

Linden Elementary School

700 Robertsville Road
Oak Ridge, Tennessee 37830
865.425.5700

Dear Linden Parent,

Welcome to Linden Elementary School! We hope you will enjoy and appreciate our school environment. This school is open to you, and I hope you will take the opportunity to get involved in all that is going on at Linden. I am pleased that you are a part of our school family and anticipate a great year ahead!

Our school is proud to teach approximately 450 Kindergarten through Fourth Grade students. The long tradition of our caring, compassionate staff and overwhelming parental and community involvement continue to contribute to our overall academic success.

We enjoy working with each and every child and family throughout our school environment. All students in our school will not only learn the much important common core academic standards, but will also be taught to be responsible, respectful, ready, and safe.

Linden professionals work diligently, using current research as well as collaborative conversations to strengthen our instructional program. Teachers work as a team to provide student-centered learning, using developmentally appropriate curriculum and instructional strategies. We value the process that allows us to make decisions together, while respecting our unique strengths. There is no one right answer, but we strive to find the way that leads to optimal student learning.

Working together, we will be able to continue to shape our future one child at a time. Should you have any questions, concerns or compliments please contact our school office at 865.425.5700 or e-mail me at rward@ortn.edu.

Yours in Education,

Roger E. Ward
Principal

Pupil Services Available to the Linden School Community

SCHOOL COUNSELOR

Ms. Jordan Scrimsher is a full-time staff member at Linden, offering counseling, and referral to help parents and students.

SCHOOL PSYCHOLOGIST

Ms. Julia Houston is assigned to Linden School on a part-time basis. She provides psychological assessment of students and serves as a member of S-teams and IEP teams.

RESOURCE ROOM I AND II TEACHERS

Ms. Terri Lloyd, Ms. Glenda Bergener, and Ms. Becky Sherlock teach students experiencing both learning disabilities as well as those students who qualify for an academically challenging program of enrichment activities.

HOMEBOUND TEACHER

A homebound teacher under the supervision of *Mr. Myles Hebrard* is available at the physician's request to every pupil who is unable to attend school for a period of four weeks or longer. Requests are made through Pupil Services at 425-9009.

READING SPECIALIST

The reading specialists, *Ms. Stephanie Smith and Ms. Brenda Mentzer*, work with students needing extra help in reading.

SPEECH PATHOLOGIST

Ms. Beth McAllister is responsible for diagnosis and treatment of speech and language disorders.

ENGLISH AS A SECOND LANGUAGE (ESOL)

Ms. Leandra Hill provides a program for non-English speaking and English as a second language students.

SCIENCE LAB

Ms. Renee Kelley supervises the school's science Lab. Students receive instruction through hands-on activities.

INSTRUCTIONAL TECHNOLOGY COACH

Mr. Mike Carvella assists teachers with implementation of technology into classroom instruction.

COMPUTER LAB

Ms. Kristy Hopwood supervises the school's computer lab. Students receive instruction in various computer based programs.

PHYSICAL AND OCCUPATIONAL THERAPIST

Ms. Vickie Peterson serves the needs of students needing physical therapy. *Ms. Rosalie Nagler and Ms. Tonya Wright* work with students who have an identified need for occupational therapy.

School-Wide Positive Behavior Intervention and Support **(SWPBIS)**

The SWPBIS team in conjunction with Linden Elementary staff work together to help students make appropriate behavioral choices while at Linden Elementary School. Students are taught to recognize, remember and practice a consistent set of school expectations.

At Linden Elementary our school rules are: **be respectful, be responsible, be ready, and be safe.**

School Motto:

I am respectful.

I am responsible.

I am ready.

I am safe.

Willing to work, grow, and learn for a better tomorrow.

Through assemblies, classroom instruction, specific verbal feedback from staff, and incentives for making appropriate choices, all Linden students will have an understanding of school expectations.

The SWPBIS team is looking forward to another exciting and successful year! By setting forth clear social and behavioral expectations, and directly teaching students about those expectations, it is our goal to create a safe learning environment where all students can grow.

Our SWPBIS system has five main components:

1. The Linden Elementary School motto - The four main expected behaviors
2. Linden Elementary School's expectations - a matrix of behavioral expectations.
3. Linden Cub Club - an acknowledgement / reinforcement system.
4. The Roar Store - A way for students to exchange acknowledgements for incentives.
5. "Mane" Things - lessons used to teach / re-teach students the behavioral expectations

Documents

On the Linden Elementary website you will find several of the documents that our teachers use to implement the SWPBIS program. These documents are provided in order to give you, the parent, a transparent view of the inner-workings of the SWPBIS program. Pay particular attention to the documents listed below.

Behavior Matrix

The behavior matrix provides a listing of all of the locations at Linden School paired with the 4 school rules and the expectations for behavior in each of these areas. Students will be recognized and will be given incentives on a random basis for following the expectations listed on the matrix. There are lesson plans that each student will be taught, and then will practice at the beginning of the school year to ensure that the expectations are clear. These expectations will be reviewed after each break in a whole group setting.

Violations Matrix

Violations at Linden Elementary are listed on the violations matrix. The matrix is divided into minor violations and major violations. Unfortunately some students will violate the rules of respect, responsibility, ready, and safe, and it is the staff members' responsibility to maintain a school environment that is safe and conducive to learning. Minor violations will ordinarily be managed by the staff member, and major violations will be managed by a building administrator. You will always be notified in writing of any violations regardless of whether they fall into the minor or major category.

Student Behavior Flow Chart

The Flow Chart shows you, the parent, the process that staff members follow to make decisions about student referrals.

Documentation of behavior (DOB)

The documentation of behavior is a triplicate form that will be filled out regardless of whether the violation is minor or major. This provides the parent, teacher, and school office with documentation regarding the student's school record in the area of behavior violation.

Academic Expectations

Homework

Elementary students need time for independent practice of lessons taught during the day. Homework is an essential part of the total school program. Students are given homework for practice, review, or reinforcement of skills taught in the class. Homework will be evaluated daily and becomes a part of the total nine weeks grade. It is the student's responsibility to have the completed work ready for evaluation at 8:30 a.m.

The types of homework assignments given, purposes, and time involved will vary from teacher to teacher depending on instructional needs of the group. The following homework guidelines apply to students at Linden School.

Kindergarten	10 minutes per night
First grade	10 minutes per night
Second grade	20 minutes per night
Third grade	30 minutes per night
Fourth grade	40 minutes per night

Keep in mind that these times do not include work that wasn't completed at school.

Parents should support and provide guidance in making homework a successful learning experience by:

- Providing a quiet place and sufficient time to do homework.
- Checking to see that the homework is complete.
- Remembering that homework is your child's work—not yours.
- Conferring with the teacher if needed for understanding of the assignment.

Make-Up Work

In the event a student will be absent from school for several days due to a trip, it is the policy of Linden School for the teacher to provide make-up work to the child upon the return of the child to school. In most cases, teachers will not provide make-up work in advance of the scheduled absence except under unusual circumstances. Any concerns or questions about homework should be brought to the attention of the teacher involved.

Attendance

Absences

School attendance is a vital factor in the quality of education a child receives. Students are expected to be on time and in attendance every day during the school year. We realize children will be ill at times and should be kept home. It is the student's responsibility to check with his/her teacher to make-up work for absences. Parents who wish to obtain makeup work for a child who is absent should contact the school prior to 11 a.m. and ask for the work. Makeup work will be available after 4 p.m. in the school office.

Early Dismissal

Pupils shall not be permitted to leave school before the end of the day in the company of any person other than a parent unless permission of the parent or guardian is first secured. The principal shall exercise discretionary judgment in excusing pupils.

Before leaving school, parents or someone designated by the parent, must report to the school office and sign the student out at the computer kiosk. The school secretary will send for the child when the check-out procedure has been completed. Parents are asked not to go to the classrooms to retrieve a student during school time, since this interrupts the learning process.

In order for the student to leave promptly when the parent arrives, the parent should notify the teacher by note on the morning of the appointment. Students leaving early will be marked in the same manner as those arriving late.

Family Activities

Oak Ridge Schools Policy will not allow the principal to excuse an absence associated with a family vacation or trip. A parent who wishes to have his or her child absent from school for a family activity must be responsible for assisting the student to ensure that the missed work is completed outside of class/school. Students will have three days upon return to request missing assignments.

Intervention Procedures for Addressing Unexcused Absences

By the fifth cumulative unexcused absence, a written notice will be sent to the parent(s) or guardian(s) by the principal noting the missed days and that school

attendance is lawfully required (TCA 49-6-3007). Efforts will be made by school staff to determine why the student has unexcused absences. A copy of the letter will be sent to the Superintendent of Schools and the Pupil Services Office.

If unexcused absences continue, the student may be cited to Anderson County Truancy Court or Anderson County Juvenile Court. In the case of a student in Kindergarten through fourth grade, a warrant may be filed against the parent(s) for noncompliance with the *Tennessee Compulsory School Attendance Law*. *The legal consequences issued by the court for unlawful absences can range from zero to the child being placed in the custody of the Tennessee Department of Children's Services with the parents paying child support to the State. Parents can also be fined up to \$50.00 per day, given community service, or be ordered to serve time in the county jail.*

Parent notes

A student must present written documentation to the classroom teacher or the school secretary for the reason of their absence after returning to school. The note should be signed by the parent and clearly state the name of the student, dates absent, name of teacher, and the reason the student was absent. After three days if no documentation is provided, the absence will be recorded as "unexcused" until such time that documentation is provided and accepted by the principal. Documentation without the above information will be considered unexcused until such time all information is received. After 7 days of excused absences due to illness, a doctor's excuse is required for additional absences to be excused.

Excused Absences: Personal illness; death in the family; medical, dental, or therapy appointments; religious holidays; extreme weather conditions; court appearances or legal mandates; verifiable family emergency; school sponsored events.

Unexcused Absences: An absence without the knowledge of the student's parents/guardians; absence from school with the knowledge of the student's parents/guardians, but without acceptable cause (*see excused absences*).

Tardiness

Students are considered tardy if they are not in class at 8:30 a.m. A student who arrives after 8:45 must first report to the secretary's office enter the tardy at

the computer kiosk and obtain a tardy pass. Students who develop a pattern of tardiness will be referred to the Attendance Committee.

Truancy

A student is considered to be legally truant from school following five unexcused absences (TCA 49-6-3007). Oak Ridge Schools will typically petition juvenile court for assistance in addressing truancy.

Cafeteria

School Breakfast

Breakfast is served to students between 7:45 and 8:30 each day. In the event a bus arrives after 8:30, breakfast will be served upon the bus arrival.

Students who walk or ride with parents must go through the breakfast line prior to 8:30. Students not in class and ready to learn by 8:30 are tardy. In all cases students eating breakfast will do so prior to going to their classrooms.

School Lunch Purchase

Students will not be allowed to charge lunch; however, as a convenience to parents, weekly lunch credits may be purchased in the school lunchroom. If a child does not purchase lunch credits, then he or she is expected to bring lunch money or lunch to school daily. Children are responsible for keeping up with their own money. Children may purchase lunch credits in the cafeteria before 8:30 a.m.

Lunch and Breakfast Fees

<u>Students</u>	<u>Regular Rate</u>	<u>Reduced Rate</u>
Breakfast	\$1.65	\$.30
Lunch	\$3.05	\$.40
Extra Milk	\$.50	\$.40

Adults

Breakfast	\$2.25
Lunch	\$3.85

School Lunch Fee Waivers

Waiver of lunch fees shall be granted in cases of demonstrable financial hardship in accordance with state and federal laws. However, any portion of the lunch fees may

be paid by the parent or student if so desired. Written notice of approval or denial of request for lunch fee waivers shall be provided to all applicants. Any denial shall contain specific reasons for denial and the process to appeal the decision.

Field Trips

Transportation

All students going on a school field trip are required to ride the bus with other students. Parents volunteering during the school day or on field trips should not bring younger siblings with them. *Parents who chaperone on field trips should ride the bus with students unless otherwise directed by the teacher.* Your interest and involvement is always appreciated. We encourage our volunteers to work in any classroom, lunchroom, etc. on our campus.

Siblings

Linden School welcomes siblings to attend events such as open house, school performances, and the annual school carnival. However, we are not able to accommodate younger siblings on class field trips or during many school activities. Consequently, as much as your desire to be involved in your child's education is appreciated, please do not volunteer to chaperone field trips or supervise extracurricular activities unless child care for younger siblings can be arranged.

Medication Administration

Dispensing of medication for field trips will be the responsibility of the principal's designee. The designee will obtain the medication just prior to departing for trip from the storage container in the main office. The medication is to be carried in a container with the student's name, name of medication, and the amount of dosage. The designee will carry the medication on their person in a responsible manner. The designee will verify name of student to receive medication, time to administer, amount of dosage, and will be instructed of any side effects. Documentation on medication record in the school office will be completed with designee signing their initials, date, and time medication was administered.

The Role of Parents

Parents are the most important role models in their children's development of positive health and wellness habits.

Breakfast

Research has found that children who eat breakfast experience better academic performance, psychological well-being, and social functioning than children who skip breakfast. Parents are encouraged to have children eat breakfast at home or at school. Children may eat breakfast at school for \$1.60 and should arrive by 8:15 to allow time to finish before 8:30. Breakfast at home does not have to be traditional. It can be as simple as yogurt, half a sandwich, peanut butter on banana or apple slices, cheese and crackers, etc.

Celebrating Birthdays and Special Occasions:

All children enjoy an occasional treat to celebrate a birthday or holiday. The dessert policy at Linden is "one is enough". To keep the amount of sugary treats provided to children at a reasonable level, we promote the following practices:

Birthdays

Parents are encouraged to notify their child's teacher or the school office when sending birthday treats to be shared with other students. When a parent provides a birthday treat, teachers are encouraged to remind students that one dessert is enough and not to select dessert from the cafeteria if they plan to eat a birthday dessert. While your child's birthday comes only once a year, with up to 25 students in a class, sugary treats may be provided more often than parents realize. This treat is often in addition to a dessert included with a school lunch. Please consider providing a fun non-food treat in lieu of cupcakes or cookies. Also, consider the library's book donation program. A cupcake is enjoyed for a few moments; a book will be enjoyed by numerous children for years to come.

School Parties

Please send in items for parties only when coordinated with the room parent or designated party planner. This will help ensure that the volume of treats provided is reasonable, that there is variety in food choices, and prevent duplication of the same items. Room parents and others planning parties are encouraged to request contributions of healthy food items such as pretzels, fruits and/or veggie trays as well as sweet treats. Parents who wish to send in food items for the class at times other than parties should coordinate this with the teacher.

Nutrition

The Linden faculty and staff value the commitment of parents in providing children with a nutritious breakfast, snack, and lunch during the school day. There is a direct relationship between nutrition and academic performance. The eating habits developed in childhood are very likely to continue throughout life. We recommend that parents adopt the practices below to promote healthy eating habits:

Physical Fitness

The value of exercise and free play is extraordinary in the physical, social, emotional, and cognitive development of children. We encourage parents to limit the use of television and video games and "push" children outdoors for a daily period of free play. Again, parents have the most influence as fitness role models for children. Enjoying an outdoor game or activity with your child encourages physical activity and also affirms fitness as a family value. Watch the Linden Lines for more suggestions on incorporating physical activity into the daily family routine. Linden also offers outstanding jogging, jump rope, and juggling clubs to Linden students outside of school hours.

School Lunch Program:

The goal of the lunch program is to provide nutritionally balanced, low-cost or free lunches to children each school day. The meals served at Linden meet the U.S.D.A. requirements for school lunch menus. The Linden leadership team and Parent Teacher Association (PTA) have a continual dialogue with Linden's school lunch program service provider. Together we are exploring options to further increase the nutritional value of lunches served while keeping the meals appealing to children within the cost and nutrition policies of the U.S.D.A.

Sleep

Getting enough sleep has long been recognized as an important factor in good health. New research has confirmed the link between adequate sleep and mental functioning and even suggests that sleep deprivation is a factor in obesity and diabetes. Children between the ages of 5 and 12 need between 8 and 10 hours of sleep each night. Parents are encouraged to ensure their children go to bed early enough to receive adequate sleep.

Parent Resources & Information

Change of Address or Other Information

Please inform the office and your child's homeroom teacher immediately if you change your address, home telephone number, parents' place of employment, and employer's telephone number. ***An emergency number must be provided for all students*** enrolled at Linden School. The school office telephone number is **425-5701**.

Lost or Damaged Books or Property.

Students are assigned state textbooks. If they are lost or damaged, it is the responsibility of the student's parents to reimburse the school system. Any student who incurs a school debt may be denied a grade card, diploma, certificate of progress or transcript until restitution is made (**TCA 49-1-302-15**).

Parents or guardians are responsible for any destruction of school property for which their child is responsible.

Parent Teacher Organization

The Linden PTO actively supports the school program through fundraising, as volunteers and by other means of support. All parents are invited to join the PTO. The PTO meets on the third Tuesday of the month, and everyone is invited to attend.

Parent Requests for Teachers

It is the responsibility of the school, with the principal in particular, to look at the needs of all students in developing the composition of each class. Students are placed in heterogeneous classroom groups. Factors considered in class division include academic abilities, behavior issues, student work habits, students' gender, and special students' needs. While parent requests for a certain learning environment is considered, requests for a specific teacher are not. Parents will have the opportunity to make one non-request in the spring for the next school year.

Partners in Education

The Partners-In-Education program helps build bridges between the world of business and the world of education; between the perceptions of the students and the realities of the adult world. Businesses gain an understanding of the school

system, whose health and growth is vital to the economic well-being of the Oak Ridge area.

Party Invitations

Invitations to a student's birthday party may not be handed out at school *unless everyone in the class is invited to the party*. When only selected students are given an invitation, those not receiving the invitation are hurt. If only selected students are invited to a party, invitations should be mailed or given to students off school grounds.

Reporting To Parents

One of the most effective means of communication and cooperation between home and school is the school's reporting system. The following are the parts of the reporting system:

Orientation Meeting For Parents. This very important meeting is called during the first two weeks of school to acquaint parents with goals of the school program on which judgment of pupil progress is based.

Parent Handbook. This booklet has been prepared to provide parents with convenient reference materials. It is the responsibility of the classroom teacher and parent to share this information with students.

Special Interim Reports. This report is sent to parents of a pupil whose progress indicated the need for a report at times other than the regular reporting periods. It is used by teachers to report such problems as excessive absences or tardiness, behavior violations, or academic difficulty.

Conference Reports. Each pupil's parents will be invited to receive at least one progress report in an oral conference. Parents who do not wish a conference report will be sent a written report unless the teacher thinks the conference is imperative. Parents may arrange such conferences by sending a note to the teacher or by calling the school office.

Sample Of Work. Daily papers, unit reports, etc., are sent home at the discretion of the teacher for the purpose of giving the parent an idea of the type work the pupil is doing. Teachers are encouraged to send weekly samples of students' work.

School Visitation

For the protection of the students, all visitors are to report to the office upon entering the building to sign in and receive a school badge. Parents are encouraged to visit school frequently and actively participate in the education of their child. We

request that parents avoid conferences with the teacher during such visits, but rather schedule a conference for a mutually acceptable time. Parents are requested to notify the classroom teacher or school office prior to a class visit or observation.

If you need to give your child a message, medication, homework, lunch money, supplies, etc., please go to the office and leave it with the secretary. Interrupting class hampers valuable instruction time. Also, standing in the hall while waiting on your child or the teacher may be disruptive to the learning environment. Parents having lunch with their child should go directly to the cafeteria after obtaining a visitor badge. It is not appropriate for a parent to go directly to the classroom or wait outside the classroom.

Students are not allowed to bring student visitors to school with them without the permission of the classroom teacher.

School Volunteers

If you are interested in becoming a school volunteer, please contact your child's teacher. Not all teachers use parent volunteers. Should this be the case with your child's teacher, and you would still like to volunteer in another part of the school, please contact the school counselor, Ms. Scrimsher.

School Hours & Transportation of Students

School Hours

Monday, Tuesday-Thursday, Friday

8:30 a.m. - 3:30 p.m.

Wednesday

8:30 a.m. - 1:30 p.m.

- The pledge and morning announcements begin at 8:25. We prefer that all students be in class by that time.
- Students should not arrive at school prior to 7:45 a.m. unless they are enrolled in the Extended Care Program (ECC). Students who eat breakfast should report to the cafeteria upon their arrival to school prior to going to the classroom. Students not eating breakfast should report to the school lobby upon their arrival.
- Fourth grade students assigned to the safety patrol should report to the lobby way of the lobby doors no later than 8:00 a.m.

- Safety patrol students working outside in the morning should arrive no later than 7:50. These students will help students out of their cars in the upper circle.
- Parents should carefully follow the posted signs in the parking lot. Parents who go on a field trip with a student should park in the overflow parking lot and *avoid parking in the upper or lower parking lots.*
- Parents and guardians may not enter the general school building until after 8:15. Anyone wishing to enter the school beyond the lobby should sign in at the computer kiosk, receive a visitor badge and sign out before leaving.
- Prior to school dismissal parents are asked not to go to classrooms or the complex hall area. At the time the dismissal bell rings, we ask that parents please move to the outside areas to allow free flow of student traffic.
- While teachers are taking the students to dismissal areas, parents are asked not to initiate a conversation. Teachers have responsibilities during this time and should not be distracted.
- Students who are not picked up by 3:45 *will be escorted to the office so that parents/guardians may be contacted for transportation.*

After School Hours

Students are not to be on school property after school is dismissed without parent supervision. Should a child need to enter the building after hours, a custodian will accompany the student to the classroom or to any other area where an item was left. In order to secure the building, the doors will be locked at 4:45 p.m.

Student Health Policy

Immunization and School Entry Requirements

All Kindergarten and First Grade students who are entering school for the first time must have a complete physical examination, four doses of DPT, four doses of Polio vaccine, and two doses of MMR, three doses of Hepatitis B vaccine, varicella(chicken pox) or history of the disease. Parents must also provide the school with a birth certificate and social security card for the child.

Medication

School personnel may not provide or administer any medication to children except under the direction of the principal. If it becomes necessary for a student to take any form of medication at school, a form must be completed and placed on file in the school office. The necessary form may be obtained from the school secretary. In no case will medicine be administered to a child without the necessary documentation. Students may not bring medicine to school. All medicines must be brought to school by a parent who will complete the necessary form. Students who are in possession of medications are subject to school suspension.

Medical Problems

If a child has a medical problem, the medical problem should be noted on the registration form which is filed in the principal's office. The counselor is available to discuss any medical problems of the student should the parent desire.

Student Illness

If a student becomes ill at school, the parent will be notified by phone and arrangements made for the student to go home. If a parent cannot be reached, an attempt will be made to contact the emergency number listed on the child's information form. Students who have lice, scabies, or any other contagious disease shall be excluded from school until the problem is cared for and the child is no longer contagious.

Student Resources & Responsibilities

Items brought to school

The only time students should bring toys, games, etc., to school is when their teacher instructs them to do so (*for show and tell, for example*). **The students will assume responsibility for any items brought to school** including electronic games, radios, cameras, tape recorders, electronic pagers or any other item not needed at school. Sports equipment should also be left at home. Such belongings can be lost or broken at school, presenting problems for our school. The school is not responsible for any loss of personal property.

Library/Media Center

Children in grades K-4 are provided library instruction on a scheduled basis. Students also have access to the library during open library times. Library books

are checked out by students in all grades. A book which is lost or severely damaged must be paid for. Fees are not charged for overdue books.

Lost and Found

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles are turned in to the Lost and Found area located in the hall between the Music room and the cafeteria. Unlabeled or unclaimed property is turned over to a welfare agency at the winter break and at the end of the school year.

Personal Communication Devices

Please refer to the Oak Ridge Schools discipline code handbook for parents, student and staff.

Pets

Students or parents may arrange with the classroom teacher to have a pet visit. Please consider that the teacher will need to gain permission from both administration, and his or her students' parents to avoid allergies and other concerns.

Telephone

The school telephone is for business calls only. Necessary plans should be made with children before they leave home in the morning. Children are called to the telephone only in case of emergency. If you wish to speak to a teacher, leave your number, and she/he will return your call as soon as possible.