

Anderson Early Childhood Center

"The First Steps to Success!"



620 West Main Street

Brownsville, Tennessee 38012

Phone number: 731-772-9053

Fax number: 731-772-4032

www.Haywoodschoools.com/Anderson

Student Handbook

2017 ~ 2018

Charles Byrum, Principal

Linda Sanders, Assistant Principal

Principal's Message

Dear Parents/Guardians:

Welcome to Anderson Early Childhood Center!!! The faculty and staff join us in saying we are excited to be given the responsibility of participating in the education of your child. It is our goal to make this a successful and satisfying year for you and your child.

This handbook is filled with important information regarding school policies and procedures. We ask that you read this handbook and review the content. If you have questions, please feel free to contact us. Open and clear communication between school and home is vital in the success of our educational program.

We welcome your participation and support during the school year. We encourage your presence in the school building. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the academic and social success of your children and taking the "First Steps to Success".

Sincerely,

Charles Byrum, Principal

Linda G. Sanders, Assistant Principal

Mission Statement

Anderson Early Childhood Center creates a safe, stable, nurturing, and challenging learning environment using a research-based curriculum that utilizes data to direct appropriate instructional time in order to instill a life-long love of learning.

Vision Statement

We, the staff at Anderson Early Childhood Center, believe that all students possess the potential to have a positive and successful impact on society.

Belief Statements

- The administration and staff should provide for a safe, child-oriented environment conducive to learning.
- When students are actively involved in the learning environment, they develop skills for life.
- Instructional methods should vary and address the academic needs of each child on an individual basis.
- Instruction includes individualized centers with manipulatives that address a wide range of children's skills and abilities.
- Assessments should measure the curriculum and guide the instruction.
- When parents are involved in their child's education and the school decision-making process, the students, parents, and teachers all benefit.
- Our policy to set high expectations for academics, behavior, and peer interactions will help our students become life-long learners and contributing members of society.
- All decisions and policies should be child-centered.

Admissions and Withdrawals

New kindergarten students must be 5 years old on or before August 15th of the school year in which they are enrolling. A physical examination is required when a student enters school for the first time. The following documents are also required for school attendance: a birth certificate, complete immunization records, and the student's Social Security number.

Immunizations

State law requires that every student who is admitted to public school must have evidence of successful vaccination for diphtheria, tetanus, whooping cough, polio, measles, and mumps. Hepatitis B immunization is required for entrance into kindergarten. **All preschool and kindergarten students must have proper immunizations prior to the first day of school.**

Withdrawals

Students withdrawing from the program in the middle of the year should notify the school. The child's teacher will prepare a summary of the student's progress. Records will be checked to see if debts or library books are outstanding before student files can be sent to the child's next school.

Attendance and Illness Policy

- Children are expected to attend school regularly.
- Instruction begins at 7:45 a.m. for preschool and 8:00 a.m. for kindergarten. ALL children are expected to be present at those times. Students arriving after the beginning time must be brought into the building and signed in by the parent or guardian and will be counted tardy. **Students arriving after 9:00 a.m. without a doctor's note or evidence of extenuating circumstances may not be admitted.** Breakfast will not be served after 8:30AM, so please make sure your child has eaten breakfast prior to arriving at school if he/she is tardy.
- According to Tennessee Code Annotated 49-6-3007, students who accumulate five (5) unexcused absences during a school year are considered truant and in violation of the Compulsory Attendance Law. Please help your child learn how important it is to be at school every day all day by having him/her at school if at all possible!!!
- Children coming to school late, picked up early, or picked up late are counted as tardy.
- In case of illness, the child should remain at home until free of fever, vomiting or diarrhea for 24 hours.
- Children showing symptoms of fever, vomiting, diarrhea or contagious disease will be required to go home.
- If the child has a contagious condition such as strep throat, pinworms, measles, head lice, chicken pox, ringworm, etc., he/she should be kept at home until the condition is no longer contagious. A doctor's note may be required before admission.
- After an absence from school, a written excuse should be brought to school on the next day of attendance.
- If a child misses three consecutive days due to illness, a doctor's excuse is required. A doctor's excuse may be required to excuse a student from outside playtime or other routine physical activities.
- Compulsory attendance for kindergarten is state law. The district attendance officer will review anything over 15 absences, and excessive truancy may result in legal action against the parent and/or the child being retained in a grade.

Contact Information

It is imperative that the school has up-to-date phone numbers. This is for your child's safety. Children do get sick and injured at school. Every child wants their parents/guardians if they are sick or hurt. Parents/guardians must be able to respond to requests for help in case of emergency. **If your phone number changes, becomes unlisted, blocked, or disconnected, please notify the school immediately and give us numbers where you can be reached. Emergency numbers need to be kept current if changes occur.** Please make sure the school has the name of the person and the relationship to the child so that when we call, we can identify the contact person. The name and telephone number of the student's family doctor must be on file at the school.

Dress Code Policy

All students will comply with the Student Dress Code in the Student Handbook. Students who fail to wear the proper apparel will be required to wear an alternate uniform provided by the school. In addition, their parents will be notified and receive a warning by letter for the first offense. Students who fail to wear the proper apparel correctly will receive disciplinary action as applicable.

All principals and teachers/staff must carry out the above School Board policy and all other policies of the Haywood County Board of Education and the State Board of Education.

Consequences

1st offense- letter to parents and student will change into proper dress code attire provided by the school.

2nd offense- parent called to come to school and bring the proper dress code attire.

3rd offense- parent called to come to school and bring the proper dress code attire.

4th offense- sent home for the day

All clothing must be free of holes and rips. No see-through clothing will be allowed, and all clothing must be sized to fit. Denim is **NOT** allowed.

General Guidelines

~Beginning the first day of school, the students in grades Pre K – 12 will be required to comply with the school standard dress code policy.

~A district logo is not required to appear on clothing, but is permitted.

~All colors must be solid, that is, without patterns, designs, checks, slogans, etc.

~All standard dress code pieces must be appropriately sized for the student, that is, they must be no more than one regular size smaller or larger than the student actually measures. Extra wide, extra full, extra-long, and baggy or saggy pants are NOT acceptable. No skin-tight pants are allowed. All pants and shorts must be worn at waist high.

~Manufacturer or store logos that appear on clothing may be no larger than a student I.D. card.

~Students will be exempted from the standard dress code policy on picture days.

~Striped shirts, blouses, and/or slacks (plain or corduroy) are not permitted.

~Pants and shorts with drawstrings are permitted.

~Oversized coats and large overcoats cannot be worn during school hours and trench coats are not permitted on campus.

~Jackets of solid uniform colors may be worn. Hoods on jackets of students in grade 2 or below are permitted.

~Symbols, letters, nor words may not be carved into the hair.

TOPS:

Colors: White, Light Pink, Navy, or Royal Purple

~All shirts must have a collar and be a uniform top color.

~A white turtleneck or crewneck t-shirt may be worn under the collared shirt.

~A crewneck or V-neck sweater or sweater-vest (of uniform colors) may be worn over the collared shirt.

BOTTOMS:

Colors: Khaki, Navy, or Black

~Long pants, standard shorts, capri-length pants, standard knee-length skirt/skort, or jumper are acceptable.

NO FLIP FLOPS!!!

* A more detailed description is on the HCS website.

Discipline Policy

School-Wide Rules

Anderson uses a School Wide Positive Behavior Program. The School Wide rules are listed below.

Anderson Early Childhood Center School-wide Behavior/Discipline Guidelines

A Cub will:

1. Be prepared to do my best every day in my classes.
2. Respect myself, my classmates, my teachers, and all adults.
3. Be responsible for my possessions, my school work, and my behavior.
4. Stay safe by following the rules, keeping my hands and feet to myself, and minding my own business.
5. Treat others like I would like to be treated.

There may be times when these practices are not working, and if / when those occasions arise, the following procedures will be taken.

Offenses and Consequences

Level I – offenses that can be handled in the classroom by the teacher, such as excessive talking, incomplete work, inability to stay seated, etc.

Level II – more serious offenses may be handled by the teacher in the room or may be handled with some assistance from the office.

Level III – offenses that require administrative intervention may warrant a suspension from school.

Interventions to Correct Behavior

- | | |
|---|------------------------------|
| 1. Verbal warnings | 4. Behavior notes to parents |
| 2. Time out | 5. Phone calls to parents |
| 3. Loss of privileges such as field trips, recess and special activities* | |

**Students who do not consistently follow the rules and obey their teachers may sometimes go on field trips only if accompanied by their parents. If students do not listen and follow the rules at school, they probably will not do so when they get away from school. We want children to be safe at all times; therefore, we must take the necessary precautions on field trips by having parents be responsible for their own child. This is at the discretion of the child's teacher with administrator approval.*

Corporal Punishment

- The Haywood County Board of Education does allow the use of corporal punishment and can be administered if the administration feels the offense warrants it. Anderson's policy is that corporal punishment will be used only as a last resort.
- No corporal punishment for preschoolers – in the event we have behavior that cannot be controlled at school, parents will be asked to come to school and address the behavior.
- When corporal punishment is deemed necessary, it will be administered privately and in a humane way. Teachers may administer corporal punishment only if the administrator is present as the witness.
- **Parents who do not want their children punished in this manner should put the request in writing and give the written request to the child's teacher. Parents please note that if you do not wish for corporal punishment to be administered, you may be called to school to help us with your child's inappropriate behavior.**

Level III – Offenses which may result in suspension from school

- I. Real or threatened violence against a student, teacher, or staff member including harassment or bullying in a hurtful manner

2. Possession, handling, transmitting, use or attempted use of the following, either real or toy firearms, knives, explosives, razors, combs, or any object that can be used as a weapon. The object will be confiscated and returned to the parent or guardian.
3. Use of profane and/or obscene language or gestures
4. Immoral conduct
5. Theft of property (student, staff, or school)
6. Open, blatant defiance of authority
7. Willful and persistent violation of school/classroom rules. **Note: three trips to the office will be interpreted as willful and persistent violation of school/classroom rules. However, the administration reserves the right to make a final decision as to the severity of the violation(s) and punishment(s).**
8. Willful and persistent destruction or defacing of school property or the property of another student or staff member. Parents may be responsible for replacement or restitution in these cases
9. A violent temper tantrum in which a student screams, cries, kicks, or fights and has to be physically restrained or removed from the classroom. **Parents will be notified and are expected to report to the school immediately upon being notified. If parents cannot be found, the local police will be called to help find the parents or a responsible party.**
10. Intentional behavior(s) which would influence or cause another student to violate school rules
11. Any other conduct affecting good order or discipline in the school

Please note: Parent assistance and cooperation in solving behavior problems in school is required. If parents do not cooperate with school officials in helping solve these types of problems, the situation will be referred to the Central Office. Children's Services, Crisis Intervention, and the court system may be called upon to assist the school in maintaining a climate that is safe and conducive to learning for all children.

Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying

Haywood County Board of Education Policy 6.304

The Haywood County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and

students as to the definition and recognition of violations of this policy.

DEFINITIONS

Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.³

"Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance; or
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation. A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the

requirements of this policy and TCA 49-6-1016.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

Drop-off and Dismissal Policy

Preschool dismissal will be staggered to eliminate parking difficulties. Please pick your child up at the designated time. We will have two dismissal times for preschool: one group will dismiss at 2:30 p.m. and the other group at 2:45 p.m. All Pre-K students should be picked up no later than 3:00 p.m.

Pre-K dismissal schedule

2:30 Dismissal

Ms. Krista Parker

Ms. Sami Jo Gore

Ms. Tonya Madere

Ms. Janice Bird

Ms. Allison Ferrell

2:45 Dismissal

Ms. Angela Yoder

Ms. Suzie May

Ms. Leslie Phillips

Ms. Laurel Garrett

Ms. Pam Thomason

Kindergarten dismissal is 3:00 p.m. for car riders from the cafeteria. Buses begin leaving at 3:00 p.m. Kindergarten students must be picked up no later than 3:30 p.m.

Drop-off

- Car riders should **NOT** be dropped off before 7:00 a.m.
- For your child's security, Anderson students should be brought from your hands to ours. Parents who drive their children to school are to enter the campus by the Margin Street entrance on the west side (closest to Grand Avenue). This is a one-way drive. The driveway closest to the gym is for staff and buses only. Cars exit the campus onto Main Street- right turn only. All children and parents should use the main entrance of

the building. You may drive up to the building, where a staff member will be available between 7:15 a.m. until 8:00 a.m. to open the car door and assist your child. If you need to park and enter the building, make sure you take your child by the hand. Never let them go alone across the parking lot or a lane of traffic. **Please drive with utmost care!!** Please do not block driveways, especially at the front entrance. This is a fire lane. Illegal parking or unsafe driving will be reported to the police.

- Parents are asked to say a brief good-bye in the mornings in the entrance and then leave. Part of our mission is to help children develop self-reliance, an important first step vital in the development of a child's emotional maturity. This self-reliance begins as children walk through Anderson's door. Parents need not be alarmed when the child cries upon first being left at school. The longer a parent stays, the longer the child will be upset. We will contact you if the child is unable to be comforted.

Dismissal

- Please pick up car riders in the cafeteria.
- The person picking up the child will be asked to sign out the child.
- Children picked up before dismissal time must be signed out in the office. **Note that leaving early is counted as a tardy and affects attendance.**
- Only persons listed on the designated driver form will be allowed to pick up children from the school. Parents should fill out the designated driver form and the emergency number form on the first day of school.
- If someone other than those listed on the designated driver sheet is to pick up the child, you must notify the school. This can be done by sending a note to school, or by coming to the office **before 1:00 p.m.** We are NOT allowed to approve this through a phone conversation. If the new driver is unknown to the staff, the driver must have identification so that we are assured of the safety of the child. **If the staff is unsure as to the child's safety, they have the right to deny access to the child.**
- Children who will be riding a different bus must bring a note stating the bus number, the name and address of the place to which they are to go. If a bus or car change is necessary during the day, come by the school office **before 2:00 p.m.** so we can relay the information to the teacher. The new bus number and name and address of the new destination must be given so the driver can get the child to the right place. **We cannot accept bus changes over the phone.** Parents should be sure someone is at home, awake, and alert for the arrival of the bus at the scheduled time. If a child misses the bus, a parent or emergency number will be called. If no one responds to the call in a timely manner, law enforcement authorities may be enlisted to find a responsible party.
- If preschoolers are not picked up by 3:00 p.m. and kindergarten car riders are not picked up by 3:30, parents or emergency numbers will be called. If no one can be reached or no one responds in a timely manner, the police or sheriff's department may be called for assistance in finding a responsible party to get the child.
- **Habitual lateness in picking up a child will be referred to the district attendance officer.**
- PLEASE remember to be courteous and patient in the parking lot in the mornings and afternoons. We all know that this process can be frustrating, but please plan ahead and give yourself plenty of time during drop off and pick up. Remember we open the doors of the school at 7:00 a.m.

RULES FOR SCHOOL BUS CONDUCT

The following bus conduct rules are in force anytime a student is riding any Haywood County Schools' Bus.

1. For each child's safety, no one can board a bus except students assigned to that bus, school personnel, and/or law enforcement.
2. Transportation is only provided to and from the child's home/alternative address that is listed on the student information sheet provided by you and signed by the school administrator.
3. Be at bus stop on time. On time is 10 minutes prior to the scheduled pick-up time. It is the parent's responsibility to supervise the child/children at the bus stop in the morning and afternoon.
4. Stay 10 feet away from the bus at all times except for entering or exiting. Never reach or crawl under any part of the bus. Tell the driver if any items go under the bus.
5. DO NOT cross the road until the driver signals that it is safe to do so. When exiting, students should never walk behind the bus. Students should be careful when approaching the bus stop and should walk on the left side of the road, facing oncoming traffic.
6. Wait until the bus comes to a complete stop before attempting to get on board. Before you exit the bus, remain seated until the bus comes to complete stop and the doors open on the bus.
7. Children will have assigned seats at all times.
8. Children must observe the same level of behavior on the bus as is expected in the classroom.
9. While children are being transported, they must remain seated and facing forward. Within reason, hands, arms, legs and feet must remain within and behind the seat at all times.
10. Children must be silent when the bus is backing up, when the bus is going over railroad tracks, during an emergency, severe weather, bus evacuations, bus accident, bus breakdown, or when told to by the driver.
11. Don't touch the emergency door, exit controls, or any other safety equipment on the bus unless directed to do so by the bus driver or assistant.
12. Do not throw anything within or out of the bus windows at any time.
13. Fighting, pushing, tripping, kicking, bullying or harassment etc. will not be tolerated on the bus.
14. No loud or inappropriate speech, swearing or shouting in the bus or out the windows will be allowed. Rude and abusive language will not be tolerated. Always use inside voices and keep voice levels within reasonable limits.
15. All carry-ons, including backpacks, musical instruments and school projects, must be able to fit in the child's lap. The parent/guardian must transport any items that don't meet these criteria.
16. All cell-phones, electronic devices and toys must be kept in backpacks at all times. Items will be taken and given to the school administrator if they are found outside of a child's book bag while on the bus.
17. Backpacks should remain closed while children are being transported. Pencils and all school supplies should remain in backpacks at all times. Children may read books but homework must be done at home.
18. Glass or other breakable items, flower arrangements, and balloons/balloon bouquets are prohibited.
19. Weapons, laser pointers, explosive devices, harmful drugs, or chemicals are prohibited on the bus.

20. Live insects, reptiles, or other animals are prohibited from the bus.
21. Food, drinks, chewing gum, tobacco (any form), and alcoholic beverages are prohibited on the bus.
22. No perfumes, colognes, lotions, fingernail polish or irritants shall be permitted on bus.
23. Regarding kindergarten students, anyone picking up a child at bus stop, other than the parent/guardian, must show identification and must also be listed on student information sheet and the registration card at the child's school.
24. Parents/guardians of kindergarten children and/or children riding a special education bus due to their IEP, must be waiting at the BUS STOP in the afternoon. If no parent/guardian is clearly visible, the child will be taken back to school.
25. According to Board Policy, no child will be allowed to ride home with another child without written permission from the parent, which must be given to office personnel before 10:00 am that day. (If the request is for a child who doesn't typically ride the bus, the parent must complete a Student Information for Transportation form, which is located in the school's office.) The "rider" must have the form, with an Administrator's signature to board a bus.
26. If a student damages any part of a bus, the student's parents may be financially responsible.

The Haywood County Schools procedure for busing during extreme cold weather is as follows:

Extreme cold weather procedures. Extreme cold weather is defined as *temperatures or chill factors at or below 28 degrees between 6:00 a.m. and 8:00 a.m.*

Buses will be started 45 minutes earlier than usual to ensure the bus will start and that the bus is warm when picking up students. ALL buses will make ALL stops (*come to a complete stop*) and wait for the students to come to the bus. This may delay some routes, but everyone should be at school by 7:50 a.m. Schools are prepared for some buses to be running a little late and this will not count against the child's attendance. Breakfast time will be extended for the late arrivals.

For the procedure to work, we require the cooperation of Parents. Parents should **position themselves where they can see the bus approaching and start their child in the direction of the bus stop before the bus gets to the stop.** Note: *having a porch light on, waving to the driver from the door, etc. helps let the driver know the children are headed out if for some reason the children are not walking toward the bus when it stops.*

Parents should also make sure that all bus riders are dressed for the weather. Extreme weather dress should include socks and shoes that cover the entire foot, layering of clothes and jackets or coats. Hats and gloves are highly recommended. No shorts or short sleeved shirts.

Our goal is to ensure that our children have a safe and comfortable ride to school. If there is a problem, please call one of the contact numbers listed.

- Bus Shop 772-9613 ext 2560.
- Kenneth Emerson, 731-772-9613 extension # 2820 or Cell 731-432-3942.

Director of Pupil Services

Meals

At Anderson breakfast and lunch will be provided for the students. Children who bring their lunches may not eat from the school cafeteria line. Milk will be provided if desired. Food from restaurants should not be brought to school and eaten in the cafeteria. No carbonated drinks will be allowed to be consumed in the cafeteria. The USDA regulates Anderson's food service, and our policies are based on their recommendations.

Parents are welcome to eat lunch with their children. Please call the Anderson cafeteria at 772-9832 by 9 a.m. of the day you wish to eat. A lunch tray costs \$3.50 and may be paid for as you go through the line. We request that parents wait three weeks after the beginning of the school year to have lunch at school with your child. This allows time for the students to adjust to the school environment.

If your child is allergic to any food item, please send a doctor's statement to have on file at the school so we can make the necessary changes in your child's diet.

Community Eligibility Provision

Section 104a of the Healthy, Hunger-Free Kids Act 2010 provides an alternative to household applications for free and reduced price meals. Community Eligibility Provision allows schools with high numbers of low-income children to serve free breakfast and lunch to all students without collecting school meal applications. All students in Haywood County Schools, regardless of household income, are eligible to receive breakfast, lunch and afterschool snacks at no cost.

Medication Policy

Prescribed medicine can be administered at school with the following provisions:

1. A permission slip filled out by the parent and a **signed doctor's consent form** must be on file in the office.
2. The medication to be given must be brought to school in the original bottle.
3. If the doses are to be given during school hours, you may give one in the morning, one when the child gets home in the afternoon, and one at night, **OR** you may come to school and give the medicine to your child yourself.
4. Parents with children taking medication for behavior modification may administer these medicines at home or the staff can administer the medicines with proper paperwork. When a notice is sent home that the medication is almost gone, parents should get a refill promptly and get the medicine to the school office. It is important that the doctor's recommendations be followed in administering behavior modification medication.
5. No over the counter medication can be given to students while at school. If your child needs over the counter medication, a parent or guardian will have to come to school and administer the medication.

Valuables and Belongings

Please put your child's name on his or her coat, jacket, or sweater. Young children often misplace belongings, and many folders, backpacks, jackets and hats look the same. Common sense is the best guide in determining whether to bring personal possessions to school. The school administrators and staff cannot be responsible for lost items including money, clothing, shoes, jewelry, toys, etc. It is recommended that students leave all valuables at home. These items are easily lost on the playground, and children this age sometimes do not know the difference between loaning and giving.

Visitors

All visitors must report to the main office, where they must sign in and receive a visitor badge. Visitors will return the badge to the office and sign out before leaving. TCA 49-2-303(b)4

Instructional time is valuable and young children are easily distracted. All kindergarten students will have an uninterrupted reading/language arts block of time each morning from approximately 8:00 until 10:30. No interruptions will be allowed in the classroom at this time. Please make an appointment with the teacher if you wish to visit your child's classroom.

If you need to deliver items to your child's class, you may leave them in the office to be delivered by the office staff.

If you need to see your child's teacher, you may schedule a conference during the teacher's planning time.

Visitors should note that all packages and other containers brought into the building as well as cars parked on campus are subject to search. No person shall enter the campus or building during school instruction hours except students assigned to the school, school staff, parents of students in the school, and other persons with lawful and valid business on the school premises.

Zero Tolerance Policy

Student(s) who unlawfully possess, use, distribute, or sell any narcotics, tobacco, stimulant drug, marijuana, or alcoholic beverage or possess a dangerous weapon on a school bus, on school property or at any school event or activity will be found in violation of Haywood County's Zero Tolerance. Any student who engages in the following behavior will be subject to expulsion for a period of not less than one (1) calendar year. All students charged with Zero Tolerance offense appear before the Disciplinary Hearing Authority.

ACCESSIBILITY

~ Anderson will provide for limited English Proficiency and/or disabled parents as needs arise. The school will provide a translator as needed.

Personal Safety Curriculum

~ Anderson Early Childhood Center is currently implementing a personal safety curriculum into both pre-school and kindergarten programs. By teaching a lesson each week during Physical

Education class, every student will receive the necessary information that is needed to teach our students about personal safety. Each week, one safety rule is addressed at the beginning of each P.E. class. The resource that is currently being taught is the *Talking About Touching* curriculum box. This curriculum has resources such as: safety steps posters to generate discussion, photo cards directly relating to the topic, a teacher's guide, story books and videos. The lessons that are taught will include: fire safety, traffic safety, gun safety, staying healthy, safe touching, and unsafe touching. This curriculum is required for the State of Tennessee Voluntary Pre-K program.

Use of Personal Communication Devices and Electronic Devices

~ Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses or personal carry-alls. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action.

Privacy Notice

~ The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Haywood County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title VI Coordinatior

Toni Eubanks – Human Resources
900 East Main Brownsville, TN 38012
731-772-9613

Toni.eubanks@hcsk12.net

Title IX Coordinator

Tim Seymour
1175 East College Brownsville, TN 38012
731-772-1845

Tim.seymour@hcsk12.net

504 Coordinator

Chris Davis
900 East Main Brownsville, TN 38012
731-772-9613
Chris.davis@hcsk12.net

For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Haywood County Schools Complaints and Grievances

It is the policy of the Haywood County Board of Education not to discriminate on the basis of handicap, race, color, national origin, sex, age or religion in ANY of the programs or practices in the school system. A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes: (1) The Rehabilitation Act of 1973, Section 504, (2) Title VI of the Civil Rights Act of 1964, or (3) Title IX of the Educational Amendments of 1972.

A complaint of discrimination on the basis of a handicap should be sent to the Haywood County Schools' Coordinator of Section 504 within five (5) days of the date of the alleged discrimination. A complaint of discrimination on the basis of race, color, national origin, sex, age or religion should be sent to the Coordinator of Title VI and Title IX within 180 days of the alleged discrimination." A complaint must be in writing on a form provided by the Haywood County Board of Education and must be signed.

Upon receipt of a written complaint, the appropriate Coordinator will provide copies to the Superintendent of Schools and the Principal of the school in which the alleged discriminatory act took place. The Coordinator will meet with the Complainant within (5) days of the complaint. Following this meeting a written response will be sent to the Superintendent and the Principal.

If this action does not resolve the complaint satisfactorily, the Complainant shall have the right to forward the original written complaint, along with the written response of the appropriate Coordinator and the Complainant's reasons for dissatisfaction with that response, to the Principal of the school in which the alleged discriminatory act took place. This shall occur within five (5) days following the response of the appropriate Coordinator. Once a written complaint is received, the Principal will notify the Superintendent of Schools and the appropriate Coordinator and immediately arrange for a meeting to take place with the Complainant within five (5) days after the meeting. Copies of the response will be sent to the Superintendent and the appropriate Coordinator.

If at this time the complaint is still not resolved or the complaint is not dropped, the complainant may forward the original written complaint, along with the written responses of the appropriate Coordinator, Principal and the Complainant's reasons for continued dissatisfaction with those responses to the Haywood County Board of Education within twenty (20) days following the response of the Principal. The written complaint shall be made through

the Superintendent of Schools and the Chairperson of the Board of Education. The Board will review the complaint and render in writing the final decision of the Haywood County Schools within fifteen (15) days after the Board's review.

In the procedure for resolving of complaints as set forth in this section, a complaint shall be considered settled if it is not carried forward to the next step within the specified time complaint procedure either party shall have the right to include in its representation such witnesses and counselors as deems necessary.

Where the number of days is specified in this section, it is understood that the term "day" shall mean any regularly scheduled school day Monday through Friday during the school year. After the last day of the school year, a "day" shall mean Monday through Friday excluding holidays and weekends. Day one for complaint time limits shall be the first day following the receipt of the complaint by the appropriate Coordinator.

DISCRIMINATION IS AGAINST THE LAW.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in all programs or activities receiving Federal financial assistance. Complaints or grievances related to Title VI of the Civil Rights Act of 1964 may be reported directly to the Supervisor of Human Resources and/or the Chief Operations Officer at the Haywood County Department of Education; 900 East Main, Brownsville, TN 38012 or at 731-772-9613. (34 C.F.R. Part 100)

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in all programs or activities that receive Federal financial assistance. Complaints or grievance related to Title IX of the Education Amendments of 1972 may be reported to the Athletic Directors at the Haywood County Department of Education; 900 East Main, Brownsville, TN 38012 or at 731-772-9613. (34 C.F.R. Part 106)

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in all programs or activities that receive Federal financial assistance. Complaints or grievances related to Section 504 of the Rehabilitation Act of 1973 may be reported directly to the 504 Director at the Haywood County Department of Education; 900 East Main, Brownsville, TN 38012 or at 731-772-9613. (34 C.F.R. Part 104)

**Haywood County Schools
Grading Periods
2017-2018**

1st Nine Weeks

- | | |
|---|--|
| <ul style="list-style-type: none"> • September 11, 2017 • October 9, 2017 • October 10, 2017 • October 24, 2017 | <ul style="list-style-type: none"> Progress Reports Issued Parent/Teacher Conference End of 1st Nine Weeks 1st Nine Weeks Report Cards Issued @ AECC |
|---|--|

2nd Nine Weeks

- | | |
|--|--|
| <ul style="list-style-type: none"> • November 17, 2017 • January 8, 2018 • January 16, 2018 | <ul style="list-style-type: none"> Progress Reports Issued End of 2nd Nine Weeks and 1st Semester 2nd Nine Weeks Report Cards Issued |
|--|--|

3rd Nine Weeks

- | | |
|---|---|
| <ul style="list-style-type: none"> • February 8, 2018 • February 20, 2018 • March 22, 2018 • March 26, 2018 | <ul style="list-style-type: none"> Progress Reports Issued Parent/Teacher Conference End of 3rd Nine Weeks 3rd Nine Weeks Report Cards Issued |
|---|---|

4th Nine Weeks

- | | |
|--|---|
| <ul style="list-style-type: none"> • April 25, 2018 • May 25, 2018 | <ul style="list-style-type: none"> Progress Reports Issued End of 4th Nine Weeks/Final Report Cards Issued |
|--|---|

TEXT ALERTS

Please join our Remind text alert system. This is NOT information from the other HCS events at other schools. This information will only be for Anderson Early Childhood Center and the events that will be going on at AECC.

Enter this number: 81010

Text this message: @aeccgocubs

**Haywood County Schools
District Assessment Calendar
2017-2018**

Assessment Name	Purpose of Assessment	Date (s) of Assessment	Parent Notification
-----------------	-----------------------	------------------------	---------------------

August/September/October

DIBELS Next Baseline (Kindergarten only)	DIBELS Next is a preventive literacy instrument used to screen students to avert later reading difficulties	Aug. 8-11	Fall- reports by individual school(s)
STAR Reading & Math Screener K-12 & Survey Level Assessments	<p>STAR Reading's research-based test items meet the highest standards for reliability and validity, giving actionable data needed in four major skills areas:</p> <ul style="list-style-type: none"> • Foundational Skills • Reading informational Text • Reading: literature • Language <p>Star Math's research-based test items meet the highest standards for reliability, validity, and providing actionable data needed in 32 domains.</p>	Aug. 15-25	Fall-reports by individual schools
PSAT (11 th grade)	The PSAT test is a standardized test that provides practice for the SAT. It measures critical reading, math, writing, and problem solving skills.	October 11	Fall-reports by individual school(s)
ACT Retake (or first) (12 th grade)	<p>Starting with the 2016-17 school year, seniors who took the ACT as juniors have the option of retaking the ACT exam at no cost to them. The state accountability system will recognize a student's highest score on the ACT, rather than the most recent.</p>	<p>October 3 October 3-17 (Accommodations)</p>	Fall-reports by individual school(s)

November/December

STAR Reading & Math Screener (K-12) & Survey Level Assessments	<p>STAR Reading's research-based test items meet the highest standards for reliability and validity, giving you the actionable data needed in four major skills areas:</p> <ul style="list-style-type: none"> • Foundational Skills 	Nov -8 – Dec. 20	Fall -reposts by individual schools
--	--	------------------	-------------------------------------

	<ul style="list-style-type: none"> • Reading informational Text • Reading: literature • Language <p>Star Math's research-based test items meet the highest standards for reliability and validity, giving actionable data needed in 32 domains.</p>		
Fall Block Schedule (Reach) TCAP EOC - Online	TNReady assesses student knowledge, critical thinking and problem-solving skills in reading, writing, and math in grades 9-11. Other assessments are used to assess grade level standards.	Nov. 27-Dec. 15	Winter -reports from the state- January 2018
DIBELS Next (Kindergarten Only)	DIBELS Next is a preventive literacy instrument used to screen students to avert later reading difficulties	Dec.-4-8	Fall –reports by individual School(s)

January/February/March

NAEP (The National Assessment of Educational Progress) If Selected	Students in grades 4 & 8 randomly selected will be assessed in Reading & Math	January 29- March 9 (Tentative)	Reports from the state TBD
ACCESS for ELs (Online & Paper)	The ACCESS test is an English Language Proficiency assessment given to students in grades K-12 who have been identified as ELLs. It is used to monitor students' progress in acquiring academic English.	March 5-April 20 (Tentative)	2018 Summer reports from the state
Star Reading & Math Screener K-12 & Survey Level Assessments	<p>Star Reading's research – based test items meet the highest standards for reliability and validity, giving actionable data needed in four major areas:</p> <ul style="list-style-type: none"> • Foundational Skills • Reading Informational Text • Reading: Literature • Language <p>STAR Math's research-based test items meet the highest standards for reliability and validity, giving actionable data needed in 32 domains.</p>	March 19-April 6	Spring-reports by individual schools

Required Field Test TCAP ELA Grades 3-11 Writing (3- 4 Paper test) (5-12 Online) If Selected	Students in selected districts will participate in ELA field test. The test will include one subpart featuring a written response prompt. Information from field test will be used to support the development of future assessments. One-third to one-half of students will need to participate. Students selected will rotate each year. Districts and schools selected must participate. Districts will be notified in September 2017	March-5-30	Reports from state- TBD
---	---	------------	----------------------------

MSSA (Multi-State Alternate Assessment) ELA & Math TCAP Alternative for Social Studies & Science Grades 3-11	Alternate assessment for students with most significant disabilities	March 19 – May 11 (Tentative)	2018 Summer – reports from the state
Grade 2 Alt	Alternate assessment for students with most significant disabilities	March 10- May 11	2018 Summer reports from the state
ACT (Grade 11) And seniors who missed all other opportunities to test	The ACT test is a national college admissions exam that consists of English, mathematics, reading, and science. It may or may not be used by colleges as part of the admission process	March 20 (Accommodations March 20-April 3) Make-ups April 3 or 24	Spring – reports from tested school

April/May

<u>Traditional Schedule</u> TCAP Grades 3- 4(paper) 5-8 (Online) TCAP End of Course (Online)	TNReady assesses student knowledge, critical thinking, and problem-solving skills in reading, writing, and math, in grades 3-12. Other assessments assess grade level standards.	April 16-May 4	2018–Summer reports from state for EOC 2018-Fall reports from state for grades 3-8
Spring Block Schedule (Reach) TCAP End of Course (Online)	TNReady assesses student knowledge, critical thinking, and problem-solving skills in reading, writing, and math, in grades 9-12. Other assessments assess	April 16 -May 4	2018 – Summer reports from the state

	grade level standards.		
Grade 2 Optional Assessment	The optional grade 2 assessment is criterion reference. It will assess Tennessee State Standards to determine how students are progressing towards mastering the standards.	April 23-May 4	Reports will be determined by the state
DIBELS Next (kindergarten only)	DIBELS Next is a preventive literacy instrument used to screen students to avert later reading difficulties.	April 23-27	Spring- Reports by individual school(s)

Anderson Early Childhood Center 2017-2018

- 31-4 Faculty/Staff Inservice
3 PK Parent Mtg. @ 6 pm
4 K Parent Mtg.
7 First Day Classes
(½ Day For Students)
15 1st Full Day for K
16 1st Full Day for PK
21-25 1st K Benchmark

JULY/AUGUST 2017						
S	M	T	W	Th	F	S
	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1-3 Winter Break
4 Stockpile/Professional
Development Day
(Students Do Not Attend)
5 Administrative Day
(Students Do Not Attend)
8 End of 2nd Nine Weeks
End of 1st Semester
9 Cub Talk Tuesday @ 12:15 pm
15 Martin Luther King, Jr. Day
16 Report Cards Issued
19 K Pep Rally @ 1 pm
25 Jump For Joy
26 100 Day Celebration

- 4 Labor Day
5 Intervention Begins
8 Fall Picture Day
11 Progress Reports
12 Cub Talk Tuesday @ 7:45 am
22 Stockpile/Professional
Development Day
(Students Do Not Attend)

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

- 6 Spring Picture Day
8 Progress Reports
13 Cub Talk Tuesday @ 2:15 pm
14 Book Jam
19 President's Day
20 Parent/Teacher Conference
10:00 am to 6:00 pm
26-28 SEUSSAPALOOZA

- 9 Parent/Teacher Conference
10:00 am to 6:00 pm
10 End of 1st Nine Weeks
12 Picture Retakes
12 Slumber Number Party
@ 5-7 pm
16-20 Fall Break
24 Report Cards Issued
27 K Pep Rally @ 1 pm
31 Sock Hop
PK @ 9 am
K @ 10:30 am

OCTOBER 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1-2 SEUSSAPALOOZA
1 Family Night 5-7 pm
6 K Cap & Gown Pictures
12-16 Spring Break
22 End of 3rd Nine Weeks
26 AECC Report Cards Issued
Report Cards Issued
Egg Hunt
K Pep Rally @ 1 pm
30 Good Friday (No School)

- 3 Jump For Joy
14 Cub Talk Tuesday @ 9 am
17 Progress Reports
22-24 Thanksgiving Break

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 6 Jump For Joy
7 PK Registration
10 Cub Talk Tuesday
13 & 16 PK Screenings for 2018-19
(No PK Students)
20 K Musical @ 1 pm
23-27 3rd K Benchmark
25 Progress Reports

- 4-8 2nd K Benchmark
19 K Musical @ 1 pm
20 PK Musical @ 9 am
20 ½ Day Students and
Teachers
21-29 Winter Break

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 3 PK Field Day
4 K Field Day
8 Cub Talk Tuesday @ 3:30 pm
21 K Visits HES
22 PK Musical @ 9 am
23 K Graduation
24 Stockpile/Professional
Development Day
(Students Do Not Attend)
25 End of 4th Nine Weeks
End of 2nd Semester
Final Report Cards Issued

Student-Teacher-Parent Compact



The shared vision of Haywood County Schools, in partnership with the community, is to invest in our greatest resource, our students. We strive to value, challenge and educate all students to prepare them for post-education and careers with information and skills necessary to compete, achieve, and serve as leaders in a global economy as ethical and responsible citizens. This agreement is a promise that students, parents/guardians, teachers and administrators will work together daily to assist our students in achieving academic success.

As Students, we will be responsible for the following:

- Showing courtesy, honesty, integrity and respect for others
- Showing responsible behavior by following all school rules
- Attending school daily, on time, and ready to learn
- Preparing for school with all necessary materials and following the dress code daily
- Completing all class and homework assignments on time and at our best
- Sharing our school work and grades with parents/guardians
- Practicing self-control and avoiding conflict with others

Student's Name: _____ Grade: _____

Student's Signature: _____ Date: _____

As Parents/Guardians, we will be responsible for the following:

- Encouraging punctual and regular school attendance
- Supporting learning at home, provide support, love and understanding
- Being present when possible at school functions to support our child
- Participating, as appropriate, in decisions relating to the education of our child
- Providing update contact information regularly to communicate with teachers
- Supporting the school in its efforts to maintain proper discipline and safety
- Encouraging self-control, self-motivation and responsibility

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____

As teachers, we will be responsible for the following:

- Teaching skills and concepts daily using best practices and research-based strategies
- Striving to address the individual needs of all students
- Providing a safe, positive, and healthy learning environment
- Grading, correcting and returning student work in a timely manner
- Providing flexible office hours for parents to address student academic needs
- Communicating to students and parents expectations for homework, class work, and behavior
- Relating to students in a positive manner
- Implementing and assisting with the enforcement of the zero tolerance and dress code policies to avoid conflicts

Teacher's Name: _____ Date: _____

Teacher's Signature: _____

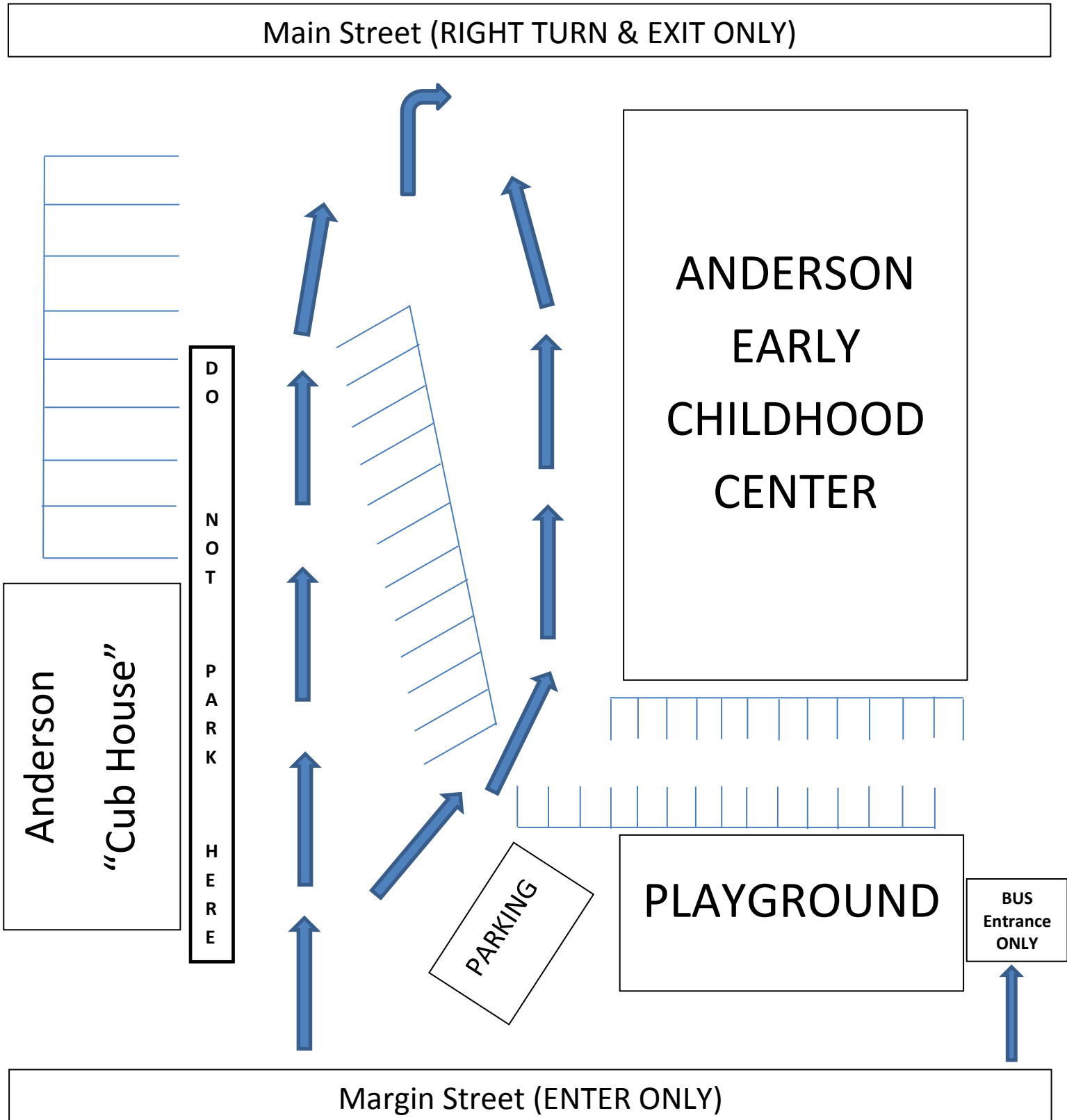
As Administrators, we will be responsible for the following:

- Creating a friendly environment and welcoming suggestions from all stakeholders
- Communicating to students and parents the school's mission goals
- Ensuring a safe and orderly learning environment
- Reinforcing the partnership between parent, student, and staff
- Acting as the instructional leader by supporting teachers and students
- Providing appropriate professional growth opportunities for teachers
- Encouraging parent involvement, volunteerism, and observation

Administrator's Name: _____ Date: _____

Administrator's Signature: _____

Anderson Early Childhood Center Parking Lot Diagram and Logistics



Please remember to be **patient** and **courteous** while driving.