s role is to help by providing instruction, consulting, and coordinating services to facilitate student progress. It is the overriding goal of elementary school counselors to provide a planned program of guidance and counseling services based on the developmental needs of children and to help all children achieve their greatest academic, social, and personal potential.

**Curriculum and Organizational Structure:**

A strong elementary program addresses the needs of the whole child and the needs of society for a well-rounded, self-directed, independent thinker and problem solver. Our goals at Eaton reflect all areas of development, including social, emotional, intellectual, and physical. We achieve these broad goals primarily through the instructional objectives of the curriculum, and because children “learn what they live,” we organize and structure classrooms to facilitate attainment of these goals. Loudon County Schools’ elementary curriculum is a plan for teaching your children the skills they will need to live in and contribute to society. We believe that all children can learn and that each child is different. Thus, the curriculum is continually being revised to provide each child a challenge to learn the continuum of skills and concepts.

These skills and concepts constitute a very thorough and carefully sequenced program of instruction. Classroom teachers have detailed lists of the basic skills they teach at that grade level, and they will share them with you if you express an interest. Guidance, art, music, library skills, physical education, technology, and Spanish instruction are all important to our students’ development, and we operate full programs in these areas. The major academic areas include reading, mathematics, English, spelling, handwriting, science, and social studies.

The following guidelines are used to assign students to classrooms and group students for instruction to meet various skill levels.

1) Students are strategically placed in classes heterogeneously, with an intentional mix of various abilities, backgrounds, races, and genders.
2) Within each classroom, students are provided reading instruction using a variety of methods. Daily lessons occur in large and small groups using materials appropriate to a child’s instructional level. In the primary grades, phonics is taught as one strategy for learning to read. Language and reading skills are integrated into the writing process. Varied works of literature, as well as the basal textbook, are used to teach skills, concepts, and a love for reading. A child-centered, thematic approach is often used, merging language arts and content subject areas such as math, science, social studies, and health so students can learn in a meaningful way.
3) Flexible skill grouping in math occurs after teachers have introduced new units or skills to the whole group. New concepts are introduced in a concrete way using manipulatives.

4) Our science, health, and social studies programs are built around goals and objectives of the State Board of Education’s Curriculum Framework. We provide students the opportunity to experiment and investigate these subjects in meaningful ways.

5) Cooperative learning strategies permeate the instruction.

6) Each classroom is equipped with advanced, integrated computer systems which link students to the ever-changing global network of information.

7) Kindergarten operates a program that places emphasis upon active learning in a workshop atmosphere. Classrooms are organized into centers with emphasis on the use of manipulative materials. The daily program provides large and small group activities that are both stimulating and quiet, student-choice, and teacher directed.

Our staff at Eaton Elementary will continue to look for alternative methods, examine current practices, and revise instructional programs in our quest for excellence.

Parent Involvement:

We believe that students achieve greater success when teachers, parents and the community work together. Our PTO is very active and strongly supports the educational program. They provide volunteers and fund many extra items for our school. Last year, Eaton had over 230 volunteers who signed up to help with school activities. More than 75 parents regularly assisted with tutoring, project completion, technology, cafeteria supervision, reading buddies, library help, book fairs, and other special events. PTO financially assists the school by coordinating the Rainbow Romp walk-a-thon fundraiser. Eaton is also involved in the community. The school has established partnerships with several local businesses. Parents can participate on school decision-making teams. These include the school Leadership Team, the Coordinated School Health Committee, PTO Executive Committee, School Safety Committee, School Advisory Council, and the Core Tech Team. Eaton believes in community service. Students work on projects such as a Thanksgiving Food Drive, Angel Tree Christmas project, Halloween costume drive, donations to Red Cross and Ronald McDonald House, and sending greetings to local service men and women stationed overseas. If you are interested in joining our corps of volunteers, please fill out the Volunteer form available from your classroom teacher or the office.

Family Engagement 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 this definition.\(^1\)

The Board shall implement the following as required by federal and state legislation\(^2\):

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 district's 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 formats upon request, and, to the extent practicable, in a language parents understand.

The school 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.

**Homeless Students:**

The Loudon County School System provides special education and related services, and special accommodations to children who are disabled. Under state and federal laws, public schools are required to provide a free, appropriate, public education to all children who are disabled between the ages of three and twenty-two, and may not, on the basis of disability, discriminate against these children.

The Loudon County School System ensures that children and youth experiencing homelessness have full and equal access to an appropriate public education and that they experience success in school.

This information is part of an effort to locate and serve those children who may need special education and related services, and/or special accommodations. Additionally, it is part of an effort to locate and serve children and youth who are experiencing homelessness. If you know of a child, three to age twenty-two, who may qualify for, and is not now receiving available services, please call or write:

Sissy Foster  
Loudon County Board of Education  
100 River Road  
Loudon, TN 37774  
865-458-5411 Ext. 106

Kim McGimsey  
Loudon County Board of Education  
100 River Road  
Loudon, TN 37774  
865-458-5411 Ext. 114

**Special Education:**

The Loudon County School Board maintains a firm commitment to meeting the needs of all students that have been identified as a student with a disability and is found to be in need of special education supports and services. All special education students are entitled to a free and appropriate public education in the least restrictive environment. In order to carry out this commitment, the Loudon County School System abides by all local, state, and federal laws governing special education. There are established procedures in place for child find, identification, eligibility, IEP development, and placement and programming decisions. If a student is determined to meet the standards to be eligible for special education and their needs cannot be met in the general education classroom without special education supports and
services, then the system is obligated to develop an individualized education plan for the student. The type of services and supports needed are implemented by following a continuum of services that moves from the least restrictive environment to a more restrictive environment as needed based upon individual student needs. Related services such as but not limited to speech and language, occupational therapy, physical therapy, vision, and audiological are also provided based upon the recommendations of the IEP Team after the appropriate evaluations have been completed. Anyone wishing to obtain further information should contact the school principal or the Supervisor of Special Education, Sissy Foster, at 458-5411, Ext. 106.

Additional information may be obtained from the following sources:

Student Rights and Services

Loudon County Board of Education
Sissy Foster--Special Education Supervisor
100 River Road
Loudon, TN 37774
Phone: 865-458-5411, Ext.106
Fax: 865-458-6138

Tennessee Department of Education Contact Information

Answers to questions and additional information may be obtained from the State Department of Education by calling 1-888-3162 or visiting http://www.state.tn.us/education/special/index.htm

Legal Services Division
Division of Special Education, Tennessee Department of Education
710 James Roberston Parkway
Andrew Johnson Tower, 5th Floor
Nashville, Tennessee 37243-0380
Phone: 615-741-2851
Fax: 615-253-5567 or 615-532-9412

East Tennessee Regional Resource Center
2763 Island Home Blvd.
Knoxville, Tn.37920
Phone: 865-594-5691
Fax: 865-594-8909

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

The ARC of Tennessee is on the Internet at http://www.thearctn.org/

44 Vantage Way, Suite 550
Nashville, TN 37228
(800)-835-7077 or 615-248-5878
Support and Training for Exceptional Parents (STEP) is on the Internet at http://www.tnstep.org/
712 Professional Plaza
Greenville, TN 37745
(800)-280-STEP or 423-639-0125
Fax: 423-636-8217
East Tennessee: 423-639-2464

Disability Law & Advocacy Center of Tennessee is on the Internet at http://www.dlactn.org
PO Box 121257
Nashville, TN 37212
1-800-342-1660 or 615-298-1080
(TTY) 1-800-852-2852
East Tennessee:
3115 Essary Drive
Knoxville, TN 37918
865-689-9020
(TTY) 865-689-5488

Tennessee Voices for Children is on the Internet at http://www.tnvoices.org/main.htm
East Tennessee:
Knoxville Area:
Telephone: 865-609-2490
Fax: 865-609-2543

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list, visit the Tennessee Disability Services-- Disability Pathfinder Database: http://mingus.kc.vanderbilt.edu/tdir/dbsearch.asp
On the web page, select your "county" and the "service" you desire from the drop-down lists and click "Submit"

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education and the Loudon County Board of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.