

HAYWOOD ELEMENTARY SCHOOL



Student-Parent Handbook

A LEADER IN ME SCHOOL

313 North Grand Avenue
Brownsville, TN 38012
(731) 772-0732 (Phone)
(731) 779-1995 (Fax)

Anna Roberts, Principal
Elizabeth Lovelace, Assistant Principal
Chelsea Currie, Instructional Coach

Families and Friends of HES Students,

Staff and Administration would like to welcome you to the 2022-2023 school year. As we begin this school year, we want to assure you we will keep all students safe and healthy. This handbook is prepared so we may bring about a better understanding of the protocols and guidelines for the staff, students, and parents. We ask for your cooperation so we may provide a clean and safe environment in order for your child to receive a rewarding, enriching educational experience.

The parent/student handbook has been designed to help you with important procedures to understand and follow to make your visit an enjoyable experience. 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 this an exceptional school year where all students grow in their learning.

We want each of you to feel welcome when you walk into the doors of Haywood Elementary School. Please feel free to reach out to any of the staff or administration. We look forward to a unique school year!

Sincerely,

Administration and Staff

SCHOOL
"Where Great Things Happen"

SCHOOL MASCOT
Pouncers

SCHOOL COLORS
Orange and Blue

Haywood Elementary School's Mission, Vision, and Beliefs

HES Mission

At Haywood Elementary: We ALL Learn! We ALL Love! We ALL Lead!

HES Vision

The vision of Haywood Elementary is all students will possess critical thinking skills, academic and social skills which will enable students to experience success and to be productive citizens of their community.

HES Beliefs

We believe:

- All students can learn.
- Attendance is utmost important for students at this age to be able to receive 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.

Early Literacy Vision (K-2)

Haywood County School's early literacy vision is that all students can and will read proficiently upon entering the 3rd grade. Our ultimate goal is to accelerate student learning resulting in successful and productive citizens.

We will do this by ensuring that all stakeholders are equipped with the skills and resources they need to provide equitable opportunities that support and move students toward reading writing proficiency and celebrate students over the course of their journey.

We accept the responsibility of supporting every students' literacy growth and development by ensuring that each receives high-quality, aligned instruction anchored in the science of reading.

Haywood County School's Core Values, Mission, and Vision

We value:

- an environment of high expectations where all decisions are student-centered
- passionate, caring, and focused employees who model leadership from where they serve
- effective partnerships with family and community
- a respectful, safe, and supportive learning environment
- and environment where all students, staff, and school board members continuously learn and grow
- honesty, integrity, and accountability for all

HCS Mission

The mission of Haywood County Schools, in partnership with families and community, is to ensure an engaging, respectful, and safe environment where all students are empowered with the knowledge and skills needed to pursue post-secondary opportunities.

HCS Vision

The vision of Haywood County Schools is that all students, under the guidance of a passionate and qualified staff, will be equipped with the academic and social skills needed to be successful and productive citizens.

HCS Equity Commitment

Haywood County Schools commits to knowing every student by name, strength, and need so they graduate for the future they choose. To do this requires knowing our students and their families deeply, honoring their cultures and identities, ensuring materials and instruction are culturally relevant, and being willing to engage with students, families, and the community. We must act – daily, bravely – in Haywood County Schools to constantly ensure that every adult and child in our community is safe, seen, respected, and valued.

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 ONLY:

- Gym entrance for BUS RIDERS
- North entrance under awning for CAR RIDERS
- **DO NOT DROP YOUR CHILD OFF AT THE GYM OR FRONT DOORS**

The small circle drive in front of the school is **NOT OPEN** for car riders; this entrance is only used by 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 may go to the cafeteria for breakfast after arrival and then move to the gym.

Students arriving after 8:00 to school must report to the front foyer to check their child in with the school secretary.

DISMISSAL

Car riders and early buses will be dismissed from their classrooms at 2:50.

Late bus riders will begin dismissing from their classrooms at 2:55 PM.

All students are to walk down the right side of the hall. Bus riders go to the gym. Car riders will walk toward the back hallway 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 show your car rider tag to have child's name called.
- Please stay in line and do not pass other cars.
- **Students are to be picked up by 3:30 p.m.**

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

CHANGE IN REGULAR TRANSPORTATION

Car Riders - Parents should call the school between 8:00 a.m. - 2:00 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 front foyer desk, to receive a badge to wear during their visit. If a parent is bringing something to a student, the parent should come to the front foyer. We will assist in getting items to the student. Parents who need conferences with teachers must call the school secretary (772-0732) 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.**

ELECTRONIC DEVICES

Students may possess personal communication devices and personal electronic devices as long as such devices are turned off and stored in backpacks. If student uses without permission, it will be collected by the teacher and turned over to the principal. A parent or guardian may come to the school to reclaim the phone.

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 7:00-7:45 AM. Lunch is served from 10:50 AM-12:50 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. Parents are welcome to bring lunch for themselves and their child in the designated area. The child may invite **ONE** friend to eat with them.

Snacks will be sold every day for \$1.00.

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.

ATTENDANCE (School Board Policy 6.200)

If your child is going to be absent, please notify the school at (731) 772-0732. In order for an absence to be considered excused, a written note must accompany the student the first day back in class. The note should include the date returning, child's name, date(s) absent, and the reason for the absence. **Throughout the whole school year, only three parent notes are allowed to excuse an absence.** Any absence for which the school does not receive appropriate notification will be unexcused. Students who are checked out before 11:30 a.m. will be considered absent. Students who are checked out after 11:30 a.m. will be considered tardy.

Excessive or unexcused absences from school are detrimental to the educational process. Students having at least 3 days of unexcused absences will receive a written notice from Haywood Elementary. In addition, the principal, social worker and family member will communicate to determine the cause and plan strategies to minimize the absences.

According to Board Policy on Attendance (Code 6.200), further action and/or consequences may result from excessive absenteeism.

Mrs. Hannah Matlock (HES Social Worker) will continue to send out letters as absences add up. After 5 absences and meetings have been held, the HES and district administration team will take further steps to better your child's attendance.

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 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 or home by the SRO-Officer Miller. **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.

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 nurse 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

SOCIAL WORKER AND SCHOOL COUNSELOR

The school counselor will provide guidance/counseling to students in groups, classroom settings, and individually. Teachers who feel a child needs support services will complete a "Request for Counseling Services" form. The counselor will collaborate with the principal and teacher to determine what services will be needed.

The social worker will track attendance, set up attendance meetings, and determine the academic impact from attendance.

ACADEMICS

GRADING

Students are assessed throughout the nine weeks on standards covered in the curriculum. A determination will be made if the student is performing at which level: needs support, on track, or mastery. A folder with the Standards Based Report Card will come home every nine weeks with evidence of your child's level.

PROGRESS REPORTS/STANDARDS BASED REPORT CARDS

Report Cards are distributed every 9 weeks. Progress reports will be sent home at the halfway point of the nine weeks into each grading period. Student progress will be communicated to you with notes of growth your child has made in the first 4 $\frac{1}{2}$ weeks as well as conduct and work habit evaluations. If there are any questions concerning your child's standards-based 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 standards will be considered for retention. 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. These will be pep rallies to award students for various achievements for the nine weeks.

Recognition for Leadership (Leader in Me)

PAWS Award - Positively Achieving WIGs

Recognition for Attendance: Present all day, every day without tardies or absences

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

PARENT-TEACHER CONFERENCES

These conferences are a means to maintain open communication between school and home. A parent who desires a conference with a teacher should contact the teacher and request a conference be arranged. It is necessary to schedule parent/family-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. Two parent/family-teacher conferences are scheduled in the school year.

THE LEADER IN ME - POSITIVE SCHOOL BEHAVIOR

The Leader in Me is a whole-school process for elementary schools that addresses the whole child. Students are taught 21st century leadership and life skills in a culture of student empowerment based on the idea that everyone can be a leader. The Leader in Me process has an impact on students, staff members, families, and communities.

Habit #1 - Be Proactive

Habit #2 - Begin with the End in Mind

Habit #3 - Put First Things First

Habit #4 - Think Win-Win

Habit #5 - Seek First to Understand, then to be Understood

Habit #6 - Synergize

Habit #7 - Sharpen the Saw

Habit #8 - Find your Voice

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.

For discipline information refer to HAYWOOD COUNTY SCHOOL BOARD DISCIPLINE POLICY #6.313

HAYWOOD COUNTY SCHOOL DISTRICT STANDARD DRESS CODE POLICY



Dress Code Expectations 2022-2023

Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school. (Policy Code 6.310)

The following items are not acceptable school attire:

- Bandanas, Beanies, Caps, Hats or Toboggans of any type with exception of religious garb
- Sunglasses
- Political statements/messaging on any clothing or masks.
- Shorts, skirts, and dresses that are not at your fingertips or below with hands to sides
- Any apparel made from spandex material
- "Mesh" shirts, tank tops, or "cut off" tops, see through shirts (Midriffs must be covered at all times including when students are seated and/or raising their hands. Also, skin and undergarments must be covered with opaque clothing from underarm to mid-thigh. Mid-thigh is defined as the midpoint between the waist and mid-knee. Cleavage is NOT allowed to be show at any time.)
- Articles of clothing that are ripped or torn that show skin. (Please note that jeans are allowed; however, jeans should not have rips or holes.)
- Clothing that promotes the use or consumption of alcohol, drugs or sexual innuendoes conveying suggestive or inappropriate messages. Clothing which denotes possible gang affiliation/interest group is not permitted.
- Apparel worn so tight that it is distracting
- Low riding pants
- Wording across the seat of pants
- Flip flops/house shoes/slippers
- Pants that are not the appropriate size and not worn at the waist
- Pajama Pants
- Tights worn as pants, yoga pants, and stretchy, form-fitting pants (However, leggings and other compression-style garments may be worn so long as opaque top garment covers the private body parts.)

- Camouflage clothing
- Oversized coats and large overcoats cannot be worn during school hours, and trench coats are not permitted on campus.

The above list is not all inclusive. For the orderly and efficient operation of the school, the school administration may determine other attire to be inappropriate as situations arise. If there is a question as to whether an article of clothing is appropriate for school wear, the school administration should be contacted prior to wearing.

Students who are considered to be in violation of the student dress code will be required to comply immediately or be placed in in-school suspension until he/she complies. In extreme cases of dress, makeup, jewelry and/or hair, etc., the students may be sent home to make corrections. All infractions will be documented on the student's discipline record and the Haywood County Schools' discipline code will be followed.

More specific guidelines appropriate for each and/or level of each school (elementary, middle, and senior high) may be developed. Principals, faculty members, and students shall be involved in the development of each appropriate set of guidelines.

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.)

Haywood County Extended Learning Program Mission Statement

The Haywood County Extended Learning Program 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 Haywood County Extended Learning Program information will serve as a guide for parents and students throughout the 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.

Arrival and Dismissal

After-School Program: Students will follow the dismissal plan formed by their school for the after-school program. At 3:15, healthy snacks will be provided, and the students will be dismissed from the gym 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 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 director. All questions concerning policies and procedures should be addressed to the program director at (731) 772-9613 ext. 4041 or office cell 731-432-0714.

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!



Project B.A.S.I.C.

Demetrice Adams, CDS

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.

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
- Title 1 Parent Surveys
- Annual Title 1 Meeting
- Open House
- Parent-Teacher Conferences
- Interim grade reporting (middle of the grading period)
- Report cards every nine weeks
- Phone calls home (positive/negative)
- School website
- Local news media (radio and newspaper)
- School Newsletters
- Remind
- Social Media
- Parent Portal

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.
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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 Haywood Elementary 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.

Every Student Succeeds Act (ESSA)

The Every Student Succeeds Act (ESSA) was signed by President Obama on December 10, 2015, and represents good news for our nation's schools. This bipartisan measure reauthorizes the 50-year-old Elementary and Secondary Education Act (ESEA), the nation's national education law and longstanding commitment to equal opportunity for all students.

The new law builds on key areas of progress in recent years, made possible by the efforts of educators, communities, parents, and students across the country.

For example, today, high school graduation rates are at all-time highs. Dropout rates are at historic lows. And more students are going to college than ever before. These achievements provide a firm foundation for further work to expand educational opportunity and improve student outcomes under ESSA.

The previous version of the law, the No Child Left Behind (NCLB) Act, was enacted in 2002. NCLB represented a significant step forward for our nation's children in many respects, particularly as it shined a light on where students were making progress and where they needed additional support, regardless of race, income, zip code, disability, home language, or background. The law was scheduled for revision in 2007, and, over time, NCLB's prescriptive requirements became increasingly unworkable for schools and educators. Recognizing this fact, in 2010, the Obama administration joined a call from educators and families to create a better law that focused on the clear goal of fully preparing all students for success in college and careers.

Congress has now responded to that call.

The Every Student Succeeds Act reflects many of the priorities of this administration.

ESSA Highlights

President Obama signs the Every Student Succeeds Act into law on December 10, 2015.

ESSA includes provisions that will help to ensure success for students and schools. Below are just a few. The law:

- Advances equity by upholding critical protections for America's disadvantaged and high-need students.
- Requires—for the first time—that all students in America be taught to high academic standards that will prepare them to succeed in college and careers.
- Ensures that vital information is provided to educators, families, students, and communities through annual statewide assessments that measure students' progress toward those high standards.
- Helps to support and grow local innovations—including evidence-based and place-based interventions developed by local leaders and educators—consistent with our [Investing in Innovation](#) and [Promise Neighborhoods](#)
- Sustains and expands this administration's historic investments in increasing access to high-quality [preschool](#).
- Maintains an expectation that there will be accountability and action to effect positive change in our lowest-performing schools, where groups of students are not making progress, and where graduation rates are low over extended periods of time.

History of ESEA

The Elementary and Secondary Education Act (ESEA) was signed into law in 1965 by President Lyndon Baines Johnson, who believed that "full educational opportunity" should be "our first national goal." From its inception, ESEA was a civil rights law.

ESEA offered new grants to districts serving low-income students, federal grants for textbooks and library books, funding for special education centers, and scholarships for low-income college students. Additionally, the law provided federal grants to state educational agencies to improve the quality of elementary and secondary education.