



Parent Guidelines

Tate's School of Discovery

2009/2010 Parent Guidelines - Grades 1-5

TATE'S SCHOOL OF DISCOVERY MISSION STATEMENT

Tate's School of Discovery will provide a unique learning environment that allows your child to achieve their fullest potential. At Tate's School of Discovery we promise to:

- Challenge your child intellectually
- Inspire your child creatively
- Educate your child culturally
- Enrich your child emotionally

TATE'S PHILOSOPHY

Tate's School keeps an eye toward the future with the latest in technology in the classrooms and with teachers well-trained in current educational methods. Academically capable students are challenged by the variety and depth of the curriculum offered at Tate's and are guided along the way by a caring and professional teaching staff. It is a place where students trust themselves enough to take risks in a safe and supportive environment. The teachers at Tate's strive to maintain an open line of communication with parents, because they share the belief that a large part of a student's success involves a joint effort between parents and teachers.

PARENT/SCHOOL COMMUNICATION

The "most" of our communication with parents is via e-mail. It is the most effective way to keep our parents informed. It is imperative that we have all of our parents e-mail addresses on file. Tuition Statements are sent via e-mail each month. Please check your e-mails daily for any important dates, upcoming events, school closing, etc. from Tate's School of Discovery.

If you do not have access to e-mail, please contact Pennie in the Administrative Office, so that we can make sure you get a hard copy of all e-mails sent.

SCHOOL HOURS

The school day will begin at 8:15 a.m. with the ringing of the bell from the 5th grade classroom. **SCHOOL STARTS PROMPTLY AT 8:15 A.M.**

Students are encouraged to arrive at school between 8:00 and 8:10 a.m. to organize their materials for the day. Academic procedures require that students begin their work promptly at 8:15 a.m. Students in grades 2 through 5 must finish incomplete morning work at break. Students will be marked tardy after 8:15 a.m. and will miss out on quality instruction.

The principal's office will be notified daily of students who are absent or tardy.

INCLEMENT WEATHER DAYS

We will make our own decisions regarding inclement weather, so please listen to your radio – primarily U-102 and WIVK – and television channels WATE, WBIR, and WKXT for announcements regarding school closings, delays in openings, or early dismissals.

One-hour delay in opening – school opens at 9:15 a.m. (no early care provided)

Decisions will be announced as soon as they are reached. Please, do not call teachers and administrators at home.

Due to the extreme number of announcements regarding school closings etc., the media will announce only closings and delayed openings. Therefore, if you do not hear any announcement at all concerning Tate's School, we will be opening on time. If we are closing or opening late, there will be an announcement.

Any announcement regarding our school will be announced as Tate's School of Discovery or Tate's School. When our school is closed due to inclement weather, there will be no day care for our students on our campus.

Our intentions are always to insure your child's safety and to have classes when possible.

If, at any time, you choose to pick up early or just to keep your child at home due to weather conditions, please do so...we understand.

SPECIAL CLOTHING

We are using a new local vendor this year for ordering the Field Trip & Physical Education Uniforms (Bacon & Company). You will be able to order via an on-line store. We will have a link from the school website (www.tatesschool.com) beginning August 1st.

All students wear a "uniform" when going on a field trip. Students in grades kindergarten through 5th grade wear uniforms for physical education classes.

The field trip uniform is a navy top (polo, turtleneck, mock turtleneck, sweatshirt or sweater) *with the embroidered school logo*. The top can be worn with any slacks, shorts, or skirts.

PHYSICAL EDUCATION UNIFORM

The physical education clothing requirement is a navy, gray or white T-shirt, or navy or gray sweatshirt, with embroidered logo. Shirt must be worn with navy or khaki shorts or navy sweatpants. The acceptable shorts for P.E. are soccer, twill or jersey, or navy nylon mesh shorts.

CLOTHING IDENTIFICATION

Please identify all outerwear (sweaters, sweatshirts, coats, gloves, etc.) by writing your child's name on the inside label with a permanent pen. This is a must when identifying lost articles of clothing, especially school uniforms.

Spirit Day T-shirts

This is a fun t-shirt to be worn on a designated day of each week and for other special Tate's occasions. Order forms for the Spirit Shirts will be included in the student's Back-to-School Packet.

REPORTS AND CONFERENCES

1. Pupils will receive 4 mid-term reports and 4 report cards to keep you well informed of your child's progress.
2. Mandatory conferences for all grades will be held following the first & third report cards. Every parent is asked to attend. (Refer to your school calendar for conference dates.) Make-up conferences will only be scheduled in the event of an illness or other family emergency.
3. Parent or teacher requested conferences are held following the second & fourth report card.
4. If you would like to discuss your child's progress at a time other than our regularly scheduled conferences, please make arrangements with your child's teacher. **Because students need teacher time the first thing each morning, we discourage drop-in discussions before classes begin in the morning and of course during class time.**

HOMEWORK AND SPECIAL PAPERS

1. Homework is given to supplement, enrich, and reinforce concepts.
2. Assignments of projects and reports will be given well in advance.
3. Children will always receive a thorough explanation of the assignment before it goes home. "I don't understand" or "She didn't tell us" can often be translated as "I didn't listen."
4. The red folder is an important part of the student's organization. Each student has a red folder in which assignments, homework, "Sign and Return" papers, and school announcements are kept. **The red folder is to be taken home daily. It is the responsibility of the parents to check the child's red folder daily for important papers and announcements.**
5. Third, fourth and fifth graders will have an assignment book as well as the red folder. The assignment book must be taken home daily and checked by parent.
6. **Homework Policy for Grades 2-5:**

2nd Grade: Students will have a one-day grace period past the assignment due date. If it is not turned in by then with 80% accuracy, students must complete the work at break. If the work is not turned in, a zero will be recorded in the grade book. Teachers will drop the lowest grade for each child in each subject area.

3rd Grade: Students will follow second grade policy until Christmas. Beginning second semester, students must turn in homework by 3:00 p.m. on the day it is due or a zero will be recorded in the grade book. It will be the students' responsibility to complete assignments during their break. Teachers will drop the lowest grade for each child in each subject area.

4th Grade: Students will have a one-day grace period for all homework assignments during the **first nine weeks only**. Beginning the second quarter, there will be no grace period. Students must turn in homework by 3:00 p.m. on the day it is due or a zero will be recorded in the grade book. Teachers will drop the lowest grade for each child in each subject area.

5th Grade: Students must turn in homework by 3:00 p.m. on the day it is due or a zero will be recorded in the grade book. Teachers will drop the lowest grade for each child in each subject area.

Students may not call home for forgotten items including homework and sign and returns. The professionals at Tate's School of Discovery want to foster a strong sense of responsibility and

organization. These skills are essential for all future academic and personal success and must be instilled early. Thank you in advance for helping us enforce our guidelines.

"SIGN AND RETURN" POLICY

The "Sign & Return" policy for papers will be established by grade level teachers. This policy will be given to you at the parent information meeting at the beginning of the school year.

LOST AND FOUND

A collection box for lost articles is located on the porch of the 2nd grade. On the last Monday of each month, the students will come to this area to claim lost articles. PLEASE CHECK THE LOST AND FOUND FREQUENTLY FOR LOST ARTICLES. Any unclaimed items at the end of the month will be given to charity.

FIELD TRIPS

Field trips are planned in conjunction with a unit of study.

1. Before each trip you will be notified of the destination and cost.
2. You will be billed monthly for any trips taken by your child. This will include the cost of bus service (if applicable).
3. In order to participate in the field trip, students are required to ride the bus, when one is provided.
4. If you prefer that your child NOT participate in a given field trip or find that his/her arrival will be after the scheduled departure time, school policy REQUIRES that the child be allowed to remain at home that day. Please notify the school well in advance and no charge will be made.
5. When advance reservations are required for field trips, payment is also made in advance; therefore you will be charged for the field trip regardless of whether your child attends or not.
6. WHEN NEEDED, teachers will ask parents to accompany students on field trips. For many field trips, reservations are often made in advance. Therefore, requests for additional seating cannot be honored.
7. If you are going on the trip, please DO NOT bring other children.
8. The following child restraint law will be followed when children are transported by cars: a) All children ages 4-8 who are under 5' tall must ride in booster seats in the back seat of the vehicle. b) All children ages 12 and under should ride in the back seat of the vehicle.

PARENT PARTICIPATION

We encourage parents to participate in their child's learning experiences at school. Parents have a wealth of expertise in many areas, and we would certainly like for you to share your knowledge and experiences with our students. A survey will be sent home to new parent's the beginning of the school year.

VISITATION

1. Parents may visit after September 30th. In fact, we urge you to visit.
2. Make arrangements in advance with your child's teacher for classroom visitation.
3. Brothers, sisters, and other children are allowed to visit only before classes begin or immediately after the end of the class time.

SNACK AND LUNCH

1. Each child should bring something for a mid-morning snack.
2. There will be ample time for lunch.
3. Manners and appropriate eating habits will be stressed.
4. Vendor lunches may be purchased.
 - a) Lunch menus and order forms are available online at www.TatesSchool.com under the category "Parent Info", or stop by either office for a copy.
 - b) Print out the lunch form, select the lunches you'd like to order, and return the form to your child's teacher **by 9:00 a.m. on Thursday** (for lunches the next week or for the remainder of the month). **ALL LUNCH ORDERS MUST BE RETURNED BY 9 A.M. ON THURSDAY'S PRIOR TO THE WEEK ORDERING** (example: To order lunches for the week of August 24-28, we must receive your order by 9 a.m. on Thursday, August 20th.)
 - c) Lunches purchased will be billed on your monthly statement.
5. Because of the time required to preorder lunches, Tate's School is unable to refund for lunches missed due to absences from illness, appointments or other cases where the student misses a day of school; however, refunds or credits will be given for days missed due to unscheduled closings from inclement weather, or emergency cases.
6. You may order lunches for the upcoming week or the whole month. It is the parents' responsibility to notify Pennie in the Administrative Office by Thursday at 9:00 a.m. (or before) to cancel lunch orders for the following week (NO EXCEPTIONS).
7. Students not ordering lunch will need to bring a lunch from home. Refrigeration is not available. Send **ONLY** non-carbonated drinks. **NEVER** send food or drinks in glass containers.
8. Milk will be available for purchase (you must purchase milk by 9 a.m. on Thursday's prior to the week needed – see monthly menu for ordering). Milk will be served with all vendor lunches.
9. If you wish to join your child at school for lunch, please notify the teacher in advance.
10. Please **DO NOT** bring special lunches to school for your child and his/her friends. (McDonalds, etc.)

ILLNESS

1. Never send your child to school during the initial stages of a cold or cough.
2. Any child exhibiting vomiting or diarrhea with or without the presence of fever should not be at school. Your child needs to be symptom free (without the aid of medication) for at least 24 hours before returning to school. You will be called to promptly pick up your child at school if he/she should develop these symptoms during the school day.
3. Your child should be free of fever for 24 hours (without the aid of medication) before returning to school.
4. Always consult your doctor concerning the length of isolation of any contagious disease.
5. If your child is absent from school for 2 or more days due to illness, please notify the child's teacher.
6. A **24-hour notice** is required before "make-up" work can be picked up from the school. (i.e. – if the student is absent on Monday, "make-up" work may be picked up on Tuesday, not before. Make-up work may be picked up in the principal's office.

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7. Students will be allowed the same number of days to make up work as the number of days missed. If the student is absent 2 days, he/she will be given 2 days to make up missed assignments once the student returns to school.
8. If a 4th or 5th grade student is absent **only the day before** a scheduled weekly assignment is due, or a scheduled weekly test is to be given, the student will be responsible for taking tests and turning in assignments on time. (Example: a student absent on Thursday will still turn in spelling assignments and take the exam on Friday.)
9. Failure to make up missed work in the allowed time will result in a grade of zero and/or a grade of incomplete for the subject on the student's report card.

REWARDS AND RECOGNITION

The professionals at Tate's School of Discovery in conjunction with the parents want each and every child to achieve their personal best and grow into responsible, productive citizens. We would like to reward and acknowledge the work of each child who meets our high academic and social expectations.

1. Students in grades 4-5 who earn all A's and B's in any given grading period will be recognized in the newsletter for their academic excellence and will be rewarded with an extra break from 1:30 to 2:00 p.m. on the last Friday of each grading period.

MEDICATION

Any student who is required to take medication during the regular school day must comply with the following regulations dictated by the Tennessee State Department of Education.

1. Prescription drugs must be brought to the school by a responsible adult in an appropriate container labeled by the pharmacy or health care provider detailing the child's name, name of the drug, dosage and time interval that medication is to be given. Please include a medicine cup or medicine spoon with which to measure and administer liquid medication. This should be placed in a clear plastic bag for sanitary and safety reasons.
2. Written permission must be given by the parent or guardian of the student, asking that the school comply with their request to administer medication. Permission forms will be sent home in the Back-to-School Packet, or may be obtained from the early care teacher, the homeroom teacher or the principal's office.
3. Non-prescription medications must be given in accordance with the regulations in item 2.
4. All medications will be administered and documented by the student's homeroom teacher.
5. Please make an effort to give your child his/her medication before the school day, after the school day, and at night whenever possible.

If your child stays for Afternoon Fun Time, medication will be given at 3:00 p.m. by the homeroom teacher. No medications will be administered in Afternoon Fun Time.

NOTE: No medication of any kind will be administered without written permission in accordance with item 2 above.

FAMILY TRIPS/VACATIONS

1. Certainly, trips can be a meaningful learning experience, but we simply ask that you refrain from taking your child away from his/her studies unnecessarily. A day missed here and there adds up and often causes a student undo stress.
2. Students will be allowed to make up daily class work **after** a trip. During the trip, students may read books for book reports or work on long-term projects such as reports, etc. Please check with the student's teacher(s) prior to the trip to determine what (if any) work will be assigned for the trip. This decision will be made by your child's teacher.
3. When the student returns to school, he/she will be allowed the same number of days to make up work as the number of days missed.
4. Failure to make up missed work in the allowed time will result in a grade of zero and/or incomplete grade on his/her Report Card.

BIRTHDAYS

1. If you would like to celebrate your child's birthday at school, please contact the homeroom teacher one (1) week in advance.
2. Parties will be held from 2:30 to 3:00 p.m. for 1st and 2nd grades. Parents of 3rd, 4th and 5th grade will have their parties during lunch.
3. Please keep it simple (cupcakes, cookies, punch, muffins, fruit & cheese, or other nutritional snacks).
4. No presents, please.
5. You may celebrate summer birthdays during the school year.
6. In order to make your child's birthday celebration at school special, please give him/her your full attention by not allowing brothers, sisters, or friends to attend.
7. If you are planning a birthday party at home:
 - (a) Please invite everyone, not just a few classmates.
 - (b) Teachers cannot attend all parties, so please do not request their presence.

HALLOWEEN CARNIVAL

The Halloween Carnival is an evening family event and fundraiser held in October. Many fun booths and activities such as face painting, a duck pond, wishing well, balloon pop, etc. are set up for students to enjoy. Food, drinks, and home baked treats are also available, as well as a silent auction.

Parents are asked to help with the set up of events and to work shifts at the different booths on the night of the carnival. Parents may also contribute by baking goodies for the bake sale and by acquiring items for the silent auction.

The day before the carnival, each child is asked to bring a carved pumpkin for the lighted pumpkin trail through the woods.

Tickets for the carnival are sold in advance or on the night of the event.

THANKSGIVING

Our annual Thanksgiving Feast is held on Tuesday before the Thanksgiving holidays. The students and faculty are transported by bus to one of the local churches or synagogues where the elementary grade students present a Thanksgiving program followed by a catered lunch.

Parents are asked to help with preparing and serving the food and the clean up afterwards.

CHRISTMAS

Students are given the opportunity to help with a community project. Parents are asked to participate in this project. Gifts are not exchanged among students.

EASTER

An Easter Program presented by the elementary grade classes celebrates Easter. Students are asked to bring flowers from their yards to decorate the Easter Cross. The program is usually held at the beginning of the last school day prior to Easter Sunday.

Students in grades 1-4 bring colored eggs to school for the Easter egg hunt held prior to the Easter parties. The fifth grade students hide the eggs for grades 1-4.

Seasonal Parties are held during the last hour of the school day. These parties celebrate the fall season, Christmas, St. Valentine's Day and Easter. Parents are asked to help with these parties by providing refreshments and appropriate games.

FIELD DAY

Field Day will be held on the last day of school. Parents plan, organize and set up the field day events.

STUDENT DIRECTORIES

Student Directories will be accessible on-line. Visit tatesschool.com mid September.

TELEPHONE, ADDRESS & E-MAIL ADDRESS

1. Please notify the administrative office if you move or if your telephone number or e-mail address changes.
2. When moving out of town, please leave an address in the office in the event we need to mail yearbooks or school related materials.

CELL PHONES AND ELECTRONIC GAMES

CELL PHONE USE IS NOT PERMITTED BY STUDENTS DURING THE SCHOOL DAY (7:30 A.M. TILL 6 P.M.)

These phones should be used after school hours for off campus activities. If a student brings a cell phone to school it must be turned off and remain in the students backpack.

STUDENTS ARE NOT ALLOWED TO HAVE ELECTRONIC GAMES (GAME BOYS / NINTENDO DS, ETC.) AT SCHOOL.

YEARBOOKS

1. Yearbooks for the previous school year will arrive in early fall. They will be distributed at school.
2. You are encouraged to contribute to the yearbook through advertising and supplying pictures of various activities that you may have taken during the year.

ACHIEVEMENT TESTS

1. Achievement tests are given during the month of April. Exact testing dates are given in the school calendar.
2. Achievement tests will be made up ONLY in the event your child is absent due to illness.
3. Test results will be sent as soon as they are returned to us.
4. Re-tests will not be given.

TEACHER OR CLASS REQUEST

STUDENTS IN GRADES 1-5 HAVE ALL TEACHERS within each grade level. Therefore, teacher or class request will not be granted.

PARENTS NIGHT OUT (PNO)

Parent's Night Out is a fun tradition at Tate's. This is a sleep over for Tate's students. The Afternoon Fun Time staff is responsible for directing and chaperoning this activity. The afternoon staff will give details to you prior to the scheduled date.

EARLY AND LATE CARE

Grades 1-5 Early Care is 7:30 – 8:00 A.M. (\$8.00 per morning)

Grades 1-5 Late Care is as follows:

(dismissal at 3:15 p.m. – Afternoon Fun Time begins at 3:30 p.m.)

\$8.00 per hour

If child stays from 3:30 p.m. until 4:30 p.m.

Charge will be \$8.00

If child stays from 3:30 p.m. until 5:30 p.m.

Charge will be \$16.00

If child stays from 3:30 p.m. until 6:00 p.m.

Charge will be \$20.00

Each 10 minutes after 6:00 P.M. \$20.00

If your child is not enrolled in our extended hours program and you find it necessary for your child to remain at school after 3:30 p.m. on a regular basis, contact the office. If someone other than the parents or authorized person is to pick up your child from school, we must have notification in writing before pick-up time. **We will not allow your child to go to birthday parties or home with a friend, etc. without verification from parent or guardian.** Students will not be allowed to call home to make arrangements except in case of an emergency.

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If your child is staying for special activities after school (i.e. boy scouts, girl scouts, chess, etc.) or if they are staying for special lessons (i.e. tennis, music, tutoring, etc.) and you are not available to pick them up when finished, the child will be sent to Afternoon Fun Time and you will be charged for aftercare fee's.

Students in the primary grades who are staying for After School Program will need to bring an afternoon snack each day. Generally students will have snack time at the beginning of aftercare. Sample snacks may include a zip-lock bag of fruit or vegetables, cheese crackers, or a prepackaged snack.

During hot afternoons, primary students may wish to also bring a water bottle.

Snacks and drinks are provided each afternoon for the preschool, TK & Kindergarten students.

FEES

1. Tuition is due on the first day of each month.
2. You may pay several months' tuition, or all, in advance.
3. **TUITION NOT PAID on or by the 10th of the month, will incur a \$25.00 late fee per child. For every additional 10 days that payment is not received, an additional \$25.00 will be charged per child.**
4. Statements will be **e-mailed** to your primary e-mail address after the 5th of the month.
5. There will be a \$39.00 charge for any returned checks.
6. Early Care and Afternoon Fun Time...Billed monthly.
7. PNO Fees ...Payable to Tate's, and checks are given to the Afternoon Program Director. Please do not include this fee in your tuition check.

Bring or mail your tuition checks to the school office (ADDRESS: 9215 Bob Gray Road – Knoxville, TN 37923)

SPECIAL SERVICES

If it becomes necessary for a teacher or administrator to assist parent/guardian with Special Services beyond normal school services, there will be additional fees. To discuss this, contact the school administrator.

CHILD ABUSE & NEGLECT POLICY & PROCEDURES

It is the law that if a teacher suspects that a child is abused and/or neglected the following steps must be taken:

1. Teacher reports situation to administration.
2. The situation is evaluated; if necessary a call is made to the Department of Child Services.

As our school continues to grow, inevitably we have more cars on our campus. Therefore, it becomes increasingly important that everyone does their part in helping the traffic flow smoothly at drop off and dismissal. To ensure that children get to class on time, as well as picked up promptly, please follow these guidelines.

Early Care:

At 8:00AM children in first and second grades are accompanied by older children to their rooms. Since the early care room changes periodically, you will be notified of the location via constant contact. Also, the early care assigned rooms are posted on the wipe off boards (one by the first grade rooms and one by the back entrance to the campus).

Drop Off:

Please have your child ready to exit the vehicle when you pull up to his/her classroom (i.e. backpack and lunch box in hand instead of the trunk). Please pull off the paved road if you need to exit your vehicle for any reason. If you need to talk to another parent or teacher, please be respectful to other drivers by pulling off the pavement instead of talking while your vehicle blocks those behind yours.

There are occasions when parents need to communicate with a teacher in the morning. Please do not make this a habit. The teachers need to begin instruction and the children are old enough to be responsible for themselves and their belongings.

Pick Up:

All classes are dismissed at 3:15PM. For parents of 3rd and 4th grades: If you arrive early and park, please go to the front porch area and pick up your child. Once you have returned to your car with your child, please do not permit the child to get out of the car and run around. We are instructing the children to get in the car immediately at pick up. Fifth grade students are dismissed from the front of Mrs. Pace's classroom. Please remember there are many large SUV's on campus that have a hard time squeezing between two other vehicles. If you pull off the pavement, please make sure you are far enough over to let others through easily.

Some parents have asked if it is O.K. to park in the grass. After the pavement parking spots are full, the grass is where parents may pull over and park so as to not block the driving.

Also, remember that as much as we tell them, there are children who may not be paying attention to the traffic. Please **drive slowly** on campus, especially coming down the hill. Please remind your child to watch the traffic as well.

We are happy that we are able to complete our dismissal in a short amount of time (10 min).