

# **Erma Siegel Elementary School**

## **Student/Family Handbook 2017-2018**

**Emily Spencer and Crystal Farris, Administrative Team**

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Dear Erma Siegel Families,

It is our great pleasure to welcome you to the 2017-2018 school year! This promises to be an exciting year and we are so happy to have you and your family join us on this journey. Our primary goal at Erma Siegel Elementary is to have children learning through quality teaching. We love watching kids learn and grow and feel privileged to be a part of our students' lives. Our expectation for teachers is to cultivate positive learning environments established on authentic relationships via trust and transparent communication. Teamwork is an essential part of our school with PLC's as our catalyst. We are committed to analyzing performance data and making informed decisions to benefit all of our students. We are so excited to meet your family and we look forward to another awesome year!

Please feel free to contact us with any questions, comments or concerns. We can be reached at 904-1002, or by email at [emily.spencer@cityschools.net](mailto:emily.spencer@cityschools.net) or [crystal.farris@cityschools.net](mailto:crystal.farris@cityschools.net)

Emily Spencer and Crystal Farris

## **Welcome to Erma Siegel!!**

**We sincerely hope that our Student/Family Handbook will serve as an informational guide when you have questions regarding policies, procedures, rules, and regulations. We want you to share in the genuine excitement that is part of ESE. The faculty and staff strive to provide a quality education and safe environment for each and every student. The strength and unifying ingredient of this school is the mutual commitment of students, teachers, staff, and parents. By working together, we can accomplish tremendous things!**

**SCHOOL HOURS: 7:30-2:30**

**School Doors Open at 7:15 am**

**“ESP” students may begin arriving at 6:00 am**

## **MISSION STATEMENT**

*To assure academic and personal success for each child*

### **Our Commitment to You:**

- We will provide a positive, safe, and secure environment for your student so he/she will excel to their highest potential.
- The school environment will promote optimal social, emotional, and intellectual growth. Basic skills will be strengthened through research-based instructional practices such as Reading Intervention, personalized computer programs, and a Balanced Literacy approach to reading instruction that provide for developmentally appropriate learning activities at all levels.
- Through the utilization of on-going assessments and close examination of data, appropriate educational programs will be provided that meet the individual needs of students. We will monitor each student’s learning on a timely basis and provide additional time and support until the student becomes proficient.
- The school, parents, and community will help guide the decision-making process through a shared responsibility for the support of the school’s mission and policies.
- High expectations for student behavior will promote good citizenship and a high performing school environment. Students will show a high degree of respect for each other.

## Attendance

**ARRIVAL:** The school day begins at 7:30 a.m. The front doors do not open until 7:15 a.m. Walkers and car riders may arrive after 7:15 a.m. The classrooms are not opened until 7:15 a.m. and it is our policy to have **NO** unsupervised children at any time. If you need to come inside the building (to sign in a tardy child, for example), please park in a designated parking space before heading inside. Please use caution when driving through the parking lot and watch for children. Do NOT drop off your child anywhere on either campus other than the designated drop off points. Do not drop off students at the street. Students riding a bus must come directly inside and wait until dismissed by the persons in charge.

**ATTENDANCE:** The Attendance Act requires that all children must attend some type of day school until the age of 18. Children may not be kept at home except for the following conditions:

1. The child's personal illness
2. Illness of immediate family member (doctor's note may be required)
3. Extreme weather conditions
4. Death in the family
5. Special religious holidays
6. Other circumstances (based on principal's judgment)

Students must have a signed, dated note from the parent or guardian stating the reason for the absence. You can also email your teacher or our attendance clerk at [julie.montalbano@cityschools.net](mailto:julie.montalbano@cityschools.net). A doctor's note is also acceptable. This must be done for **each** absence. This note must be sent to your child's teacher. The office cannot go back earlier than the current grading period to mark an absence as excused UNLESS you have a doctor's note. Absences other than for reasons stated above or without a signed, dated note are considered unexcused. Ten unexcused absences will be treated as truancy, and a petition will be filed with the court system. If a student is absent for an extended period of time, parents are strongly encouraged to arrange for schoolwork to be picked up and completed. A child who does not attend at least ½ day (3 hours 15 minutes) is considered absent. Additionally, if absences become excessive (even those excused with parent notes), the principal **will** require doctor's notes or pursue truancy proceedings. Routine attendance is essential to academic and personal success!

**TARDIES:** The school day begins at 7:30 a.m. To be considered "on time," your child should be in the classroom by 7:30. If a child arrives in the classroom after 7:30, he/she is considered tardy. Tardies are reported on the attendance report by the classroom teachers. Any tardies impact the students' ability to learn as teaching time is lost. Early dismissals will be counted as tardies. Unexcused tardies will be reviewed for potential truancy action. If your child is tardy, you **MUST** accompany them inside to sign in. This is for your child's safety.

**EARLY DISMISSALS:** Please help us provide the best possible learning environment for students. Anytime there are early dismissals, this causes disruption to the classroom learning time. Additionally, students miss the summary of the day's learning and final instructions. Please try to schedule doctor and dentist appointments after school. **Students who leave early are considered tardy.** If your student must miss school due to an appointment with a doctor or a dentist, please send the doctor or dentist's note to school the next morning with your child.

## **ARRIVAL PROCEDURE:**

Erma Siegel Elementary School doors open for children at 7:15 a.m. each morning. Supervision of students is not provided before this time unless the student is enrolled in the Extended School Program. No students, other than those enrolled in the Extended School Program (ESP), should arrive prior to 7:15 a.m. Students arriving to school before 7:15 a.m. must wait outside in the car. Please have your children arrive at school no earlier than 7:15 a.m. If you need childcare coverage for your children before school, you may consider enrolling them in ESP.

### **Breakfast Note:**

**Universal breakfast will be provided/offered to all students free of charge. Students will eat breakfast in the classrooms upon entering school.**

### **Students Arriving by Car:**

Parents driving their children to school may drop them off each morning on the right side of the school building, rear side of the school building (2 carpool loops available), or the front of school building in the carpool loop. Adult supervision is provided between 7:15 and 7:30 a.m. Drivers should pull up to the curb and drop the children off by the sidewalk next to the carpool loop. Children should exit the car on the passenger side to avoid stepping out into traffic. Drivers are asked to pull forward to allow all cars to access the sidewalk, as there may be a line of cars waiting to drop off children.

*PLEASE NOTE: The parking lot in the front of the building is reserved for parking only, and may not be used as a drop off location.*

### **Students Arriving by Bus:**

Students transported to school on buses begin arriving at approximately 7:15 a.m. The buses drop off students in front of the gym entrance of the school building, to the left of the front doors. Staff members carefully monitor the arrival of ALL students.

### **Points to Remember:**

Parents who drive their children to school are encouraged to use the carpool loop. Parents who walk their children to school are asked to leave their children in front of the school each morning.

Allowing children to walk to class independently, with the help of our safeties and staff, will enhance the children's confidence and independence. This independent arrival also enables teachers to focus their attention on your children as soon as they arrive at the classroom doors.

The instructional day at Erma Siegel Elementary School begins when the children arrive in their classrooms, no later than 7:30 a.m. Teachers will be preparing the children for a successful school day as soon as they enter their classrooms. Children arriving after 7:30 a.m. will be marked tardy. Students arriving late to class will be required to obtain a tardy note.

## **DISMISSAL PROCEDURES**

The instructional day at Erma Siegel Elementary School ends at 2:30 p.m., following afternoon announcements. Carpool lines will begin dismissing students at 2:30. Staff members carefully supervise the car rider pick-up areas at all times. Car riders will meet their rides at the carpool loops.

## Pick-up procedures are as follows:

### Car Dismissal:

Car enters carpool loop and displays carpool sign in front window.

**Please note: The carpool sign created by the school is required and helpful in creating an environment of safety and order. Signs are provided by the school, and families may request additional signs. If you are a carpooling family, please let the office know. Any parent picking up a child without an official ESE car rider dismissal sign, will have to park in the lot in the front of the building, sign in, show valid identification, and wait until the conclusion of afternoon dismissal.** Cars pull up to color coded spots 4-6 cars at a time. Students are then loaded into car.

Carpool Pick-up Locations by Grade Level:

2 <sup>nd</sup> & 3 <sup>rd</sup> Grade	Front of School
Kindergarten	E Wing
1 <sup>st</sup> Grade	C Wing
4 <sup>th</sup> , 5 <sup>th</sup> & 6 <sup>th</sup>	A Wing

*Please Note: Siblings dismiss at the youngest child's location.*

**Logistics:** As each driver enters the carpool loop of the school building, a staff member uses a microphone to announce the list of riders. Cars continue through the line and pull up by the sidewalk. Students will wait on the sidewalk until their cars arrive and will enter the cars only after they come to a complete stop. Students may not cross the driveway to meet drivers who may have parked cars in parking spaces. Drivers are asked to arrange for children to enter their cars on the passenger side. This avoids the need for children to walk into traffic. Once again, drivers are reminded to drive in a slow, cautious manner while on school grounds. Parents collecting their children in the carpool line may not leave their cars while waiting in line. **Children will not be allowed to ride home in cars with adults not listed on their emergency cards.** Any changes in drivers must be communicated to the school in writing. The goal is to have all carpoolers safely loaded in their cars and on their way within 5 to 7 minutes. Please enter the carpool line at the end of the line and be considerate of others waiting in the line.

### Bus Dismissal:

Students traveling home on buses will be called to the gym. They will line up according to their buses and be escorted outside and onto the buses by staff members. The Department of Transportation will not permit children to ride on buses to which they are not assigned on a daily basis.

### Walker Dismissal:

Walkers will be dismissed in two different locations. Students dismissing to Thompson Lane will be dismissed from the gym. Walkers dismissing to Kings Ridge or Regency Park will be dismissed from the second grade dismissal loop. At 2:23 walkers will be dismissed with bus riders and taken to the gym. Thompson Lane walkers will be dismissed immediately. Kings Ridge and Regency Park walkers will be escorted to the E wing dismissal loop at 2:40 to allow for car rider dismissal completion. Parents may meet their child outside the 2<sup>nd</sup> grade door carpool loop, but parents of walkers may not park in the carpool loops, as these will be used for car rider dismissal. Parents are

not permitted to greet their children in the front lobby after school. A safe and orderly dismissal of the children is a priority at our school.

**Points to Remember:**

Our instructional day continues until 2:30 each day, therefore, parents are discouraged from picking up their student prior to the official end of the school day. In the event that you have an occasional early appointment that requires your child to leave school prior to 2:30, the parents will need to do the following: Report to the office, request that their children be pulled from class, show valid identification, and sign their children out in the Early Dismissal log book housed in the school office. Parents are required to notify the school or teacher in written form if their children need to be dismissed before 2:30 p.m., frequent classroom interruptions interfere with the children's end-of-the-day transition activities. Parents are asked to assist with dismissal procedures by making certain that children are clear about dismissal plans before they enter school each morning. Last minute changes in plans are often confusing to children. All changes in transportation plans must be put in writing and sent to the children's teachers. Adjustments in transportation will not be made without written approval from parents. End of the day phone calls to the office to change your children's dismissal plans create many problems for the school. Parents will be asked to fax a signed note or an email, if the change is made at the end of the school day. These calls should be limited to emergencies only. When numerous calls are made to the office near the end of the school day, it is difficult for the office to honor these requests. Again, to ensure that your children arrive home safely, take time to carefully plan dismissal arrangements and communicate them clearly to your children and to the school.

Arrival and dismissal times at Erma Siegel are busy times. We are asking your help to ensure that all of our students arrive safely at school in the morning and at home in the afternoon. The school parking lots and roads in the surrounding neighborhood were not designed to accommodate a large number of cars. Once again, your assistance and cooperation is greatly appreciated as we work together to ensure the safety of the Erma Siegel Elementary School community.

Please review these arrival and dismissal procedures with your children. The procedures have been designed to ensure the safety of all students at our school. Your patience, courtesy, and willingness to work with the school will assist us in well-organized and safe dismissals. Please contact the school at 904-1002 if you have any questions or concerns regarding these procedures.

## **Discipline**

All children are expected to follow the rules of ESE. The rules have been designed in the best interest of the children and staff to ensure a positive learning experience. We have adopted a school-wide discipline program in which we promote positive behavior in our students. Each teacher instructs and discusses the rules and positive behavior concepts with the entire class. Teachers, staff, and students are expected to follow these rules. If a child becomes disruptive in the classroom, his or her behavior must be corrected. This is the job of the teacher, parent and school administration working together as a team.

The following is a list of behaviors that are NOT acceptable at ESE.

- Biting
- Bullying
- Damage to school or private property
- Leaving classroom, cafeteria, school building, etc. without permission
- Disrespect (to adults or other children)
- Drugs, alcohol, or tobacco possession or use
- Fighting or other forms of violence
- Horseplay
- Spitting
- Harassment
- Stealing
- Possession of weapons
- Misbehavior in restrooms, cafeteria, hallways, or other special areas
- Misbehavior on bus (including field trips)
- Profanity (verbally or via gestures)
- Theft
- Threatening others
- Violation of classroom rules
- Other behaviors deemed disruptive to the educational process by the school administration

The following items are NOT allowed at ESE:

- Toy guns or weapons of any kind
- Tobacco in any form
- Laser light pointers
- Lighters and/or matches.
- Toys (unless permission is given by classroom teacher)

*If brought to school, these items will immediately be confiscated, brought to the administration, and returned ONLY to the parent.*

Violation of the established rules and expectations of behavior may be subject to Disciplinary Action and could include but are not limited to the following:

1. Warning
2. Time Out
3. Withholding of Privileges
4. Parent Contact (phone calls or conference)
5. Counselor Referrals
6. Office Referral
7. In-School Suspension (ISS)
8. Out-of-School Suspension (OSS)
9. Functional Behavioral Assessment
10. Outside agency Murfreesboro Police Department
11. Other consequences as deemed appropriate by school administration.

## **School-Wide Discipline Plan**

### **School Mission:**

At Erma Siegel we strive to maximize learning by providing an atmosphere that is safe, nurturing, and positive for all students. It is our goal for students to take the responsibility in creating a climate that is conducive to academic excellence and civic awareness.

### **Classroom Mission:**

My mission is to ensure that every student feels they can be successful. I believe that "fair" does not mean doing the same thing for all students. It means meeting the needs of each student. Each child will be challenged to work to their potential and strive to go beyond. I believe it is important to teach children how to think on many different levels and take that skill with them when they move forward. Every child will come to class knowing that they are important, special, and have something to offer. My classroom is a safe environment where students are free to try, share, and achieve excellence in every endeavor.

**Belief:**

We believe children need parents and teachers who set firm, consistent, and positive expectations while providing warmth and support that nourishes academic and social growth and ultimately encourages excellence! Students must know exactly what is expected of them and be given the opportunity to practice these skills. In an effort to promote this and maintain a safe and orderly environment, Erma Siegel Elementary will implement a consistent School-wide Discipline Plan.

To culture a positive learning environment at Erma Siegel Elementary, our school-wide behavior goal will be to emphasize the “3 R’s”- Respect, Responsibility, and Doing the Right Thing. Through this behavior plan, students can go anywhere in the building and know the expectations. By focusing on the 3 R’s, we hope to equip our students with characteristics that will aid them, in being successful members of society. As they leave the walls of this school, we hope they implement the values of the 3 R’s in their day-to-day lives.

Definitions

- Respect-showing consideration for others, yourself, and things
- Responsibility-being accountable for your words, actions, and attitudes
- Right thing-making the appropriate choice at all times

Classroom General Procedures:

Each classroom teacher will establish general procedures, class rules, a Behavior Plan, and Discipline System for the classroom that is specific to their grade level and class that will integrate the 3 R’s! These rules and procedures will be sent home at the beginning of the year. (Ex. Class rules/expectations and how you handle any consequences)

Discipline Pledge

“Eagles Go Far When They Know the 3 R’s!”

(We will chant this at the end of the Siegel Morning News.)

The 3 R’s Around the School:When students arrive at Siegel:

- ✓ I will arrive on time and enter quietly.
- ✓ I will be prepared for school.
- ✓ I will go promptly where I’m supposed to.

When students dismiss at Siegel:

- ✓ I will move quietly through the building.
- ✓ I will know my dismissal area and go there immediately.
- ✓ I will sit quietly and listen for my name.
- ✓ I will have my belongings and assignments.
- ✓ I will not be allowed to return to the classroom for any left items or homework once I have been dismissed.

Following the 3 R’s in the Hallway looks like:

- ✓ I will not talk in line.

- ✓ I will walk in a straight line on the right side of the hall.
- ✓ I will keep my hands to myself and away from others and the wall.

Following the 3 R's in the Bathroom looks like:

- ✓ I will handle my business quickly and quietly.
- ✓ I will show respect for others by giving them privacy.
- ✓ I will get any trash and clean up after myself.
- ✓ I will wash my hands.

Following the 3 R's in the Cafeteria looks like:

- ✓ I will use an inside, restaurant voice.
- ✓ I will talk to people at my table that I can reach with my QUIET voice only.
- ✓ I will talk about things that are appropriate for school conversation.
- ✓ I will use table manners.
- ✓ I will clean up after myself before I leave the table.

Following the 3 R's on the Playground looks like:

- ✓ I will leave my classroom and arrive to the playground in a line.
- ✓ I will stop at the playground door and wait quietly until my teacher dismisses me to the playground.
- ✓ I will play fair and use kind words.
- ✓ I will be a good friend by talking out small problems and not excluding others.
- ✓ I will use the playground equipment correctly and follow safety rules.

Following the 3 R's in the Art Room looks like:

- ✓ I will respect artwork, supplies and each other.
- ✓ I will work safely and quietly.
- ✓ I will work consistently to finish projects on time.
- ✓ I will do my best on my projects.

Following the 3 R's in the Gym looks like:

- ✓ I will listen when the teacher is talking.
- ✓ I will not bring food, gum, candy, or drinks in the gym.
- ✓ I will wear my tennis shoes for physical education class.
- ✓ I will keep my hands, feet, objects, and negative comments to myself.
- ✓ I will follow directions the first time they are given.

Following the 3 R's in the Library looks like:

- ✓ I will use a soft voice
- ✓ I will keep hands, feet and unkind words to myself.
- ✓ I will be respectful of others.
- ✓ I will follow directions.
- ✓ I will ask for help.
- ✓ I will handle books and equipment with care.
- ✓ I will select books and return to class in a timely manner.

Following the 3 R's in Music looks like:

- ✓ I will line up quietly in the hallway.

- ✓ I will show respect by listening when my teacher is speaking.
- ✓ I will respect others by keeping my hands to myself.
- ✓ I will speak kindly to my fellow classmates.
- ✓ I will follow all directions the first time.

Following the 3 R's on the Bus looks like:

- ✓ I will sit in my seat.
- ✓ I will talk quietly.
- ✓ I will keep my hands, feet, and unkind words to myself.

## **Bullying**

MCS Policy Title: Anti-Harassment, Intimidation, Bullying, and Cyber-bullying Of Student

Bullying is any **unwanted aggressive behavior(s)** by another youth or group of youths who are not siblings or current dating partners that **involves an observed or perceived power imbalance** and is **repeated multiple times or is highly likely to be repeated**. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm. (CDC's Uniform Definition of Bullying)

### **Tennessee's Legal Definition of "Harassment, Intimidation, or Bullying"**

Any act that substantially interferes with a student's educational benefits, opportunities or performance and:

If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop and has the effect of:

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

*Erma Siegel's NO Bullying Rules:*

- We will not bully others.
- We will try to help students who are bullied.
- We will try to include students who are left out.
- If we know that someone is being bullied, we will tell an adult at school and an adult at home.

#### *Bullying Prevention Program*

- *Olweus Bullying Prevention Program ( training and implementation of)*
- *School-wide rules prohibiting bullying*
- *Class meetings to address bullying prevention and promote character development*
- *Appropriate responses to bullying behavior*

### *Reporting and Investigation Procedures*

- Principal or designee is responsible for investigating and resolving complaints
- Principal/designee shall initiate investigation within 48 hours of receipt of the complaint
- Principal/designee shall immediately notify parent/legal guardian when student is involved in an act of harassment, intimidation, bullying, or cyber-bullying and inform them of the availability of counseling and support services.
- Principal/designee shall provide information on district counseling & support services
- Principal/designee shall refer students involved in an act of harassment, intimidation, bullying, or cyber-bullying to the appropriate school counselor when deemed necessary.
- All investigations shall be completed and appropriate intervention taken within 20 calendar days from the receipt of the initial report.
- Investigation shall include:
  - Interview of alleged offender
  - Interview of the complainant and/or victim, if different person
  - Interview of possible witnesses
- Following any required investigation, the principal or designee shall report the findings, along with any disciplinary action taken, to the director of schools and the chair of the local board of education.

### **Dress Code**

Children are expected to come to school dressed appropriately. Clothing/accessories/hair, which would disrupt teaching and learning, are not considered appropriate dress. The appearance of our students reflects the quality of our schools, conduct expectations, and student performance.

**Clothes and shoes should fit appropriately and no undergarments should be visible. The staff reserves the right to call a parent to the school if child's appearance or attire becomes disruptive, unsafe, or distracting.** Parents, please help us with this dress code as learning can be negatively impacted with distractions at school.

### **Extended School Program**

Before- and After-school care is provided through our Extended School Program, from 6:00 until 7:15 in the morning and from 2:30-6:00 in the afternoon, Monday through Friday. Children may stay for both sessions or only attend one session, either morning or afternoon. Information about **ESP** options and fees is available if you are interested.

### **Field Trips**

Field trips will be included in the learning experiences at ESE. These field trips will be teacher-supervised and are in correlation to a unit of study. Adequate notice will be given to the parent and the school will provide transportation. Student's must ride the school bus to and from the trip.

Each child will pay for his/her share of the trip, and a permission slip signed by the parent or guardian is required for attendance. *No refunds can be given for field trips missed due to student absence.* Siblings will not be allowed on field trips.

### **Food Service/Cafeteria**

Students are served meals in accordance with the guidelines of the National School Lunch Program. Cafeteria menus are provided to all students each month. These menus are also posted on our website.

*Murfreesboro City Schools believes that a healthy breakfast and lunch helps students perform better in school. To that end, we provide breakfast and lunch to every student at no cost.*

We always encourage family members to dine with their students at school. The guest price is \$3.50 for lunch. We consider adults dining with students to be excellent role models for all children. We have found that watching parents and other adults make proper nutrition choices is a valuable lesson for our students. Due to Health Department regulations, **food from outside sources is not allowed** (McDonald's, Subway, Wendy's, etc.) when you come to ESE to dine with your student.

Murfreesboro City Schools' Department of School Nutrition strives to make school meals healthy and nutritious each day. Your demonstrated support of the cafeteria program is greatly appreciated.

Adult (Breakfast)..... \$1.50  
Adult (Parent Lunch)..... \$ 3.50

**\*\* CAFETERIA PRICES ARE SET BY THE SCHOOL BOARD AND ARE SUBJECT TO CHANGE.**

NO canned or bottled soft drinks should be sent to school.  
NO candy should be sent to school for lunch or snack.

### **IN-School Suspension**

An In-School Suspension (ISS) program is used in the rare instance we have students whose behavior will not allow others to learn and/or the teacher to teach.

**ISS is a consequence assigned by school administration ONLY.**

### **Instruction**

ESE teachers and students will be exploring various content areas (reading, language arts, math, science, music, art, health/wellness, etc.) each day. We believe your child's learning atmosphere is of the utmost importance and should be protected. So, to avoid interruptions to valuable learning

time, please limit doctor and dentist appointments to after school hours. Parents may drop off items or personal messages for students at the ESE office. Parents will not be allowed to take items to their child's classroom, so as to protect instructional time for all learners. School personnel will see that the students are informed of the message or receive the necessary item at the appropriate time. Please assist us in limiting interruptions and protecting instructional time. Unexpected visits can be distracting as well. Please schedule all visits with the teacher or front office staff.

### **Illness or Injury**

Any child who becomes ill or is injured at school is sent to the school office/Nurse. The office staff/Nurse will take the child's temperature and clean and bandage cuts and scrapes, and apply ice if necessary. Parents are contacted when a child needs further attention. Parents are expected to pick up children within **one hour** of being notified that the child is ill or injured. Failure to pick up sick children in a timely manner may result in contacts with the Murfreesboro Police Department or Rutherford County Department of Human Services. **It is extremely important, for this reason, that the office be informed of any change in home, work, or cell phone numbers throughout the school year.** Please do not send your child to school if he/she is ill. All children should be fever, vomit, and diarrhea free (without the aid of medication) for **at least 24 hours before returning to school**. We want our students to be well and able to learn as well as to protect other students from the unnecessary spread of germs.

**Medication:** In order for the office staff to administer prescription medication to students, the proper medical forms MUST be filled out by the doctor and parents and filed in the school office. NO medication will be administered without the proper paperwork on file. ALL prescription medication will be stored in the school office, NOT left with the student. Any medicine needed during school hours should be given through the office (including cough drops, inhalers, etc).

### **Parent Involvement/ Parent Teacher Association**

Parents are expected and encouraged to play an active roll in their student's education. Parents are urged to volunteer to work throughout the school. Classroom teachers and special area personnel need help throughout the year in a variety of ways. So, join the PTO and get involved. Our children and teachers need you! 😊

### **Parties/Invitations/Deliveries**

Invitations to and/or reminders regarding personal parties will not be distributed at school unless they are given to every child (every boy and/or every girl) in the class. Due to safety issues, **flower and balloon deliveries are not to be sent to school** and will be returned to the florist/vendor. In accordance with Murfreesboro City School Board policy, classes may have two parties per year. These parties are usually planned and coordinated by the room parent and the teacher. Birthday parties cannot be accommodated. When a child has a birthday, he/she will be recognized during morning announcements and will receive a treat from the Administrative Team!

### **Playground**

Classroom or special area teachers will supervise students who use the playground during the school day. Instruction for safe play will be given and enforced. The same rules will be in effect for our **ESP** programs. The following is a list of expectations for the playground:

1. Swing alone with no twisting, standing, or jumping.
2. Slide down the slide seated, with no climbing up the wrong way or hanging from the bars.
3. No climbing on the outside of the covered slides.
4. No pulling on limbs or climbing trees.
5. Picking up and/or throwing sticks, mulch, rocks, or glass is **NOT** allowed.
6. Stay in the designated area within sight of the teacher.
7. Children needing to leave the playground area (to use the restroom, etc.) **MUST** be accompanying by another student.

### **Reporting Student Progress**

Parents and teachers working together maximize the potential for success of each student. Therefore, it is necessary that communication be a continuous process between home and school. Faculty and staff welcome and encourage communication. Report cards are distributed four times each year. Parent conferences are scheduled twice a year (November 1, 2017 and March 8, 2018) and at any other time the teacher and/or parent deem necessary. In order to meet the needs of each student and present information consistently, only one time slot will be scheduled for each student during parent conferences.

### **Returned Checks**

Returned checks to any school account will be charged a \$15 service fee.

### **Safety Drills**

Periodic safety drills (tornado, fire, medical emergencies, Code Red, etc.) will be held throughout the school year. During such drills, the classroom and/or special area teacher supervises the students.

### **School Pictures**

Each year individual and group pictures will be made. Pictures are taken in the fall and spring of the school year. Parents are notified in advance of the dates and costs of these pictures. Purchase of pictures is optional. All student pictures will appear in the yearbook, regardless of purchase.

### **Visitors**

Anyone other than an ESE student or staff member is considered to be a **VISITOR** and must enter the building at the front entrance and report to the entrance desk, sign in and receive a visitor's pass. Before leaving the building, visitors must return to the entrance desk to sign out. All exterior doors are locked at 7:30 a.m. each day and will remain locked throughout the day. Please do **NOT** enter your child's classroom through the teacher's back door. If you need to meet with a teacher for any reason, please schedule an appointment. Visitors will **NOT** be allowed to interrupt instructional

time. Please utilize the provided parking spaces when parking on campus. PARENTS AND/OR STUDENTS WILL NOT BE ALLOWED TO ENTER CLASSROOMS TO RETRIEVE ITEMS LEFT BEHIND ONCE THE TEACHER HAS LEFT FOR THE DAY. Only students may use the playgrounds until 6:00 PM each day. After 6:00 PM, the community can utilize the playgrounds.

### **Statement of Non-Discrimination**

The Murfreesboro City School System does not discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or veteran status in programs or activities or employment opportunities and benefits as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Services available include elementary grades K-6, preschool classes, special education, family resource centers, ESL/ELL, Title I, and extended school programs (LEAP).

Inquiries or complaints regarding compliance with the Title VI, Section 504, the Americans with Disabilities Act, Title VII, Title IX, or issues dealing with discrimination/harassment (sexual, racial, ethnic, religious) should be directed to our central administrative office:

**Murfreesboro City Schools Administrative Offices**  
**2552 South Church Street**  
**Murfreesboro, TN 37127**  
**Phone: 615-893-2313**  
**Web: <http://cityschools.net>**

For additional information or inquiries regarding the Title VI or Title IX compliance issues contact the Tennessee Department of Education or the United States Department of Education Office for Civil Rights at the addresses below. Or if you feel that you have been discriminated against, a complaint may be sent to:

Tennessee Department of Education  
Office for Civil Rights  
710 James Robertson Parkway  
Andrew Johnson Tower, 6<sup>th</sup> Floor  
Nashville, TN 37243  
Phone: 615-741-2731 or 615-253-1550  
Email: [TiffanyBakerCox@state.tn.us](mailto:TiffanyBakerCox@state.tn.us)  
Web: <http://www.tennessee.gov/education/civilrights.shtml>

Office of Civil Rights U.S. Department of Education  
61 Forsyth Street S.W., Suite 19T70  
Atlanta, GA 30303-3104  
Phone: 404-562-6350; TDD 404-331-7236  
Email: [OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov)

