

HAYWOOD ELEMENTARY SCHOOL

2015-2016
Student-Parent Handbook



Anna Roberts, Principal
Edith Williams, Assistant Principal

Principal's Message

Dear Parents/Guardians,

Welcome to a new school year at Haywood Elementary School! I hope everyone is looking forward to a great year of learning. This handbook is prepared so we may bring about a better understanding between the school, parents, and students. We ask for your cooperation so we may provide your child with a rewarding, enriching educational experience.

The parent/student handbook has been designed to help you with important facts and procedures of our school. Please take a few minutes to read and become familiar with the expectations of our school.

We have an outstanding school where the faculty and staff are committed to ALL students becoming life-long learners. Our purpose is to let all students know learning is in their hands and failure is not an option! Let's work together to make 2015-2016 an exceptional school year where all students feel victorious in their learning.

I want each of you to feel welcome when you walk into the doors of Haywood Elementary School. I look forward to an exceptional school year!

Sincerely,

Mrs. Anna Roberts, Principal

SCHOOL MOTTO
"Where Great Things Happen"

SCHOOL MASCOT
Pouncers

SCHOOL COLORS
Orange and Blue

Welcome to Haywood Elementary School

Mission Statement

As faculty and staff of Haywood Elementary School, we are committed to providing learning opportunities that will enable all students to master their grade level skills using the Common Core Standards. We desire to empower our students to become self-reliant, responsible, life-long learners that are productive members of society.

Vision – The vision of Haywood Elementary is that every child will possess critical thinking skills, basic academic skills, and social skills, which will enable him/her to experience success in every endeavor and to meet the challenge of the future as a life-long learner.

Motto – Haywood Elementary: Where Great Things Happen

Beliefs

We believe

- All students can learn.
- Attendance is important for students to be able to be receiving first hand instruction.
- Instructional Practices will differentiate instruction in a safe and comfortable environment.
- Challenging expectations increase individual student performance and growth.
- Stakeholders are valued in the decision making process.
- Policies are designed with the understanding each student is a unique individual with diverse needs.

Haywood Elementary School 2015-2016

27-31 Faculty/Staff Inservice
3 First Day Classes
(½ Day)

JULY/AUGUST 2015						
S	M	T	W	Th	F	S
	27	28	29	30	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 2016						
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 Winter Break
4 Stockpile/Professional Development Day
Students Do Not Attend
5 Students Resume Classes
12 Report Cards Issued
18 Martin Luther King Holiday

3 Progress Reports
7 Labor Day
15 Fall Pictures
28 Parent/Teacher Conference
10:00 a.m. – 6:00 p.m.

SEPTEMBER 2015						
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 2016						
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					

4 Progress Reports
11 Spring Pictures
12 Parent/Teacher Conference
10:00 a.m. – 6:00 p.m.
15 Presidents' Day

6 End 1st Nine Weeks
13 Report Cards Issued
19-23 Fall Break
26 Stockpile/Professional Development Day
Students Do Not Attend

OCTOBER 2015						
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 2016						
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		

9 End 3rd Nine Weeks
16 Report Cards Issued
21-25 Spring Break
28 Holiday

12 Progress Reports
19 Fall Picture Retakes
25-27 Thanksgiving Break

NOVEMBER 2015						
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 2016						
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

19 Progress Reports





18 ½ Day for Students and Teachers
End of 2nd Nine Weeks
End of 1st Semester
21-31 Winter Break


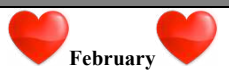


DECEMBER 2015						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MAY 2016						
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				

18 Stockpile/Professional Development Day
Students Do Not Attend
19 ½ Day for Students
End of 4th Nine Weeks
End of 2nd Semester
Students Pick Up Final Report Card

**Haywood County
District Assessment Calendar
2015-2016**

Name of Assessment	Purpose of Assessment	Date(s) of Assessment	Parent Notification
			
DIBELS <i>Next</i> Baseline (Kindergarten only)	DIBELS <i>Next</i> is a preventive literacy instrument used to screen students to avert later reading difficulties.	Aug. 11-28	Fall-reports by individual schools
Discovery Education A (Kindergarten only)	Discovery Education Assessments provide educators with skills-based knowledge in areas of strength as well as areas of improvement needed to drive instruction and increase student achievement.	Aug. 25-26 (Make-ups Aug. 27)	Fall-reports by individual schools
STAR Reading & Math Screener (Beginning) K-8	STAR Reading's research-based test items meet the highest standards for reliability and validity, giving you the actionable data you need in four major skill areas: <ul style="list-style-type: none"> • Foundational Skills • Reading Informational Text • Reading: Literature • Language STAR Math's research-based test items meet the highest standards for reliability and validity, giving you the actionable data you need in 32 domains.	Aug. 11-28	Fall-reports by individual schools
			
Explore (8 th grade)	The EXPLORE test is a multiple choice test that measures academic achievement in English, math, reading, and science. The EXPLORE test is written and produced by ACT, Inc. It is a test that was developed for 8th grade students to measure their academic achievement through middle school grades.	Sept. 17	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 skills, math problem solving skills, and writing skills. The SAT is an admission test that may or may not be used as part of the college admissions process.	Oct. 15	Fall-reports by individual schools
PLAN (10 th grade)	The PLAN test is a practice ACT test that measures academic progress in high school. It covers English, Mathematics, Reading, and Science. PLAN provides an estimated ACT score.	Oct. 28	Fall-reports by individual schools
			
Discovery Education B (Kindergarten only)	Discovery Education Assessments provide educators with skills-based knowledge in areas of strength as well as areas of improvement needed to drive instruction and increase student achievement.	Nov. 10-11 (Make-ups Nov. 12)	Fall-reports by individual schools
STAR Reading & Math Screener (Middle) K-8	STAR Reading's research-based test items meet the highest standards for reliability and validity, giving you the actionable data you need in four major skill areas: <ul style="list-style-type: none"> • Foundational Skills • Reading Informational Text 	Nov. 10-Dec. 10	Fall-reports by individual schools

	<ul style="list-style-type: none"> • Reading: Literature • Language <p>STAR Math’s research-based test items meet the highest standards for reliability and validity, giving you the actionable data you need in 32 domains.</p>		
TNReady: RLA & Math (for REACH only)	TNReady has been developed by Tennessee educators to better assess student knowledge, as well as critical thinking and problem-solving skills. It will be used to assess in reading, writing, and math in grades 3-11.	Part I: Nov. 2-20 Part II: Nov. 30-Dec. 18	Fall-reports by individual schools
US History (for REACH only)	US History assessments are used to assess grade level standards.	Part I: Nov. 2-20 Part II: Nov. 30-Dec. 18	Fall-reports by individual schools
Science (for REACH only)	Science assessments are used to assess grade level standards.	Nov. 30-Dec. 18	Fall-reports by individual schools
 January <i>No Assessments</i>			
 February			
TNReady: RLA & Math (3-8, HS, & REACH)	TNReady has been developed by Tennessee educators to better assess student knowledge, as well as critical thinking and problem-solving skills. It will be used to assess in reading, writing, and math in grades 3-11.	Part I: Feb. 8-Mar. 4	Spring-reports by individual schools
Social Studies/US Hist. (3-8, HS, & REACH)	Social Studies/US History assessments are used to assess grade level standards.	Part I: Feb. 8-Mar. 4 Part II : Apr. 18-May 13	Spring-reports by individual schools
Science (3-8, HS, & REACH)	Science assessments are used to assess grade level standards.	Apr. 25-May 10	Spring-reports by individual schools
ACCESS	The ACCESS test is an English Language Proficiency assessment given to K-12 th graders who have been identified as ELLs. It is used to monitor students’ progress in acquiring academic English.	Mar. 7-Apr. 8	Spring-reports by individual schools
 March			
Discovery Education C (Kindergarten only)	Discovery Education Assessments provide educators with skills-based knowledge in areas of strength as well as areas of improvement needed to drive instruction and increase student achievement.	Mar. 1-2 (Make-ups March 3)	Spring-reports by individual schools
STAR Reading & Math Screener (End) K-8	<p>STAR Reading’s research-based test items meet the highest standards for reliability and validity, giving you the actionable data you need in four major skill 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 you the actionable data you need in 32 domains.</p>	Mar. 7-11	Spring-reports by individual schools
 April			
Social Studies/US Hist. (3-8, HS, & REACH)	Social Studies/US History assessments are used to assess grade level standards.	Part II: Apr.18-May 13	Spring-reports by individual schools
Science	Science assessments are used to assess grade level standards.	Apr.25-May 10	Spring-reports by individual

(3-8, HS, & REACH)			schools
TNReady: RLA & Math (3-8, HS, & REACH)	TNReady has been developed by Tennessee educators to better assess student knowledge, as well as critical thinking and problem-solving skills. It will be used to assess in reading, writing, and math in grades 3-11.	Part II: Apr.18-May 13	Spring-reports by individual schools
ACT (11 th grade only)	The ACT test is a national college admissions exam that consists of English, mathematics, reading, and science. ACT is an admission test that may or may not be used by colleges as part of the admission process.	Apr.19 (Make-ups May 3)	Spring-reports by individual schools
SAT 10 (TBD)	The SAT-10 test is a norm-referenced achievement test that utilizes multiple-choice questions to measure subject area content and process skills on two subtests titled Reading Comprehension and Mathematics Problem Solving. Comparisons can be made to determine progress.	Apr. 25-May 6	Spring-reports by individual schools
NCSC Assessment (National Center and State Collaborative-on-line)	Alternate test for students with disabilities (portfolio-TCAP Alt).	TBD	Spring-reports by individual schools



May
No Assessments

STUDENT ARRIVAL AND DEPARTURE

School hours: 8:00 AM-3:00 PM

ARRIVAL

The school will be open for children at 7:00 A.M. Students may enter the school by these entrances:

- Gym entrance for bus riders
- North entrance under awning for car riders

The small circle drive in front of the school is not open for car riders this entrance is only used by special needs classes and ramp assistance students.

Strategies for making the car rider line move quickly:

1. Enter line from Thomas Street (Do not turn left).
2. Do not park and walk your child in.
3. Pull up to the end of the sidewalk.
4. Have your child ready and sitting on the **right** side of the car.
5. Keep the line moving.
6. Leaving parking lot please turn left towards Thomas Street.

Students go to the cafeteria for breakfast after arrival and then move to the gym.

DISMISSAL

Car riders and early buses will be dismissed from their classrooms at 2:40 PM, 2:42 PM, and 2:45 PM.

Late bus riders will begin dismissing from their classrooms at 2:48 PM.

All students are to walk down the right side of the hall. Bus riders go to the gym. Car riders go to the third grade hall down at the north entrance.

ALL parents of car riders:

- Enter car rider line by coming from Thomas Street.
- Stay in the car rider line.
- Do not park to pick up your children.
- Please display your car rider decal on your rearview mirror.
- Please stay in line and do not pass other cars.

Your child will exit the school as his/her number or name is called.

CAR RIDER DECALS ARE AVAILABLE FREE OF CHARGE AND ARE AVAILABLE IN THE MAIN OFFICE. If a car rider decal is lost, you will be charged \$5.00 for a new decal. If an extra decal is needed, the charge will be \$5.00.

CHANGE IN REGULAR TRANSPORTATION

Car Riders - Parents should call the school between 8:00 a.m. - 2:15 p.m. to change a child's transportation for the afternoon. This will allow office personnel time to deliver the message before dismissal.

Bus Riders - Parents must send a note or come in person to the school to change a child's bus number. **For your child's safety, we cannot take bus transportation changes over the telephone.**

If you send a note concerning changes, please remind your child to give the note to the teacher in the morning. Please include in the note an address where the student is going, along with a phone number where someone can be reached if we have any questions about the change.

SCHOOLWIDE PROCEDURES

VISITORS

To help ensure a safe and secure learning environment for your children, all visitors to Haywood Elementary are required to sign-in at the school's office, to receive a badge to wear during their visit. If a parent is bringing something to a student, the parent should come to the office. We will assist in getting items to the student. Parents who need conferences with teachers must call the school office to set up appointments during their daily planning time. Instructional time is vital for the academic success of our students. Please **do not** ask to meet with a teacher during his/her instructional time.

CHANGE OF ADDRESS OR TELEPHONE

It is important the school has an up-to-date address and phone number on every student. In cases of illness, accident, etc., the school should be able to contact you immediately. Therefore, any change in address, telephone number, or emergency contact person(s) must be reported in writing to the office promptly.

ELECTRONIC DEVICES

Students may possess personal communication devices, such as cell phones, electronic games, IPODs/MP3 players, and cameras while on school property. However, the personal communication device must be in the off mode and must be kept in a backpack and may not be used during school hours. The principal or his/her designee may 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 and kept in the office until a parent/guardian can come to school to reclaim the item.

Students are prohibited from using electronic devices in any manner that interferes with or is disruptive to the educational process, which violates the security or integrity of educational materials or tests, or which invades the privacy of students, employees, volunteers or visitors.

The student who possesses any such device shall assume responsibility for its use and care. The school will not be responsible for damaged, lost, or stolen devices.

A student in violation of any part of this policy is subject to disciplinary action.

CAFETERIA

Breakfast and lunch are available to all Haywood Elementary students at no charge. Breakfast is served from 7:00-8:00 AM. Lunch is served from 10:45 AM-1:00 PM, depending on your child's class schedule. Children are allowed to bring a lunch from home. Students may bring drinks that are noncarbonated and not in glass containers. All students are encouraged to drink milk. A doctor's note must be sent to the school verifying any food allergies.

Parents are invited to have lunch with their children any day. Please call the school office or send a note to your child's teacher in advance. If you will be eating from the cafeteria line, adult lunches are priced at \$3.50. Parents are welcome to bring lunch for themselves and their child and go to their child's classroom or a designated area.

Ice cream will be sold every day for \$0.50 cents.

TEXTBOOK FEES

Textbooks are property of the Board and shall be returned at the end of the school year, upon completion of school or upon withdrawal from the school. Parents are to sign an agreement stating they shall be responsible for the textbooks received and used by their children. The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed books:

<u>Age of Book</u>	<u>Amount Collected</u>
1 - 2 years	100% of replacement cost
3 - 4 years	75% of replacement cost
5 or more years	50% of replacement cost

The Board shall approve and periodically review a schedule of fines for damaged books. In cases where the book is damaged to the extent it is no longer useable, the amount collected shall conform to the reimbursement schedule for lost books. A fine may only be assessed in cases where the pupil or parent damages, loses or defaces the textbook either through willful intent or neglect. Parents will be notified in writing. Failure to pay the fine imposed within a reasonable time may result in one of the following actions:

1. Refusal to issue any additional textbooks until restitution is made; and
2. Withholding of all grade cards, certificates of progress, or attendance at any extracurricular activities.

FIELD TRIPS

Field trips may be planned throughout the year for various academic, enrichment and extracurricular purposes. Parents will receive advance notice of all such trips. A permission slip will be provided and must be signed by a student's parent in order for the student to participate in a field trip. Students without permission slips will remain at the school in another class.

Occasionally, parents may be needed to serve as chaperones on class field trips. No parent should feel obligated to serve in this capacity, but parents are encouraged to volunteer if possible. The primary responsibility of a chaperone is to ensure appropriate supervision for students. Parental chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the students' needs throughout the trip.

ATTENDANCE

Students are expected to be present each day that school is in session. Attendance is an important part of the Haywood Elementary School experience. Studies have shown a high correlation between attendance, personal reliability and grades. It is the parent/guardian's responsibility to see that each student is present. We ask that you make doctor appointments and other obligations for scheduled days off from school or after school hours.

TARDINESS

Students are tardy if they arrive at school after 8:00 AM. Students who are tardy must be signed in at the office by the adult responsible for bringing them to school. Students who leave school before dismissal are also considered tardy. If your child receives 5 or more tardies in a nine-week period, it will result in 1 unexcused absence.

ABSENCES

If your child is absent, please make sure he/she brings a written excuse the day he/she returns to school. If your child is absent for more than 3 days in a row, your child will need to bring a doctor's excuse to school on the day he/she returns. If your child has been sick with fever, he/she cannot return to school until fever-free without medication for 24 hours before returning to school.

UNEXCUSED ABSENCES

A letter will be sent home after three (3) unexcused absences. It will be reported to the Attendance Officer at the Central Office after six (6) unexcused absences for legal action.

EXCESSIVE ABSENCE POLICY

Students with more than 10 unexcused absences in a semester or 20 unexcused absences for the school year have the possibility of being retained. They will also be reported to the Attendance Supervisor at the Board of Education. Refer to Board Policy #6.200

PERSONAL LEAVE DAYS

Students may take 2 personal days during the school year for absences other than those normally excused for illnesses and death. The parent/guardian must make a request in person to the school prior to the day of such absence. Personal days are counted against attendance. **Personal days may not be requested during state-mandated testing.** Students who have missed six days in the semester may not take a personal day.

SCHOOL CLOSINGS

School closing due to inclement weather will be announced on Brownsville Radio (95.3 FM) and area television stations. It will also be posted on the Haywood County Schools website (www.haywoodschoools.com) and Haywood Elementary's Facebook page.

WEATHER AND EMERGENCY PLAN INFORMATION

**** For the safety of all students, during a lock down and severe weather we are not allowed to release students to parents/guardians until safety has been determined.**

HEALTH EMERGENCIES

In the event a student is seriously injured or ill, parents/guardians will be notified. If the office is unable to reach parents in a reasonable amount of time or if the situation is an emergency, the principal will make the decision to have the student transported to the hospital emergency room.

Please see that the school has up-to-date information about how to reach you in the event your child becomes ill or injured while at school. In addition to a home phone number, we need a work phone number and the number of a relative, neighbor or friend. **It is absolutely necessary that the school be provided with an emergency phone number for all students.**

DRILLS

Fire drills are a necessary routine for ensuring the safety of students and staff. All students and staff are expected to follow the established fire drill plan posted in each room of the school. When the fire alarm bell sounds students are expected:

- To evacuate the building in a quick, quiet and orderly manner
- To evacuate the building through the designated exits

When the all clear sounds, students are expected to re-enter the building in a quiet and orderly manner.

Tornado drills are also a necessary routine to ensure the safety of students and staff in the event of a tornado.

A tornado drill procedure has been established for the school and is posted in each room of the school. When a tornado alarm is sounded students and staff are expected to report quickly and quietly to their assigned area of safety.

Intruder drills are a necessary routine to ensure the safety of students and staff in the event there is an intruder in the building.

OTHER EMERGENCIES

The staff in the event of terrorist attacks, bomb threats, etc will implement the safety-crisis plan to ensure the safety of staff and students.

HEALTH AND SAFETY

Students' health and safety is the school's foremost responsibility. The following information describes the precautions taken to protect the well being of all students. If your child has any specific health, safety, security needs, please inform the school so that appropriate accommodations can be made.

MEDICATION

To dispense prescription medication to students, you must provide the school with a **"Physician's Order and Parental Consent form"** completely filled out and signed by the doctor and signed by the student's parent before medication can be administered. All medication should be brought to the school office in its original prescription container, labeled with the student's name, the name of the medication, date of expiration, and

proper dosage. Students are not permitted to bring non-prescription medications to school. This policy includes over-the-counter medication such as aspirin, Tylenol, cough medicine, allergy medication, and all types of lotions and topical preparations. The only medications allowed to be used at school without the parents' consent are those used in first-aid care, such as alcohol, hydrogen peroxide, and antibiotic ointments. Medications for fever, pain, nausea, vomiting, or diarrhea, and topical medications for rashes can no longer be given at school.

It is important that the school has emergency contact telephone numbers in case your child needs to leave for medical attention. Please notify the office of phone number and address changes.

ACCIDENTS

The school office or a trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student and an incident report will be kept in the office. In such cases, it is especially crucial that the school has working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable. Please be vigilant in keeping the schools' records for your child up-to-date. In the event of an emergency, the student will be transported to the hospital.

HAYWOOD COUNTY SCHOOL SYSTEM'S MASS HEALTH SCREENINGS

The Haywood County School System will be conducting mass health screenings throughout the year. The school system recognizes the importance of individual health screenings to address and identify health and wellness issues that our children may face. The purpose of the health-screening program is to maintain wellness among our students and staff and remove any barriers to learning/education. These screenings will provide required information to the State Coordinated School Health Program, specifically grades K, 2, 4, 6, 8 and High School Wellness Class.

If your child is in one of the above listed grades or class and you do not wish for your child to participate in any of the following other than the required screenings, please send a handwritten, signed letter to school stating your wishes.

*Vision, *Hearing, Blood Pressure, Height, Weight, Scoliosis (6th grade only)

*Required

If you have any questions, please feel free to contact Cindy Smith, School Health Coordinator at (731) 772-9613.

SCHOOL COUNSELOR

Haywood Elementary School Counselor, Ms. Jennifer Sloan, is available to all students, parents/guardians, and teachers. She meets with all students throughout the year for classroom guidance. In guidance, students learn how to display character traits such as respect, responsibility, fairness, and caring, as well as learn about important topics such as feelings, drug awareness, careers, personal safety, problem solving, bullying, and violence prevention. The school counselor also works with students (individually or in groups) who have academic, behavioral, or personal/social needs. The school counselor is responsible for referrals to Special Education testing and Section 504 services (physical or mental impairment). Please contact her at 731-772-0732 ext. 4018 if you have any concerns regarding your child's social, emotional, or educational development. She will be glad to provide needed services to you and your child or help you find services in the community.

ACADEMICS

GRADES/GRADING

93-100	A
85-92	B
75-84	C
70-74	D
0-69	F

AUXILIARY GRADES

Students are graded in their auxiliary classes for performance as well as conduct. The grades for P.E., Art, Music, Library, Writing, and Computer are E=excellent, S= Satisfactory, and U=Unsatisfactory.

PROGRESS REPORTS/REPORT CARDS

Report Cards are distributed every 9 weeks. Progress reports will be sent home halfway of the nine weeks into each grading period. Progress reports will contain subject-area grades as well as conduct and work habit evaluations. Your child will have grades from his/her homeroom teacher and 6 auxiliary teachers. If there are any questions concerning your child's report card, please make an appointment with the appropriate teacher as soon as possible.

PROMOTION AND RETENTION POLICY

School Board policy states that students who fail to master the appropriate grade level content in any one of the following areas will not be promoted: Reading, Math, or Language. See Board Policy 4.6031 Criteria for Promotion and Retention.

ACADEMIC PEP RALLY

At the end of each nine weeks, Haywood Elementary will have an awards ceremony in the gym at 8:30 AM for 1st grade, 10:00 for 2nd grade and at 1:00 PM for 3rd grade. These will be pep rallies to award students for various achievements for the nine weeks.

First Honor Roll: A's and E's in all subjects including conduct

Second Honor Roll: A's, B's, E's, and S's in all subjects including conduct

Perfect Attendance: Present all day, every day with any tardies or absences

Additional Awards include: Math, Reading, Language, Handwriting, Outstanding Effort, Character, and Excellent Conduct.

WITHDRAWAL

Parents wishing to withdraw a student from school should report to the school office to obtain a "Withdrawal Form". Before withdrawing, the student must turn in all textbooks, workbooks, and library books, along with any other school material and clear all debts.

Transfer of credit to another school depends on a student's record being cleared before leaving Haywood Elementary. All items owned by the school and lost by a student must be paid for by the student concerned, or the student's records will not be forwarded.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are encouraged to maintain open communication between school and home. A parent who desires a conference with a teacher should contact the teacher and request that a conference be arranged. It is necessary to schedule parent-teacher conferences in advance to prevent interruption to classroom instruction. Teachers will notify parents if there is a need to discuss academic and/or social progress of their child.

SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT

BE RESPONSIBLE

BE RESPECTFUL

BE SAFE

Please take time to discuss these rules with your child and ask him/her to explain to you what they mean in a school setting. All three rules will be taught and discussed in class, and we want every child to "get caught" following the rules.

The teachers and staff at Haywood Elementary School strive to provide classroom environments and experiences where all children feel safe and have a positive learning environment. Our school focuses on character education, appropriate behavior and the elimination of bullying. We support these goals in everything we do within our school community. We expect all of our students to follow the school rules so that teachers can teach and students can learn.

By law, every student has the right to learn in an environment free from bullying. We are dedicated to this. Students will be trained in what to do when bullying takes place.

- 1. Say NO 2. Go (away from the "bully") 3. Tell an adult**

Adults in our school know how to handle bullying. It is not tolerated. Please notify your child's teacher or the counselor if you are aware of or have a concern about bullying. We want our school to be a safe and happy place for learning.

EXPECTATIONS MATRIX

	Classroom	Hallway	Playground	Cafeteria	Restroom
Be Responsible	<ul style="list-style-type: none"> *Bring all materials and homework when it is due. *Complete all assignments in a timely fashion. *Clean up after yourself. *When doing group work, do your part and support your group. 	<ul style="list-style-type: none"> *Walk at all times. *Stay in a straight line. *Be a good example for other students. 	<ul style="list-style-type: none"> *Take care of the equipment. *Play by the rules. *Control your temper during activities and games. 	<ul style="list-style-type: none"> * Eat and visit quietly with your friends. * Walk in line. * Get everything you need when going through the line. *Clean up your area. 	<ul style="list-style-type: none"> *Keep feet on the Floor. *Only use water for washing hands. *Let your teacher know of any problems. *Keep the bathrooms clean and tidy

Be Respectful	<ul style="list-style-type: none"> *Use kind words at all times. *Help each other. *Be quiet while working. *Listen when the teacher is talking. *Follow directions. *If you do not understand the directions, ask clarifying questions in an appropriate way. 	<ul style="list-style-type: none"> *Remain quiet. *Take turns at the water fountain. 	<ul style="list-style-type: none"> *Include everyone in all activities and games. *Help each other. *Display good sportsmanship. *Take turns. *Use appropriate language. 	<ul style="list-style-type: none"> *Say please and thank you. *Chew with your mouth closed. *Listen and do what the cafeteria monitors and helpers tell you. *Talk only about nice topics. *Use good manners. 	<ul style="list-style-type: none"> *Keep your eyes to yourself (no peeking). * Wait in line.
Be Safe	<ul style="list-style-type: none"> *Walk at all times. *If something is on the floor, pick it up. *Bullying behavior should be reported and observers should help the victim. *Stay in assigned area. 	<ul style="list-style-type: none"> *Bullying behavior should be reported and observers should help the victim. *Keep hands and feet to yourself. *Look in the correct direction. 	<ul style="list-style-type: none"> *Bullying behavior should be reported and observers should help the victim. *Keep hands, feet, and objects to yourself. *Stay in the designated areas where your teacher can see you. *Use the equipment (monkey bars, no jumping from swings, slides) the way they were intended. 	<ul style="list-style-type: none"> *Clean up anything you spill. 	<ul style="list-style-type: none"> *Keep feet on floor at all times, not on the walls, toilets, etc.

STUDENT CODE OF BEHAVIOR - HAYWOOD COUNTY SCHOOLS

PHILOSOPHY

The school is a community and the rules or regulations of that school are the laws of that community. Each member enjoying the rights of citizenship in the community must also accept the responsibility of citizenship. School staff, students, and parents must all assume the responsibility for appropriate behavior in the school. The school should be seen as a symbol of opportunity where rights and responsibilities are emphasized equally and human dignity is protected.

Student Rights:

Each student has the right to:

- Have the opportunity for a free education in the most appropriate learning environment

- Be secure in his/her person, papers, and effects against unreasonable searches and seizures; privacy in regard to his/her personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law
- Expect that the school will be a safe place with no fear of bodily harm
- Expect an appropriate environment conducive to learning
- Not to be discriminated against on the basis of sex, race, color, religion, national origin, or handicap
- Expect to be fully informed of school rules and regulations

Student Responsibilities:

Each student has the responsibility to:

- Know and adhere to reasonable rules and regulations established by the local board of education and implemented by school administrators and teachers
- Respect the human dignity and worth of every other individual
- Refrain from libel, slanderous remarks, and obscenity in verbal and written expression
- Study diligently and maintain the best possible level of academic achievement
- Be punctual and present in the regular school program
- Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety
- Help maintain and improve school environment, preserve school property, and exercise the utmost care while using school facilities
- Refrain from gross disobedience, misconduct, or behavior which would lead to any physical harm or that disrupts the educational process
- Respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.

HAYWOOD COUNTY SCHOOL BOARD
DISCIPLINE POLICY

If the recommended disciplinary measure involves suspension from school for ten (10) days or less, the principal, assistant principal or principal-teacher shall immediately suspend the student consistent with the procedure as stated in the Board policy.

If the recommended disciplinary measure involves suspension from school for more than ten (10) days, the student shall be informed of the rights of a hearing pursuant to the procedure set forth above this policy. The officer shall present the case for the administration at such hearing.

The student may appeal the decision of the Disciplinary Hearing Authority to the Board, but such appeal is discretionary with the Board. If the Board refuses to hear the appeal, the decision of the Disciplinary Hearing Authority shall be final.

LEVEL I OFFENSES

Definition: Minor misbehavior, which impedes orderly classroom procedures or interferes with the orderly operation of the school

Examples:

- Minor classroom disturbances
- Classroom tardiness
- Non-defiant failure to do assignments or carry out directions

Haywood Elementary Disciplinary Responses: (all steps are documented by teacher)

Step 1: Verbal Warning: teacher-student conference

Step 2: Teacher-Parent Contact (verbal, written, or in person)

Step 3: Withdrawal of privileges (teacher or administrator)

Step 4: Parent-Teacher-Student-Administrator Conference

Step 5: Corporal Punishment

Step 6: Suspension Home with follow up conference

LEVEL II OFFENSES

Definition: Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school but poses no real danger to other persons

Examples:

- Continuation of Level I misbehavior
- Smoking
- Damaging school property
- Cutting class
- Skipping school
- Use of profanity or abusive language
- Fighting (simple)
- Gambling
- Disrespect to adult staff members
- Willful disregard for school rules and policies
- Possession of obscene literature or pornography

Haywood Elementary Disciplinary Responses:

Parents are notified by teacher regarding behavior. Student is referred to the administrator. The administrator meets with student and teacher and executes the most appropriate disciplinary response and notifies the teacher and parent.

Possible action: Corporal Punishment, Suspension Home, Restitution of property or damages.

LEVEL III OFFENSES

Definition: Misbehavior, which has major consequences relative to the operation of the school and/or endangers the health and safety of personnel

Examples:

- Willful and persistent violation of school rules **NOTE:** The third time per semester a student is sent to the office in one academic year will cause that student to be classified as a willful and persistent violator of school rules.
- Immoral or disreputable conduct
- Violence or threatened violence **NOTE:** Tennessee law requires that acts of assault and battery that endanger life, health, or safety committed by a student on school property be reported to the appropriate law enforcement agency.
- Assaulting a principal, teacher, or other persons with vulgar, obscene, or threatening language
- Theft or burglary
- Open, blatant defiance of school authority

Haywood Elementary Disciplinary Responses:

Parent Contact and Suspension Home and any other action required or deemed necessary by the school administration.

ZERO TOLERANCE

Drugs, Alcohol, Weapons, and Battery

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subjected to expulsion for a period not less than one (1) calendar year. All students charged with Zero-Tolerance offenses will appear before the Disciplinary Hearing Authority. The Director of Schools shall have the authority to modify this expulsion on a case-by-case basis. Zero-tolerance acts are as follows:

1. Student(s) who unlawfully possess, use, distribute or sell any narcotic, tobacco, stimulant drug, marijuana, alcoholic beverage, or possess a dangerous weapon on a school bus, on school property or to any school event or activity will be found in violation of Haywood County's Zero Tolerance.

NOTE: Tennessee law requires that drug violations on school property be reported to the appropriate law enforcement agency. If any student is suspected of being under the influence of drugs or alcohol, a parent or guardian will be contacted for permission to administer a drug test off campus. Testing will be conducted by trained juvenile authorities.

2. Any student while on the school bus, on school property or while attending any school event or activity commits a battery on a teacher or any other employee of the school.

For purpose of this regulation, "expulsion" means removed from the pupil's regular school or removed from school attendance altogether, as determined by the school officials. Nothing in this regulation shall be construed to prohibit the assignment of such students to the Justice Academy.

FIGHTING

Students may be "EXPELLED" (removed from the regular school program and sent to the Alternative school, or removed from school altogether) for fighting.

All fights that take place on school property must be referred to the principal for disciplinary action. The principal will determine the severity and circumstances of a fight and decide whether or not to request a DHA hearing. Students involved in major fights that require hearings shall be disciplined by the DHA. The DHA will follow the steps in making disposition of the cases:

1. Determine if the student is innocent or guilty
2. Determine if the offense is of "Zero-tolerance" magnitude
3. Determine punishment for the student

Selected punishment in "Zero-tolerance" cases shall include expulsions from the regular school program for a period of up to one year.

HAYWOOD COUNTY SCHOOL DISTRICT **STANDARD DRESS CODE POLICY**

PURPOSE

The School Board recognizes its obligation to provide schools where the health, safety, and welfare of the students who attend those schools are given paramount consideration and where a positive learning environment must be maintained.

The Board is aware of its obligation to make every effort to minimize the opportunities for student distraction and/or disruption in the schools.

The Board recognizes and understands that there is a strong correlation between appropriate attire and a positive learning environment.

GENERAL INFORMATION

- Beginning the first day of school, 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 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.
- 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 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.
- Males are not allowed to wear earrings.
- No distracting hairstyles such as Mohawks, hair carvings, and colored hair beyond natural hair color for girls and boys.

HCS STANDARD DRESS CODE POLICY FOR GIRLS

- Tops cannot be altered by elastic bands, clips, knots, or other means.
- Long pants cannot touch the floor or be frayed/cut.
- Standard shorts must be knee length.
- Standard Skirt/Skort must be knee length or longer; no mini-skirts; no floor length skirts.
- Tights/knee socks may be worn with skirt/skort.
- Pants and jumpers cannot be denim.
- Footwear is required.

TOPS	COLORS	LONG, SHORT OR CAPRI LENGTH PANTS	COLORS
Standard golf shirt, long or short sleeve	White, light pink, navy, royal purple	Pleated or plain	Black, khaki, navy
Standard oxford style, long or short sleeve	White, light pink, navy, royal purple	Plain or cuffed bottoms	Black, khaki, navy
Blouse (must have collar that buttons to the neck)	White, light pink, navy, royal purple	Cargo pants or cargo shorts	Black, khaki, navy
Standard crewneck or turtleneck (can be worn under the uniform, shirt, sweater or vest)	White		
STANDARD SKIRT/SKORT	COLORS	STANDARD JUMPER	COLORS
Must be knee length or longer	Black, khaki, navy	Jumpers, no denim	Black, khaki, navy
OPTIONAL ATTIRE	COLORS	FOOTWEAR	COLORS
Crewneck/v-neck sweater (must be worn with a uniform top)	White, light pink, navy, royal purple	Must be laced, tied, strapped or hooked if applicable	N/A
Standard cardigan or vest (must be worn with a uniform top)	White, light pink, navy, royal purple	Spiked heels, bedroom slippers or house shoes are not permitted. NO flip-flops.	N/A
Light weight jacket (must be unzipped)	White, light pink, navy, royal purple, black		

HCS STANDARD DRESS CODE POLICY FOR BOYS

- Tops cannot be altered by elastic bands, clips, knots, or other means.
- Tops must be tucked inside.
- Long pants cannot touch the floor or be frayed/cut.
- Standard shorts must be knee length.
- Footwear is required.
- Denim pants are not allowed.

TOPS	COLORS	LONG OR SHORT PANTS	COLORS
Standard golf shirt, long or short sleeve	White, light pink, navy, royal purple	Pleated or plain	Black, khaki, navy
Standard oxford style, long or short sleeve	White, light pink, navy, royal purple	Plain or cuffed bottoms	Black, khaki, navy
Standard crewneck or turtleneck (can be worn under the uniform, shirt, sweater or vest)	White	Cargo pants or cargo shorts	Black, khaki, navy
OPTIONAL ATTIRE	COLORS	FOOTWEAR	COLORS
Crewneck/v-neck sweater (must be worn with a uniform top)	White, light pink, navy, royal purple	Must be laced, tied, strapped or hooked if applicable	N/A
Standard cardigan or vest (must be worn with a uniform top)	White, light pink, navy, royal purple	Spiked heels, bedroom slippers or house shoes are not permitted. NO flip-flops.	N/A
Light weight Jacket (must be unzipped)	White, light pink, navy, royal purple, black		

E. At the principal's discretion with district office approval:

- Organizations may wear uniforms for induction programs.
- Sports teams may wear approved uniforms on game days.
- Students may dress out of standard dress code for certain programs.

F. Uniform Violation Consequences:

1st Offense-Office Referral - A Dress Code letter will be sent to the parent(s). Contact will be made with parent(s) to find out if there is need for assistance.

2nd Offense-Office Referral - Parent notification and student will be changed into proper dress code from uniform closet.

3rd Offense-Office Referral - Appropriate action as determined by the principal following School Board Policies (parent conference, in-school suspension, out-of-school suspension)

Repeat violations of this policy will result in appropriate action, including, but not limited to, referral to court for violation of the compulsory attendance laws.

SPECIAL PROGRAMS

The Haywood County Family Resource Center Haywood Elementary Campus

The Family Resource Center at Haywood Elementary is located in the back of the school. Simply drive around and enter from the parking lot! We offer support for ALL Haywood County parents and students in the educational process.

Programs offered include:

- **Parent - Child Lending Library** - Thousands of educational items are available for **FREE** loan (games, books, videos, practice worksheets, parenting materials, and more). Computers are also available with learning games for your child and free Internet usage.
- **"Family Reading Wall of Fame"** - reading incentive that recognizes students for outside reading - Ribbons are awarded each 9 weeks to **ALL** participants. The top 10 readers from each elementary school receive a trophy at the end of the year! Simply list each book your child reads and return the list to your child's teacher or The Family Resource Center at the end of each nine weeks. ***"Reading is the key to all learning!"*** Try to read with your child every day!
- **Reading Is Fundamental "Book Jams"** - provide students a selection of books to choose from at no charge, thanks to local contributions. "Book Jams" are held once a year at the 3 elementary schools. Parent assistance is needed and greatly appreciated! (The Family Resource Center is closed on "Book Jam" dates as staff distributes books.)

- **Family Development Opportunities** - various meetings will be held with timely information to assist parents. Dates, times, and topics will be announced on our monthly calendars.
- **"Happy Hour" for Parents** - monthly "come & go" social for parents, including refreshments, recipe demos, parenting tips, and door prizes! Look for dates and times on our monthly calendars.
- **Prize Card - Class Competitions** - Each time you check out materials, choose worksheets, or work on the computer with your child, a "prize card" will be marked. After 5 marks, your child will choose a prize! The class having the most cards completed each nine-weeks will be rewarded with a popcorn party!

Please Note: Your child does not have to be with you in order to check out materials! You are welcome to visit any time **Monday-Friday from 8:00am - 3:30pm.**

(The Family Resource Centers are a team effort of UT Extension & Haywood County Schools.)

Mrs. Bridget Dancy, Coordinator
772-0732, Extension 4040

Accelerated Academic Academy

Mission Statement

The Accelerated Academic Academy strives to provide challenging before and after-school programming that will meet the academic, recreational, cultural, social, and safety needs of the students of Haywood County.

Introduction

This Accelerated Academic Academy information will serve as a guide for parents and students throughout the AAA school year. It contains the basic information governing the programs, discipline, attendance, field trips, and procedures for dismissal.

General Information

Application Process:

There is a before and after-school application for students. Students are referred by teachers for the tutorial and homework assistance programs. The number of students who attend will be limited due to state mandated teacher to student ratios. Therefore, we will serve those students who are most-in-need first and then if openings are available, we will serve other students. If needed, a waiting list will be established.

After-school enrichment applications will also be taken using the same criteria. Enrichment classes will be offered on a first come, first served basis. Information regarding these programs will be advertised throughout the community on the Haywood County Schools web site and

through information provided by the AAA program. The enrichment programs will be offered on an eight weeks schedule and will change each eight weeks.

Arrival and Dismissal

Before – School Program: Students are to arrive at school at 7:00. Breakfast will be served according to the school schedule for before-school students. Students will remain in the homework and tutorial program until 7:45 and then return to their homerooms or taken to breakfast. No student will be admitted to the before-school program after 7:15.

After-School Program: Students will follow the dismissal plan formed by their school for the after-school program. At 3:00, healthy snacks will be provided, and the students will be dismissed from the cafeteria to their classes. At 5:15 the students will be dismissed with the approval of their teachers. Proper identification of adults will be needed to pick up students. Bus transportation will also be provided, if needed. Students using bus transportation will be expected to follow all rules and regulations set forth by the Haywood County Board of Education. A staff person will be assigned to be present in the dismissal area at a designated time. This staff member will have a checklist of students who will be riding the bus.

Discipline

The students will follow the school-wide discipline plan of their respective schools and Haywood County Board of Education bus policies. If a problem occurs, the teacher will complete a discipline report form and submit it to the Site Coordinator. Parents will be notified about each incident. After three written notifications, the student will be suspended for a period of six weeks from the after-school program. There is a form that will be sent home for parent signature regarding discipline procedures.

Illness

We do not give any medication at school without a signed “Physician’s Order and Parental Consent Form.” If a student becomes ill, we will call the parent or designated emergency person to arrange transportation home.

All site coordinators have been trained and received CPR certification.

Emergency Response Plan

Students will follow the emergency school response plan of their respective schools.

Inclement Weather

When schools are closed due to inclement weather, the before and after-school programs will not meet.

Attendance

If a student misses 4 consecutive days of the AAA program, he/she will be removed from the program and placed on a waiting list to return to the program.

Field Trips

Field trips will enhance the after-school program. Transportation will be arranged with the knowledge and consent of parents and will follow transportation rules for field trips. A field trip parent information sheet will be provided, and a permission sheet must be signed.

Grievance Policy

Parent input concerning the program is important. Feel free to share your comments with the program coordinator Mr. Don Sims. All questions concerning policies and procedures should be addressed to the program coordinator at (731) 772-3265.

Notice of Non-Discrimination:

It is the policy of the Haywood County School System (HCS) not to discriminate against any student, employee, or applicant on the basis of sex, marital status, race, color, creed, national origin, sexual preference, or handicapping condition. HCS will ensure that no student will be excluded from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources based on unlawful discrimination.

HCS will take all necessary steps to ensure that each employee's work environment is free of unlawful discrimination. No office, administrator, or employee of HCS, including any persons representing HCS, shall intimidate, threaten, harass, coerce, discriminate against, or commit or seek reprisal against anyone who participates in any aspect of the discrimination complaint process associated with this policy.

**We are excited about the opportunities this program has to offer your child.
Let's be involved together and make exciting things happen!**

Catherine Lester, Project Director of 21st Century Community Learning Centers Program



IN-SCHOOL

Working with school staff members, struggling readers in grades 2-3 are carefully selected to participate in a daily guided independent reading practice (G.I.R.P.) program for 30 minutes of uninterrupted time, four days a week, using Accelerated Reader (AR). Children may receive help to select and appropriate book, to decode difficult words, and/or they may take part in discussions about the important parts of the book before taking an independent quiz. The same children participate each day; children do not rotate through the program.

AFTERSCHOOL

Afterschool programming provides children a safe place with structure for the time following the school day. Intended participants are those children who are currently struggling readers. Children participate in the Developing Reader Literacy Block. Activities include 30 minutes of GIRP (guided independent reading practice), 30 minutes of RAvFL (read-aloud, vocabulary and fluency-building support) and 30 minutes of physical activities. Technology is used to maximize children's learning.

SUMMER

A strong summer program creates a culture that is different from the school year and promotes a sense of community. A full day of integrated, themed programming with a summer camp theme builds skills, knowledge and behaviors that promote academic success and healthy development. The program runs six hours a day, five days a week for six weeks, following guidelines from the National Summer Learning Association. Four days a week, morning activities include 30 of each of the following activities: guided independent reading (GIRP), read-aloud/vocabulary/fluency activities (RAvFL), mathematics instruction, mathematic extension activities, Healthy Choices-Physical Activity and team-building. Afternoon activities involve three weeks each of the following: STEM (science, technology, engineering, and math), community service, enrichment and the Healthy Choices-Nutrition program. Special activities such as

field trips, local speakers, special celebrations and culminating events are planned by each individual site and occur on Friday's and during the final week of camp.

Mrs. Karetha Miller, Program Coordinator
772-0732, Extension 4027



Project B.A.S.I.C.

Project B.A.S.I.C. (Better Attitudes & Skills in Children) is a program designed as a liaison between Professional Care Services (PCS) and Haywood Elementary School (HES). Four days a week (Monday-Thursday), this program provides educational, yet entertaining activities to help students build self-esteem and learn decision-making skills. This project resulted from research that determined that children learn more easily when their self-esteem is high.

As the Project B.A.S.I.C. Child Developmental Specialist (CDS), 30 minute in-school classroom activities will be provided to the students using stories, videos, booklets, and puppets. Through these activities, the students develop a better concept of themselves and also develop self-confidence that will help them make good choices.

Project B.A.S.I.C. also provides individual and small group counseling for some students with specific needs (i.e. anger management, self-discipline, dealing with grief, defiance, etc.) These students have to be referred by parents, staff members at HES, or staff members at PCS and have written parental permission for individual and group counseling.

Project B.A.S.I.C. is intended to enhance the school services of Haywood Elementary School and will not replace existing or future guidance counseling, special education or instructional programs.

Ms. Demetrice Adams, Child Developmental Specialist



Haywood County Schools School-Wide Parental Involvement Policy

Standard 1: Welcoming All Families

Families are active participants in the life of the school, and feel welcomed, valued, and connected to others, to school staff, and to what students are learning and doing in class and school.

Haywood County Schools recognizes and believes in the importance of building positive relationships, communication and collaboration between the home and the school. Our goal is to build a successful and productive learning environment for all students. Each school will provide opportunities throughout the school year for parents (families), students, and school staff to establish, connects, and build strong academic relationships. Parents/guardians are encouraged to take an active role in our students' education by serving as partners with the school and other stakeholders through parenting, communicating, learning at home, volunteering, collaborating with the community, and being active partners in decision making. Additionally, parent, student, teacher, and administrative responsibilities are outlined in the Parent Compact.

Standard 2: Communicating

Families and school staff engage in regular, meaningful communication about student learning.

Haywood County Schools define Parental Involvement as the participation of parents in ongoing, appropriate, and meaningful communication involving student academic learning, behavior, and additional school events.

- We believe that parents (families) play an integral role in assisting their child's learning.
- We encourage parents (families) to be actively involved in their child's education at school and at home.
- We believe that parents (families) are full partners in their child's education and should be a significant part of decision making in the education of their child. Parents (families) are encouraged to serve on advisory committees and school organizations to assist in the education of their child.

Each school in our system utilizes various means of communication with parents/guardians. Some methods include, but are not limited to:

- Newsletters
- Messenger call system
- Title 1 Parent Surveys
- Annual Title 1 Meeting
- Open House
- Parent-Teacher Conferences
- Interim grade reporting (middle of the grading period)
- Report cards every six weeks

- Phone calls home (positive/negative)
- School website
- Local news media (radio and newspaper)
- School Newsletters

Standard 3: Supporting Student Success

Families and school staff continuously work together to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills effectively.

Haywood County Schools will increase and maintain strong parental involvement to continue an effective partnership among the stakeholders involved to improve student academic achievement through the following items:

- Distributing quarterly newsletters to faculty, parents, and students.
- Providing parents daily access to the Parent Resource Centers.
- Providing parents with parental resources such as websites, text messages, parent organizations, flyers, and parent literature.
- Providing ELL parent's bilingual translation when necessary.

Haywood County Schools will, with the assistance of the district, assist parents of children served by the school in understanding the following topics by:

- Providing parents with requirements and expectations of district academic content standards.
- Providing Tennessee graduation requirements for parents and students.
- Providing parents with state and local academic assessments including alternate assessments for students.
- Providing parents with documentation of the requirements of Title 1.
- Providing parents with strategies to monitor their child's progress and how to work with their student's teacher.

Haywood County Schools, with the assistance of the district, will foster parental involvement by providing materials and training to help parents work with their child in order to improve academic achievement in areas identified on state assessment results and annual parent surveys.

Haywood County Schools, with the assistance of the district and parents, will train its teachers, student services personnel, principals, and other staff in how to build and maintain positive relationships with parents, communicate, collaborate, and work with parents as equal partners.

Haywood County Schools, with the assistance of parents, will coordinate and integrate parental involvement programs and activities with English Language Learners Program, Migrant Education Program, and Special Education.

Haywood County Schools, will ensure that information related to school and parent programs, meetings, and other activities, be sent to the parents of participating children in an understandable and uniform format, including alternative formats and languages.

Standard 4: Speaking Up for Every Child

Families are informed and enabled to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

Haywood County Schools will hold an annual Open House/Title 1 Parent Meeting at the beginning of each year to inform parents about Title 1 and their rights under No Child Left Behind Act. The purpose of the meeting is to review:

- The participation of their child's school in Title1;
- The legal requirements of Title 1;
- The rights of the parents to be involved in their child's education; and
- The school's School Improvement Plan.

Haywood County Schools will, in efforts advocate for every child, provide families with:

- Materials in their home language
- Extended hours for tutoring and scheduling meetings
- Maintain a parent advisory committee to facilitate equitable decision-making
- Provide a parent resource room which includes materials on parenting and involving parents in student achievement.

Standard 5: Sharing Power

Families and school staff are equal partners with equal representation in decisions that affect students and families and together inform, influence, and create policies, practices, and programs.

Haywood County Schools parents/guardians are invited:

- To attend our annual Open House/Title 1 meeting at flexible times to receive and review Title 1 documentation, description of the Title 1 program, activities, and curriculum assistance available under Title1;
- To attend parent-teacher conferences, and all Title 1 parenting meetings. Parent-teacher conferences will be held at flexible times during the year to address academic, curriculum and assessment, student expectations, and parental training;
- To be involved in an annual assessment of the effectiveness of the parental involvement program through surveys, feedback, and suggestion boxes to determine what action needs to be taken, if any, to increase parental participation;
- To receive and maintain a copy of the parental involvement policy as well as timely information about calendars, booster organizations, and annual Parent Involvement Surveys;
- To collaborate in the development and revisions of the "Parent-School-Teacher Compact" annually to ensure that the compact addresses how parents, students, teachers, and administrators will share the responsibility for improved student achievement and high academic success.

- To participate in decisions relating to the education of your student by attending scheduled IEP Team meetings, teacher requested parent conferences, and conferences requested by administration; and,
- To participate and support extra-curricular school activities as volunteers, support to faculty and staff, and students.

Standard 6: Collaborating with Community

Families and school staff work together with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

Haywood County Schools will collaborate with the community stakeholders to support academic achievement through the following activities:

- By providing necessary literacy training for parents from Title 1, Part A funds, and to work jointly with local district parental training programs;
- By ensuring that expenses associated with parental involvement activities are reasonable, including parent handouts and literature,; and to enable parents to participate in school-related meetings and training sessions;
- By encouraging and training parents to engage the involvement of non-participating parents from the community;
- By maximizing parental involvement and participation in their child’s education, by attending school meetings at flexible times, or contact home, to work directly with students and parents who are unable to attend those conferences at school;
- By maintaining, promoting and implementing model approaches to improve and increase parental involvement;
- By developing appropriate roles and establishing support of community-based organizations and businesses in parental involvement activities; and,
- By providing other reasonable support for parental involvement activities under ESEA section 1118 as parents may request.



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 ECC Haywood Elem. East Side Interm. Haywood Middle School Haywood High School

INTERNET ACCEPTABLE USE POLICY

OVERVIEW

The internet is an electronic communications network which provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff and ultimately students is to promote educational excellence at East Side Intermediate School by facilitating resource sharing, innovation and communication.

With access to computers and the people all over the world also comes the availability of material that many may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications that are not suitable for school aged children. East Side Intermediate School views information gathered from the Internet in the same manner as reference material identified by the schools. Specifically, East Side Intermediate School supports resources that will enhance the learning environment with directed guidance from the faculty and staff. Exploration and manipulation of resources is encouraged. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information.

In the school, student access to and use of the Internet will be available only through a teacher/staff account and as such should be under teacher direction and monitored as any other classroom activity. Direct supervision is required.

GUIDELINES

The operation of the Internet relies heavily on the proper conduct of the users, who must adhere to strict guidelines. Internet access is a privilege, not a right. If a user violates any of the acceptable use provisions outlined in this document, future access will be denied. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Internet access is provided for students to conduct research and communicate with others in relations to schoolwork. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Based on the guidelines outlined in this document, the school staff will deem what is appropriate use and their decisions are final. School staff may revoke privileges at any time.

NO CHILD LEFT BEHIND LEGISLATION

To comply with the No Child Left Behind legislation, Haywood County School System, which is a recipient of federal funds, will adhere to the following guidelines concerning parental rights and notices. This will serve as your official notification.

Report cards on statewide academic assessment

Results of state testing will be sent home by students as soon as results are returned to the school system, published in the local paper, posted in the Board of Education's central office at 900 E. Main St. in Brownsville, Tennessee and at the state web site located at www.connect-tn.org/. These reports will reflect school improvement status and adequate yearly progress.

Teacher and Paraprofessional qualifications

The information regarding teachers' qualifications may be found at the following locations: on the state web site (www.connect-tn.org/), available at the school system's Central Office (900 E. Main Street in Brownsville), and at the individual school's Principal's office. Paraprofessional information can be found at all of the above sites except the state web site. You may request the individual qualifications of your child's teacher(s) and any paraprofessional who works with your child from the Central Office.

Individual achievement on state assessment

Test results are sent to the students' school as soon as they are returned to the school system. Upon receipt at the individual school they are prepared and sent home by students. If a teacher is to be absent for four or more consecutive weeks, notification will be sent home by the student if the substitute teacher does not meet the standards for highly qualified.

Limited English proficiency program

Parents of students identified as meeting the criteria for Limited English Proficient Program will be provided with all required information at the initial placement meeting. Parents of any student identified as meeting criteria for this program after the beginning of the school year will be notified in the same manner within the first two weeks of the child's placement.

Parent Involvement Policy

A written Parent Involvement Policy, including requirements of No Child Left Behind, is part of the school board policy manual located at each school and the central office at 900 E. Main Street in Brownsville, TN. Open House is held at each school at the beginning of each school year for the purpose of informing parents. Meetings are held throughout the year for the purpose of school improvement planning which includes the Title I Program, curriculum, assessment and school-parent compact. Parent Teacher Conferences are scheduled in the fall and spring to discuss academic and educational assessment. Annual school surveys will be distributed in the spring to parents, students, and school staff to determine needs for the upcoming school year.

Safe and Drug Free School Programs

Text and programs including the curriculum for Health, Science, and Physical Education are approved by the Board of Education after parental review. These programs meet the criteria for Safe and Drug free schools. For any additional programs dealing with violence and drug prevention, parents may state objections in writing to withdraw a student from the program/activity. Parents will be provided written notification that if their child should become the victim of a violent crime at school he/she will have the right to transfer to another school within the district.

21st Century Learning Centers

Information regarding the success and effectiveness of extended learning programs is available upon request form Mrs. Marjorie Vaultx at the Central Office located at 900 E. Main St. in Brownsville, TN.

School wide programs

All elementary schools in our school system are designated as school wide schools. This designation provides the opportunity to use federal, state, and local funding to upgrade the entire educational program. These schools are Anderson Early Childhood Center, Haywood Elementary Primary, and East Side Intermediate.

Physician's Order and Parental Consent Form

The medication administration policy of the Haywood County School System states: Medication shall be administered only when the student's health requires that they be given during school hours. Medications that are administered at school must be in the original container with pharmacy labels attached, stored in a locked cabinet in the office and administered under the supervision of the school nurse, school administrator, or his/her designee. Written authorization from the student's parents/guardian and physician is required, and is for the current school year only.

Student's Name _____ School _____

The above named student is to receive _____
(Medication and dosage)

at _____ for the treatment of _____
(Time)

Physician _____

Parent _____