

Brickey-McCloud Elementary School



2015 - 16 Parent and Student Handbook

Ms. Robbie McGowan Norman,

Principal



A Message from Ms. Norman

“Hooray for Brickey School” is our theme this year! We will celebrate the readiness of our students to tackle new standards and to meet new goals! We are excited about these challenges of a new school year and a new end-of-the-year assessment, TNReady, that assesses our students’ ability to be creative, critical thinkers! We welcome you, the parents, to travel this exciting journey with us this year and we thank you for sharing the responsibility of your child’s success with us.

We know that only through communication and cooperation between home and school can we be successful in this endeavor. All too often, the home and the school are looked upon as two functioning entities separated by a student. It is with the hope of bridging this gap that this handbook was prepared. We hope that you will read it carefully to acquaint yourself with your school’s policies/procedures. Take time to go over the most important items with your child so that you both know what is expected of all of us on this journey!

Within these pages, you will find the rules, policies, procedures of our school, our expectations, and an explanation of the services we offer. What you will not find is the answer to every issue that could arise during a school year. However, we hope it will be a guide for most situations. Every year we update it with new information and/or clarification of policies/procedures so be sure to read it carefully.

Feel free to contact me if you have questions or concerns. You can reach me by phone at 689-1499 or by email at robbie.norman@knoxschools.org.

Robbie R. McGowan Norman, Principal



Our Mission

The mission of Brickey-McCloud Elementary School is to challenge and guide children to reach their fullest potential as responsible, lifelong learners who are considerate, contributing citizens, and respectful of diversity.



Our Vision

Our vision is that every student will become a productive citizen today, tomorrow, and always.



Our School Motto

Today, tomorrow, and always, let the learning begin.

General Information

Breakfast and Lunch



K12PaymentCenter

The Complete Online Payment Solution

Breakfast Prices:

- Student \$1.75
- Reduced Student \$.40
- Adult KCS Personnel \$2.00
- Adult Visitor \$2.25

Lunch Prices:

- K-5 student \$2.50
- 6-12 Student \$2.75
- Reduced Student \$.40
- Adult KCS Personnel \$3.25
- Adult Visitor \$3.75
- Extra Milk \$.50
- Ice Cream \$.50

Cafeteria

Students are encouraged to purchase the nutritious hot lunches that our cafeteria staff prepares daily. Weekly menus are available on the website, <http://knoxschools.org>. A copy of the menus may be picked up in the office. Students may bring money at anytime to the cafeteria or parents may pay online with PayPAMS at www.K12paymentcenter.com. This system is set up to allow parents to establish their own login/password and to add their students to their account (by name, birth date, and school). Parents can then view their student's cafeteria account balance, their meal purchases, set up automatic payments, or make one-time payments.

About the account:

- There is a convenience fee (\$1.95) charged for making a payment, but amount of payment is not limited (month, week, etc.)
- There is no charge for viewing a student's purchase history
- Parents can continue to pay by check or cash in the school cafeteria if they so choose.

Parents can obtain support for this system by going to www.K12paymentcenter.com or by calling the KCS Technology Department Help Line at 594-1852 between the hours of 6 AM and 7 PM Monday - Friday.

Students who bring their lunches may purchase milk and/or ice cream. *We highly discourage soft drinks in lunch boxes. Quite often they leak and cause problems when opened after being jostled around in the lunchboxes.* Families with limited incomes may apply for free or reduced priced lunches. To apply, go to lunchapplication.com.

- A letter with more information will be sent to you. If you have not received a letter, please contact your student's school office for one.

Knox County Schools Wellness Policy

The Federal Child Nutrition Reauthorization Act, which applies to all schools that participate in the federal school lunch program, requires every school to adopt a wellness policy. Federal Public Law states that the local education authority will establish a plan for measuring implementation of the local wellness policy. Knox County Schools Board of Education will ensure compliance with federal rules and will designate a System Health Advisory Council as responsible for oversight of the local wellness policy. The System Health Advisory Council, in collaboration with individual schools, will be responsible for district compliance and shall register with the State Department of Education. The System Health Advisory Council shall establish a wellness policy for schools that, at a minimum:

1. Includes goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness in a manner that KCS determines is appropriate;
2. Includes nutrition guidelines selected by KCS for all foods available on each school campus under KCS during the school day with the objectives of promoting student health and reducing childhood obesity;
3. Provides an assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act and section 9 (f)(1) and 17 (a) of the Richard B. Russell National School Lunch Act, as those regulations and guidance apply to schools;
4. Establishes a plan for measuring implementation of the local wellness policy, including designation of one or more persons within KCS, charged with operational responsibility for ensuring that schools meet the local wellness policy; and
5. Involves parents, students, and representatives of food service, the school board, school administrators, and the public in the development of the system wellness policy.

School Fees

The Brickey-McCloud Elementary School fees list for the 2015 - 16 school year will be sent home in the back-to-school folder. This will be used for supplies such as special writing paper, art materials, and workbooks, agendas, etc. These materials will be given to your child as they are needed. All checks must be made payable to Brickey-McCloud Elementary School.

Accident Insurance

Accident insurance will be made available to all students. Students and parents will receive additional information at the beginning of each school year.

Arrival and Dismissal Procedures

The front doors open at 7:00 a.m. to all students. Please do not drop off students until this time. There is no supervision outside the building. The school day begins at 7:45 a.m. for students and the tardy bell rings at 7:50 a.m. Any student who arrives after 7:50 a.m. must report to the office for a tardy slip. Parents will be notified after three tardies during a nine-week period. A student will be considered ineligible for a perfect attendance ribbon (nine week grading period) or perfect attendance certificate (end of the school year) if he/she has accumulated two unexcused tardies during a nine-week grading period, or six unexcused tardies during the semester, or twelve unexcused tardies during the year.

It is the parent's responsibility to ensure the child arrives at school on time. Knox County Schools Board Policy states "students who habitually arrive at school at least 15-30 minutes late are considered excessively tardy and are to be referred to the social services worker."

Upon arrival, students who choose to eat breakfast will report to the cafeteria before going to their designated area to wait before dismissal to their classrooms at approximately 7:35 a.m. **All students should be sitting in the hallways engaged in reading a book between 7:15 and 7:40 unless they are eating breakfast in the cafeteria.**

Buses, daycare vans/buses, and handicapped students will only use the Emory Road entrance. No private

vehicles will be allowed in the bus loading-unloading area or behind the school for dropping or picking up students.

Cars will unload in front of the school when entering from Dry Gap Pike. Cars entering from the Emory Road entrance may unload on the south side of the building. Visitor parking will be provided in the parking lot in front of the building on the Dry Gap Pike entrance. Please do not park in spaces designated “Staff” on either side of the building’s parking lots.



After the first two weeks of school, we respectfully ask that you do not walk your child to his/her classroom on a regular basis. There is a place where your child is supervised until dismissal to the classrooms and the halls are monitored during the transition time. We appreciate your trusting us with your children’s safety.

After signing in and getting a visitor’s badge, parents may walk with their child to the classroom until 7:30 a.m. After 7:30, you must let your child walk to his or her classroom alone. If you need to speak to the teacher, your child needs someone to walk with him or her, or if you need other assistance, let one of the secretaries know and they will help you.

Students are dismissed at 2:45 daily. These students must be picked up by parents or daycare vans/buses, be transported home by bus, or report to SHADES of Development after school day care.

Parents of students who are repeatedly picked up later than 3:00 p.m. will be invited to a parent conference with the principal or assistant principal to discuss the situation and make a plan for remedying the problem.

Please do not park your car and come into the school to get your child. This year, because of our security system, no one will be allowed to wait inside the school for their child at dismissal. Please, remain in your car and we will send your child out to you as soon as possible. They will be supervised during dismissal at all times. This will help us ensure your child’s safety during dismissal. Thank you for your cooperation.

Important!!!! The orange car rider sign must be displayed on the passenger side of the vehicle until your child is safely placed in your vehicle. If you do not have a car rider sign you must come into the office and show a photo identification before the child is released.



Students can not be called to the office after 2:10 p.m. to be checked out. The only exception to this would be if your child had a doctor or dental appointment for which you had called the secretaries ahead of time and had made arrangements for your child to be held in the office until you arrive.

Procedures for Entering the Building

- **All doors will be locked at 8:10 a.m. and remain locked until 3:15 p.m.**
- **During the time the doors are locked entrance may only be made through the front door (Dry Gap side) by using the buzzer on the wall to alert the secretary to your identity and purpose for being at our school.**
- **If you are dropping off a forgotten item such as a lunchbox, homework, etc., you may use the buzzer to gain entrance into the building and leave the item in the office with the secretary. She will make sure it is delivered to the student.**
- **Anyone who desires to eat lunch with a student must be listed on that student's informational card that is housed in the office.**

Discipline

One of the most important lessons education teaches is self-discipline. It underlies the entire educational structure and is the key to developing self-control, character, and consideration for the Brickey-McCloud students. We have six basic rules:

- 1. Hallways are quiet ways.**
- 2. Obey the teacher's first request.**
- 3. Keep your hands and feet to yourself.**
- 4. Ignore inappropriate behavior.**
- 5. Obey all classroom and special area rules.**
- 6. Be kind to everyone. *Bullying, in any form, will not be tolerated in this school.**

To clarify further, the following general guidelines for acceptable behavior support the above mentioned rules:

1. Your child is not permitted to bring dangerous or distracting articles to school, such as toys, guns, knives, water guns, or other similar articles.
2. Instruct your child in stranger safety.
3. Tobacco products are not allowed in the building, playground, or on buses.
4. Students are to stay on the playground or the designated area for play.
5. Appropriate language should be used at all times.
6. Chewing gum or bubble gum is not allowed in the school.
7. Glass containers are not to be brought to school.
8. Soda or soft drinks are not allowed to be brought for lunch.
9. Appropriate behavior is required in the restrooms.
10. No student is to be outside without permission from his/her teacher.
11. Every student is responsible to every teacher or assistant at all times and is expected to behave in a respectful manner to all school personnel.
12. Mutilation or destruction of school property must be paid for by parents of pupils responsible, and disciplinary action will be taken.
13. Running in the hallways, pushing, shoving, yelling, whistling, and slamming doors will not be acceptable behavior.
14. Students will be disciplined and/or suspended for fighting.

Classroom Discipline Plan

Classroom discipline policies will be discussed thoroughly on parent night and information will be sent home with students after that date. This plan outlines for the student and parent(s) the organization of the classroom. At any time, a staff member may address inappropriate behavior. Students are required to respect the authority of every adult in this building.

Principal's Plan

Teachers are expected to deal with their students in an orderly and constructive manner. When a child is sent to the principal for severe behavior problems, it is regarded as a serious matter. There will be a discipline referral sent by the teacher with the student. Depending on the seriousness of the situation and/or the number of previous referrals to the office, the principal will choose to conference with the students, contact parent(s) by telephone or in writing, make a home visit with the classroom teacher and/or place

student in time-out. Students may be suspended out of school based on continuous behavior problems.

Playground Rules

Many children use the playground daily. In order to ensure safety for all, please follow the rules below:

1. Use the bathroom before going out to the playground so that you do not have to come back in during playground time.
2. Use equipment properly.
 3. Throwing rocks or other harmful objects is not allowed.
 4. Play in assigned areas only.

Cafeteria Guidelines

The cafeteria is a place where students may enjoy their lunch with their friends. We want it to be pleasant for everyone. It is also a place where we can help the children learn about being responsible by using good table manners, cleaning up after themselves, and keeping an appropriate noise level so that the attendants can ensure everyone's safety. We will expect the students to follow these guidelines:

1. Walk at all times. Running presents safety issues.
2. Remain seated appropriately facing your assigned table. It becomes a safety issue when your feet and/or body is turned around in your seat. We have many parents, siblings, and grandparents who join us for lunch and we want everyone to remain safe.
3. Please do not get out of your seat without permission. If you need something, please raise your hand.
4. Always use your "inside" voice with appropriate conversation.
5. The red light will be used to monitor the noise level. After the siren from the red light sounds once, that is a warning and no consequences follow. If the siren sounds again during the same lunch period, that grade level will be on silent lunch the next day.
6. Use good manners by saying "Yes, mam," "Thank you," and "Please."
7. Keep food in its proper place.
8. Always follow the assistants' direction on first request. Children will be dismissed one table at a time, Please make sure that all trash is picked up off of the floor and table. It is the responsibility of every child to clean up after themselves and to keep their area clean.

9. Be sure to walk to the trashcan after being dismissed and then walk to either the door or the bench as directed by the assistant.
10. For children who do not comply with the above mentioned items, the “Three Strike Rule” policy will be put into affect. The child’s name will go on a chart for inappropriate behavior and the teacher may follow up with consequences in the classroom. If a child’s name is on the chart three times, he/she will have to sit at the “quiet table” for three days.

Bus Safety Guidelines

In order to ensure students’ safety, all students being transported by bus are under the authority of their bus driver and must obey his/her requests. Knox County Board of Education policy states that the school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. More specifically, students must follow the official Knox County bus rules as listed below:



- Obey the bus driver.
- Follow bus driver's first request.
- Driver is authorized to assign seats.
- No loud, rude, abusive, or profane language.
- No eating or drinking allowed.
- Keep the bus clean.
- Keep hands and head inside the bus.
- Never throw objects inside or out of the bus windows.
- Possession and/or use of tobacco, alcohol, or drugs are prohibited in any form.
- Parents will be financially responsible for any act of vandalism.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary.

A student may be denied the privilege of riding the bus if the principal determines that his behavior is such as to cause disruption on the bus, or if he disobeys state or local rules and regulations pertaining to student transportation. The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Unsafe School Choice Policy

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-11 (g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting Brian Hartsell at 594-1502.

After School Care

We are fortunate to have SHADES of Development here at Brickey-McCloud Elementary School for after school day care. They take care of students at the school from 2:45 p.m. until 6:00 p.m. If you are interested in this service, please call 689-2755.

Attendance Policy

Attendance is a major factor in determining the academic success of students. Arriving on time and remaining the entire school day provides students with full academic instruction. Acceptable reasons for being tardy or being dismissed early would include medical or dental appointments (doctors' excuses required) or a death in the family.



All students, K – 5th grade, must attend at least three hours and sixteen minutes per day in order to be counted present.

State law in Tennessee excuses absences caused by sickness, death in the family, recognized religious holidays, and genuine family emergencies (documentation required).

The Knox County Board of Education requires that excuses for absences be presented to the homeroom teacher upon the child's return to school. All absences are considered unexcused until documentation is provided. If notes are not sent to the school within five (5) school days, the absences will remain unexcused. Notes signed by anyone other than the parent/guardian will not be accepted.

Acceptable (excusable) conditions for students being absent from school include the following:

1. Personal illness – a student may be absent, due to illness, no more than ten (10) days per school year supported by parent notes. Any illness that results in an absence beyond the 10 days requires a doctor's note.
2. Illness in the family temporarily requiring help from the child (documentation is required)
3. Death in the family (obituary is required)
4. Recognized religious holidays regularly observed by persons of the student's faith
5. Verifiable family emergency (documentation is required)

If your child is absent for an extended period and you wish to pick up school assignments, please call the school office to leave a message for the teacher. A teacher has 24 hours to get the assignments together. You may pick it up from the office 24 hours after making the call to the school office.

Any absence not complying with the above reasons for excused absences will be considered as unexcused. Examples of unexcused absences are family vacations taken during the school year, missing the bus, oversleeping, etc....

Emergency/Safety Information

In case of emergency, each student is required to have on file in the office current emergency information. This emergency form, kept on file in the office and in the clinic, is our link to you in case of emergency. These are issued to students the first school day and should be returned the next day. It is vital that we always have correct phone numbers for parents, both at home and at work. Neighbors' or friends' numbers are also very important so we can act if we are unable to reach you. Please help us by providing several numbers and by keeping them up to date. Do not be afraid to give us unlisted numbers. We regard all phone numbers and addresses as private.

Under no circumstances will a child be released to someone who is not listed on the emergency information sheet. Nor, will anyone be allowed to visit with your child unless they are on the emergency card. Please, do not ask us to add people to the card for you by phone or FAX. If you want to add or delete a person with whom your child can be released, you must make these changes in person. We reserve the right to ask for

identification at any time.

Safety is a prime concern at Brickey-McCloud Elementary School. The school safety plan is updated annually and addresses everyday safety as well as emergencies. We ask parents to support our efforts to provide a safe environment by reinforcing school rules with their children regarding behavior at school, on buses, and walking to and from school. We require parents to follow safe driving practices around our school and demonstrate good character by conducting themselves in a civil manner.

Civility Policy

It is the intent of Brickey-McCloud Elementary School to promote mutual respect, civility, and orderly conduct among employees, parents, and the public. The policy provides rules of conduct that both permit and encourage participation in school activities and communication between parents, community members and school district personnel. This policy also identifies those behaviors that are considered inappropriate and disruptive to the operation of a school or other school district facility.

It is not the intent of the Board of Education to deprive any person of his or her right to freedom of expression.

Any individual who: (1) disrupts, threatens or attempts to do or does physical harm to school personnel, students, others lawfully on school premises; (2) intentionally causes damage to school property; (3) uses loud, vulgar, obscene, or offensive language; or enters a part of the school not open to the public, may be directed to leave the school property by the school administrator or designee. If the person refuses to leave the premises as directed, the administrator or designee shall seek the assistance of law enforcement and request that law enforcement take action as necessary. If the offender threatens personal harm, the administrator or designee shall contact law enforcement officers. If any school employee receives written communication, an e-mail, or a voice message which is abusive, threatening, or obscene, the employee is not obligated to respond to the e-mail or return the telephone call.

Crises Planning

The safety of your child is our greatest concern. The school holds regular safety drills to teach pupils to respond calmly in the event of an emergency. Emergency drills are conducted regularly and detailed evacuation plans posted inside the door of each classroom. Each class has an escape route to an outside area and away from the building. Our school crisis plan covers the following potential emergencies: armed intruder, student with firearm, class hostage, arson, bomb threat, disruptive student, missing student, life-threatening crisis, death of a student/staff member, bus accident, and weather related emergencies.

School Visitors

Parents are always welcome to visit the school. Teachers and students work on a carefully planned schedule to ensure maximum time daily be devoted to student learning. If you would like to speak to a teacher concerning a special need, please stop in the office and ask Ms. Henley, Ms. Cardwell, Ms. Alley or Ms. Humphrey to call the teacher to see when she will be available to speak with you.


(New) We want you as parents, grandparents, and other family members to be able to enjoy lunch time with your students. Please, just sign in the office first before going directly to the cafeteria or to wait in the atrium until your student arrives for lunch. When lunch time is over, you are expected to say your goodbyes outside the lunchroom before the student returns to class with his classmates. They need to get started on the rest of their day and we ask very respectfully that you allow them to do that by exiting the building at that time. Please do not put the teacher "on the spot" by requesting that you go back to the classroom or recess with the class. It is not appropriate.

All visitors, upon entrance into the building, are required to report to the office and pick up a visitor's badge. No exceptions.

Instruction Time

Parents, instruction time will be protected by this administration. If you need to get a message to your child or your child's teacher, you may do so through the office. While teachers want to be available to you, their first priority is teaching during the school day. Your child needs and deserves uninterrupted learning time.

Illnesses




If a student becomes too ill to remain in class, we will recommend that someone pick up your child. That is why it is so important that we have an updated, working phone number on the emergency card to reach you.

The school will have volunteers on duty to assist in the clinic, which is merely an emergency station and is not equipped to take care of serious illness or dispense medication of any kind. The volunteer on duty will make a preliminary check on students sent to the clinic. Students must then return to class or, if the problem is serious enough, be sent home for treatment. They may not remain in the clinic indefinitely. If your child has vomited before school or is running a fever, please keep him or her at home.

Medication Policy

If it becomes necessary for a student to take any form of medication at school, a medical form signed by a doctor must be presented to the office. All medication will be kept in and dispensed through the main office or clinic. Medical forms are available in the school office.



Prescriptions or over-the-counter medicine is never to be sent to school with a student. Parents must fill out a special form issued by the school nurse and completed by the child's doctor for medicine to be administered at school. If students do bring medication to school, his/her parents will be called to come to school and pick it up. They will not be allowed to keep it in their possession.

School Closing Due to Inclement Weather

Decisions to close school because of inclement weather or disaster are made by the Knox County School System. Please do not call school to find out if school is to be closed or dismissed early due to snow, ice, or other disasters. Local television and radio stations will broadcast school closing or early dismissal information just as soon as the decisions are made.

Personal Property

The school is not responsible for any loss or damage of personal property. Personal belongings should be clearly marked with the students' name. Lost items are usually placed in a lost and found container located outside the office. Due to the volume of lost items collected in the past, we cannot store them for an indefinite period. Therefore, at the end of each semester, all unclaimed items will be donated to charity. Please check the lost and found box as soon as you realize an item has been lost at school.

Students are not allowed to bring electronic devices for the purpose of playing video games, texting, etc. If you choose to allow your child to bring a book reader, such as a Kindle, or an iPad, they will be expected to follow the teacher's guidelines in terms of the use of those devices. Brickey McCloud Elementary School staff will not be responsible if they become damaged or stolen.

(Nes) If you choose to send a cellular phone to school with your child, it must remain turned off and stored in his/her backpack at all times. If this policy is violated, the consequences are as follows:

- *1st offense – The phone is taken away for the rest of the day and stored in the office. The student may pick it up at the end of the day.*
- *2nd offense – The phone is taken away for the rest of the day, stored in the office and the parent must come to school and pick it up in the office.*
- *3rd offense – The phone is taken away for the rest of the day, stored in the office, the parent must come to school and pick it up in the office, and the child may not bring the phone back to school for the rest of the semester.*

Student Transfer

If a student transfers to another school, parents should notify the teacher or the secretary at least two weeks in advance. Students should not leave with debts to the school. Library books and textbooks must be returned before leaving.

Library Services

The library is part of the school curriculum and is open daily for our students. Our library provides a great source of information and facts. It also has many great books to read. Students and

parents are encouraged to use the library as much as possible. Library books are part of the school property. Students who check out books must return the books in a timely manner or they must pay for the book.

Occasionally, the library is open after 2:45 by teachers who are working extended contracts. These hours will be posted.

Communication

Communication to and from school is extremely important and will be provided in the following ways: Brickey McCloud newsletters, phone calls, and parent conferences and most importantly, the school's website, www.brickeymccloudes.knoxschools.org. This will be our primary way of keeping you informed about the happenings in the classroom and school. Please check it daily for updates. Additionally, Ms. Norman will utilize the School Messenger program where phone calls are made to all parents about upcoming events and points of interest.

Field Trips

When a field trip is to be taken, your child will bring home a permission slip giving the destination and date. This form must be signed and returned to the teacher before your child will be allowed to go on the trip. No child will attend a field trip without parent permission. *The school cannot accept permission over the telephone or by FAX.*

Dress Code

The appearance of a student is primarily the responsibility of the student and the parent(s). We expect students to maintain an appearance that is not distracting to teachers or other students or in any way that disrupts the instructional program of the school. *The standards for elementary school dress reflect "common sense" and a concern for each child's comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment.* *Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided.* *To help create the best learning environment for elementary students, the following standards for student dress must be observed in all Knox County Elementary Schools:*

1. *Pants must not sag below the waist and must be at a safe length.*
2. *Head apparel, except for religious or medical reasons, must not be worn inside the school building.*
3. *Footwear is required and must be safe and appropriate for indoor or outdoor physical activity. (New) Only, closed toe, athletic-type shoes should be worn during gym class and on the playground. This is for safety reasons. If your child wants to wear other types of shoes to school, he/she may keep a pair of closed toe, athletic-type shoes in their backpack or cubby area in the classroom for P.E. class and outside play to change into if they wish.*
4. *Clothing or accessories may not display offensive, vulgar language or images and must not advertise products which students may not legally purchase.*
5. *For students in Grades 3-5, "short shorts", mini-skirts, and skin-tight outer materials such as spandex are inappropriate attire. (New) If a student in grades 3 - 5 wears the above-mentioned attire, he/she will be sent to the office and parents will be notified. Parents will be asked to bring another set of clothes for the student to change into.*
6. *For students in Grades 3-5, shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. (New) If a student in grades 3 - 5 wears the above-mentioned attire, he/she will be sent to the office and parents will be notified. Parents will be asked to bring another set of clothes for the student to change into.*

The school administration reserves the right to determine whether the student's attire and appearance are within the acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail. The principal may allow exceptions for school-wide programs or special classroom activities. The teachers and the principal will administer appropriate consequences for policy infractions.

First Offense - Teacher will send student to clinic/office or will contact parent(s) for a change of clothes. Parent will be notified and infraction will be documented.

Second Offense - Principal will talk with parent(s) and send copy of the dress policy. Infraction will be documented.

The principal in accordance with the school-wide discipline plan will administer Third and Future Offenses. This policy does not preclude individual schools from piloting alternative dress policies or standards with permission from the Superintendent of Schools and the Board of Education after extensive consultation with parents, teachers, and students. Any deviation from the system-wide policy

must be submitted to the elementary coordinator, the Superintendent, and the Board.

TCAP Achievement

During the 2015 - 16 school year, TNReady will become the state's new and improved TCAP test for English language arts and math in grades 3 – 11. It will provide us with more and better information about our students' progress. The new TNReady TCAP tests are designed to assess true student understanding and not just basic memorization and test-taking skills. TNReady will measure student understanding of our current state standards in English language arts and math, not the previous SPIs. See more at: <http://www.tn.gov/education/topic/tnready#sthash.uaWJdGlf.dpuf>.

- Grades 3 – 5 will take the TNReady Reading/LanguageArts and Math Part I during the testing window of February 8 – March 4, 2016.
- Grades 3 – 5 will take the TNReady Social Studies Part I during the testing window of February 8 – March 4, 2016.
- Grades 3 – 5 will take the TNReady Reading/LanguageArts and Math Part II during the testing window of April 18 – May 13, 2016.
- Grades 3 – 5 will take the TNReady Social Studies Part II during the testing window of April 18 – May 13, 2016.
- Grades 3 – 5 will take the TNReady Science(paper) during the testing window of May 4 – May 5, 2016.

Results to Parents and Students

Quick Score reports, which provide teachers and parents with a snapshot of their student's performance, are provided to districts by end of school year. These are used to help calculate final grades for report cards.

Districts receive individual performance reports which detail student performance in early summer. These results are sent home with students at the beginning of the next school year.

Tips for Students

A student panel was asked for their best tips and advice. Here is what they said.

“Be nice to everyone. You’ll have lots of friends if you do.”

“Try to get good grades. But don’t worry about your grades too much.”

“If you don’t understand something, ask your teacher for help.”

“Homework is important. Do all of it. You’ll get better grades.”

“Be organized. You’ll finish your homework faster. Then you’ll have time to do the things you want to do.”

“Do things outside of school. You can play a sport or join a club. You’ll meet new friends and have fun, too!”



Tips for Parents

Elementary school is a time of change. Most students go through several stages and lots of ups and downs during their time in elementary school. The tips below will help you guide and advise your children during these important years.

- 1. At the end of each grading period, sit down with your child and discuss what went well during the grading period and what could be improved.**
- 2. Encourage your child to be involved in activities, both in and out of school. Show your support by attending performances, games, etc.**
- 3. Make sure that your child is in school, on time, every day.**
- 4. Attend open houses and parent conferences. Check our website for information and updates.**
- 5. Write down the dates that interim/midterm reports and report cards come out. Expect your child to bring them home. If you don't see one, call the school and request a copy.**
- 6. Realize that it's your child's responsibility to get homework done, prepare for tests, and follow the rules.**
- 7. Work together with the school. Teachers, counselors, and principals are there to help your child get the best education possible.**

- 8. Look for opportunities to praise good grades and extra effort.**
- 9. Make sure that your child isn't spending too much time on the phone, playing computer games, or watching TV. Set limits.**
- 10. Help your child develop good organizational skills.**
- 11. Talk to your child about what's happening in school and be a good listener.**
- 12. Whenever possible, help your child figure out how to take care of problems on his/her own. Your child will gain confidence and become more independent.**
- 13. Make sure that your child knows exactly what your expectations are. You can offer rewards if your expectations are met and consequences if they're not. Never take away a positive activity (e.g., sports, choir, scouting) as a consequence.**
- 14. Know your child's friends. Know where your child goes and what he/she is doing.**
- 15. Keep the lines of communication open. Talk to your child and let him/her know that you are always available to help.**

Make school a top priority.

***Nothing is more important to your
child's future than
education!***

Parent/Student Commitment

After you have read the handbook and reviewed it with your child, please provide the requested signatures below, remove this page only from the booklet, and return it to your child's teacher . It is due Friday, August 21st.

Please keep the handbook handy for information you might need throughout the year.

After having read the Brickey McCloud Student handbook, I agree to follow the procedures/rules written therein.

Parent's signature

Child's signature

Date