

Bobby Ray Memorial Elementary School

Handbook

PRINCIPAL'S MESSAGE

Dear Parents/Guardians and Students:

Welcome to the 2008-2009 school year at Bobby Ray Memorial Elementary! We are pleased to have you as partners in this educational year. One of our goals is to see that our students and their parents or guardians feel at home at Bobby Ray. We want to assure you that we will do our best to help your child experience academic, social, and emotional growth. With your help and cooperation, this should be an excellent school year. We encourage every parent to become involved and to be a part of the exciting programs at our school.

Bobby Ray Memorial Elementary is a school in which we can all be proud. Our students' achievements, our staffs' honors, and our positive school climate make our school special. Please talk with your child about the importance of his/her education and how much fun learning can be. We look forward to building upon the traditions and the programs that make our school special.

This handbook has been prepared to answer your questions about our school's policies and procedures. Please go over it carefully with your child. The staff will be happy to answer any questions or address any concerns you may have. Please look for a separate page in your child's registration packet for you to sign stating that you and your child have read the information in this handbook. We will continue throughout the year to keep you informed of school activities and happenings with our monthly newsletter and our school's web site (www.bobbyrayelementary.com).

Thank you for entrusting us with your child's education. We invite you to join with us in creating within our children the desire to learn. If we can ever be of assistance, please feel free to call 473-9006.

Sincerely,
Beverly Ramsey
Principal

STATEMENT OF PHILOSOPHY

The faculty and staff of Bobby Ray Memorial Elementary are dedicated to providing a nurturing, safe, and stimulating environment in which students will become lifelong learners who are technologically sophisticated, are able to think critically, and accept responsibilities of citizenship. Each child will learn and achieve to his or her highest potential. Because we value and accept individual differences in students, we will create a meaningful curriculum based upon developmentally appropriate instructional techniques and resources. Each child will be proficient in all subject areas. Every student will have opportunities to pursue success and personal well-being. We will provide a school climate that fosters creativity, enthusiasm, pride, and respect for self and others. Parents and teachers will work as partners in the education of children. We will value parental input and encourage parents to share in their child (ren)'s goals, endeavors, and successes. We will continually strive to provide the best possible educational environment for every child. We will establish a school climate that fosters an awareness and appreciation of community and world issues and allows our students to contribute cooperatively with positive actions.

PROCEDURES FOR STUDENT ENROLLMENT

1. Proof of residence
2. Copy of birth certificate
3. Copy of social security card
4. Shot record
5. For transfer students – address and phone number of last school attended

SCHOOL HOURS

School begins at 7:45 a.m. Students arriving prior to this time must report to the bus room (cafeteria). Supervision is provided in the bus room and the doors are opened at 7:00 a.m. Students who arrive before 7:00 a.m. should make arrangements to enroll in the extended day care program. The school day is over at 2:45 p.m. Students who walk home or ride with parents may leave at this time. Any student leaving school before 2:45 p.m. must be signed out in the office.

ATTENDANCE

Every student is expected to be in attendance each day unless excused due to the student or a member of his/her family being ill, a death in the family, observance of a religious holiday, extreme weather conditions, or approved school-related activity. Parents may request one prior-arranged absence per year by speaking with and writing a note to the principal to explain the dates and reasons for the upcoming absence.

A student may be excused for the above reasons from attendance, but not from the work required during the absence. It is the student's responsibility to complete all make-up work in all subject areas during his/her absence. Absence for any other reason than those listed above will be unexcused. Students may receive a "zero" for work missed due to an unexcused absence.

When a student is absent a note is required. This note is to be presented to the student's homeroom teacher within three (3) days of the absence. The note should include the reason(s) for and the date(s) of the absence. **The school may accept a written note from a parent or guardian verifying a student's illness for up to a total of five accumulated days during the school year.** However, if a student is absent due to his or her personal illness for more than a total of five accumulated days, a doctor's note specifying inclusive dates for the illness must be submitted in order for any subsequent illness-related absences to be excused.

Warren County School Board policy states that if and/or when a student commits his/her fifth unexcused absence a letter and/or phone call will be sent to the parent or guardian, and that student's name and the facts of such unlawful absence can be reported to the juvenile authorities.

CHECK IN AND OUT OF OFFICE

Any student arriving after 7:45 a.m. or leaving before 2:45 p.m. must check in or out of the office. Warren County School Board Policy states that elementary students will be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, police officer, court officer, or a person designated in writing by the parent (s). **Other than parents, no one will be allowed to sign a child out of school unless his/her name is listed on the yellow card.** Identification will be required.

PERSONAL TRANSPORTATION

Parents who transport their children are asked to:

1. Load and unload children on school property and observe traffic signs and rules, as well as the directions of staff members who have been assigned to assist with loading and unloading.
2. Remain in their car as children are loading and unloading.
3. Instruct their children to listen to school personnel when giving instruction to load or unload.

Morning Drop Off: All students (K-5) should be dropped off on the lower circle drive around the lower playground between 7:00 a.m. and 7:40 a.m. **Please DO NOT drop off students in the big parking lot in the mornings.** Students arriving before 7:00 a.m. should report to Day Care. Parents will need to make arrangements with the Day Care staff for those children.

Afternoon Pick Up: Students in **grades K, 1, and 2** should be picked up on the lower circle drive beginning at 2:45 p.m. Students in **grades 3, 4, and 5** should be picked up in the large gym parking lot beginning at 2:45 p.m. If a family has a child to be picked up in both locations, the older child may also be picked up on the lower circle with the younger child.

Late Pick Up: It is the responsibility of each parent to see that children are picked up on time. After 3:00 p.m. students who have not been picked up will be sent to the cafeteria where bus duty teachers can supervise. Parents will need to come into the cafeteria to pick up their child if they arrive at school after 3:00 p.m. Students who have not been picked up when the last bus leaves (around 3:15 p.m.) will be sent to day care. Please make arrangements with day care in advance just in case an emergency comes up and you are ever late picking up your child.

Walkers: Students who walk in the afternoons must have a note from their parent/guardian giving permission to walk from school after dismissal. All students who walk will wait in the lobby (with K-2 afternoon pick up) until dismissed by the teacher on duty.

**Students are not allowed to ride bicycles on campus.

EMERGENCY DISMISSALS

There are any number of emergency situations which force the closing of schools. During these times it is often impossible to get an open phone line. Please have a pre-determined emergency plan for your child that does NOT include the student having to phone someone. Reviewing this plan with your child periodically will help him/her feel safe during stressful times.

The Director of Schools will notify the following radio/TV stations to have a school-closing announcement broadcast:

WAKI – 1230 AM, WBMC – 960 AM, WTRZ – 103.9 FM,
WKRN – channel 2, WSMV – channel 4, WTVF – channel 5

BUS RULES AND DISCIPLINE REGULATIONS

1. Be at the bus stop on time.
2. Wait for the bus to come to a complete stop before attempting to load or unload.
3. Board the bus in an orderly manner. Avoid any pushing, shoving or loud talking.
4. After boarding, find a seat as quickly as possible. Remain seated until the bus stops at your destination.
5. The Bus Driver will have the authority to assign seats if necessary to maintain proper conduct. Any misconduct will be reported to the respective Principal. Each time a student is taken to the Principal the following discipline measures may occur if the student is determined to be guilty:
 - First time: Warning and/or loss of bus service for three days
 - Second time: Loss of bus service for five days
 - Third time: Loss of bus service for the remainder of the school year. Student and parents must appear before the School Board to seek reinstatement.
6. Students responsible for destruction of seats, seat covers, window, etc. will be denied bus privileges until payment for damages has been received.
7. Keep hands, face, and limbs inside the bus window at all times.
8. Students will be expected to keep the bus clean and not throw objects on or from the bus.
9. Smoking, matches, cigarette lighters, alcoholic beverages, drugs are not allowed. Eating, drinking, and gum will not be allowed as these are choking hazards. (Bus will be stopped if any of these hazards are observed.)
10. Knives and guns are strictly prohibited on any school property including buses.
11. Pencils, pens, rulers must be stored within a back-pack, purse or book.

12. Students who want to get off the bus at a location other than their regular stop must have a note signed by a parent/guardian and the principal of the school they attend. There are no exceptions to this rule.

If you have a question/concern about the bus or your child's bus route, you may call the bus garage at 473-8013.

EXTENDED DAY CARE PROGRAM

Child care is provided through the Extended School Program offered by the Warren County School System. The Director of the program is Martha Kirby. She can be reached during the day at 668-8693. The extended day program is **from 6:00 a.m. to 7:45 a.m. and from 2:45 p.m. to 6:00 p.m., Monday through Friday.** Children may stay for both sessions, or for only the morning or afternoon sessions. The charge for this program depends on the number of sessions a child attends and the number of brothers and sisters who also attend. The goal is to provide quality child care while at the same time encouraging and stimulating the child's academic, physical, and social growth. The day care is located in the cafeteria. Please check with the day care staff for the times of operation during our breaks, holidays, and school closings.

LUNCH AND BREAKFAST PROGRAM

A computer system manages lunch transactions. The following information outlines some details in regard to operation:

1. The process works like a bank account system.
2. If a student has money on account, it can be used for hot lunch or breakfast.
3. Notices will be sent when the account money runs low or is depleted.
4. Checks should be made payable to Bobby Ray Memorial Elementary Cafeteria.
5. Only two lunch charges will be allowed. If a student forgets their money or meal and already has two charges, you will be contacted by phone to see if you can bring money to school. No student will ever go without food because they forgot money or their lunch if we are aware the situation.

Free and reduced lunch applications are available for those families who qualify. Forms may be picked up in the office.

The cost for meals is as follows: The prices are for the school year 2008-2009 (prices may change after publication):

- Student Breakfast - \$0.75 a day (\$3.75 per week)
- Student Lunch - \$1.25 a day (\$6.25 per week)
- Reduced Student Breakfast - \$0.30 a day (\$1.50 per wk)
- Reduced Student Lunch - \$0.40 a day (\$2.00 per week)
- Visitor Lunch - \$2.50 per day (\$3.00 for special days)

VISITORS

Visitors are always welcomed at our school. For the protection of our students and security in the school, we ask that every person entering our school during the school day come directly to the office and sign in before going to any other part of the school. If possible, conferences and visits should be planned with one day notice. Since teachers and students work on a planned schedule, this will help to minimize interruptions and lost instruction time.

SCHOOL DISCIPLINE PLAN

School Rules are as follows:

- Follow directions the first time given.
- Show respect to staff, other students, and self.
- Display orderly conduct in the buildings and on campus.
- No hats may be worn in buildings.
- No chewing gum allowed on campus.

Consequences for disobeying school rules:

- Individual counseling or guidance
- Parent conferences
- Detention
- Suspension
- Administrative measures

* Each teacher will notify parents in writing of his/her classroom discipline plan.

** Warren Co. School Board policies regarding Zero Tolerance, based on weapons, drugs, and assault will be followed at all times.

DRUG - FREE SCHOOL

Students will not consume, possess, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off schools grounds.

GRADING POLICIES

Report cards will be sent home every nine weeks.

Parent-teacher conferences are scheduled in the school calendar.

Grading Scale:

- | | | |
|----------------|-----------|--------------------|
| A = 93-100 | Excellent | E = Excellent |
| B = 84-92 | Good | S = Satisfactory |
| C = 75-83 | Fair | I = Incomplete |
| D = 70-74 | Passing | U = Unsatisfactory |
| F = 69 & below | failure | |

SCHOOL DRESS CODE

1. Hats, caps, or other head coverings, and sunglasses should not be worn to school.
2. See-through clothing, or clothes revealing the midriff, back, chest or shoulders, are not acceptable.
3. Clothing and accessories decorated with slogans that promote or are suggestive of drugs, tobacco, alcohol, sex, obscenities, or which prove to be a disturbing influence are not acceptable.
4. Clothing with holes above the knee is not acceptable.

5. Shoes will be worn at all times. Shoes with cleats or skates may not be worn to school. This includes Heelys.
6. Baggy or sagging pants are not permitted. All pants shall be worn at the waistline.
7. Shorts/skirts must be no shorter than 2" above the knee.
8. Any student wearing an item of clothing, jewelry, body or hair decoration that the teacher feels distracts from the safe learning climate of the classroom may be sent to the office.

This dress code is intended to eliminate obvious distractions. Students who do not comply with the dress code will be sent home.

HEALTH

If your child has a medical condition that might require special action, please contact one of the School Nurses in Health Services at 668-5111. Examples would be diabetes, asthma, severe allergies with the need for an epipen, seizures, or others. We will assist you in the communication of those special needs and the appropriate responses at school and on the bus through an Action Plan. This is intended to serve as an informational guideline in preventing the spread of communicable diseases in the schools. Please refer to these guidelines throughout the school year. A student should be kept home when the following symptoms persist::

- Temperature of 100 degrees or more
- A dry, hacking or productive cough
- Purulent (green, yellow, thick, or unusual) nasal or eye drainage
- Diarrhea
- Skin rashes or eruptions: such as scabies, chicken pox, or impetigo
- Complaints of earache, severe stomachache, sore throat, severe headache
- Red throat, swollen glands around jaw, ears, or neck
- Nausea and Vomiting
- Lethargy (general complaint of muscular aches and pain)
- Head or body lice must be treated with appropriate medication before returning to school

THE SCHOOL POLICY IS LICE AND NIT FREE BEFORE RETURNING TO SCHOOL.

NEVER SEND MEDICINE TO SCHOOL WITH A STUDENT. ONLY PARENTS MAY BRING MEDICATIONS TO SCHOOL.

Medication shall be administered only if it includes the following:

- Name of the student
- Prescription number
- Name of medication and dosage
- Administration route or other directions
- Date
- Licensed physician's name
- Pharmacy name, address, and phone number

All nonprescription medication must be brought to school in the original manufacturer's labeled container with the ingredients listed and the child's name affixed to the container.

MISSION STATEMENT

The mission of Bobby Ray Memorial Elementary, as a patriotic, safe, nurturing, student-centered school is to ensure that each individual acquires a foundation of academic, creative, and social skills which are vital to the development of a healthy sense of self-worth through a dynamic, progressive program which challenges and inspires compassion and a lifelong love of learning.

BELIEFS

1. The pursuit of learning is a lifelong process.
2. The school provides a safe, positive, and caring environment for the student.
3. Faculty and staff work together to maximize each student's potential for success.
4. Teachers, parents, and the community share the responsibility of providing a foundation for development of self-esteem, positive attitudes, and respect for self as well as others.
5. A variety of resources and technology is available to prepare all students to meet the challenges of the future.
6. Individual differences are respected and valued.

SCHOOL NAME

Bobby Ray Memorial Elementary is named as a tribute to all Warren County veterans. David Robert "Bobby" Ray was killed at Phu Loc, Quang Nam Province in Vietnam on March 19, 1969. Because of his heroic efforts to save the lives of his fallen comrades while under heavy fire, Ray was awarded the Congressional Medal of Honor becoming the only Warren Countian ever to be so honored.

SCHOOL COLORS

Navy and White

SCHOOL SYMBOL

Star - Representing the star shape of the Medal of Honor

SCHOOL MOTTO

"We share the past. We serve the present. We educate the future."

SCHOOL PLEDGE

I will act in such a way that I will be proud of myself, and others will be proud of me, too.
 I came to school to learn, and I will learn. I will have a good day.

STATEMENT OF ASSURANCE

The Warren County School System does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, or veteran status in provision of educational opportunities, programs, activities or employment opportunities and benefits.

ADMISSION AND IMMUNIZATION REQUIREMENTS

Students entering a Tennessee school for the first time must present a certified certificate of birth, a Social Security card, and Tennessee Certificate of Immunization and have a physical before attending classes. Students entering kindergarten must have reached the age of **5 on or before September 30** of the current school year. Children entering school (K-12) must have the required immunizations listed below or the appropriately documented exemption:

<u>Required Vaccine</u>	<u>Doses</u>	<u>Comment</u>
DTP/DTaP/DT/Td	4	One dose must be given after age 4. For those starting after age 7, only 3 doses are required.
POLIO	4	If the 3 rd dose is given after age 4, the 4 th dose is not required. If a combination of OPV and IPV is used, all 4 doses are needed regardless of age.
HEPATITIS B	2 or 3	For Kindergarten entry (3 doses) and 7 th grade (For adolescents, vaccines with either a 2 or 3 dose schedule are available.)
MMR	2	Given after the 1 st birthday. Second dose given at least 30 days after the 1 st .
VARICELLA (CHICKEN POX)	1	(For Kindergarten Only) Given after 1 st birthday. Parental or Physician history of disease is acceptable.

If your child already meets these qualifications, please present the documentation upon registration (unless documentation has already been placed in your child's permanent record). If your child does not meet the requirement, contact your doctor or the local Health Department. Students will not be allowed to register without documentation.

MEDICATION

We want to encourage you not to send medications to be administered at school. But if that is necessary, there are specific guidelines we must follow in order to comply with state law. You will find these guidelines below:

Students required to take prescribed medication must have an "Administration of Medication" form completed and on file. This form is available from the school nurse or the school and **MUST BE COMPLETED** when medication is delivered to the principal's office by the parent or guardian of the student. (Students do not complete the form or transport medication to school.) Medication will be kept and given to the student at the designated time.

The school is not permitted to administer medication, including aspirin, Tylenol, etc. at the student's request. **NOTE:** Any student possessing, selling, giving, sharing, or misrepresenting any medication in any form including, but not limited to any type of over-the-counter medication or health aide (such as vitamins), will be subject to full prosecution under the Drug Free Schools Act.

No school official or teacher will routinely dispense medication to students except in unique situations in which a child's health is dependent upon medical aid. If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee will administer the medication in compliance with the following regulations: The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate administration (i.e., students with asthma). All prescription medications must be brought to school in the original container labeled by the pharmacy to include the following information:

- Name of student**
- Prescription number**
- Name of medication and dosage**
- Administration route or other directions**
- Date**
- Licensed doctor's name**
- Pharmacy name, address, and phone number**

Non prescription medication may be administered only with the written request and permission of the parent or guardian. All nonprescription medication must be brought to school in the manufacturer's container with ingredients of the product listed on the container and child's name affixed to the container. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator/designee will:

1. Inform appropriate school personnel of the medication being administered.
2. Keep an accurate record of the administration of the medication.
3. Keep all medication in a locked cabinet except medication retained by a student per physician's order; and
4. Return unused prescription to the parent or guardian only.

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication. A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

(Board Policy JGCC)

EMERGENCY PROCEDURES

Fire Drills

Fire Drills will be held the first week of school and once each month thereafter. Students and staff will exit the building as quickly and quietly as possible, according to the posted emergency exit route in each room or area.

Bomb Threat - In the event of a bomb threat, fire emergency procedures would be followed.

Tornado Drills

Tornado drills will be held in the fall and spring. A weather warning will be announced over the building intercom. Students and staff will move to their designated areas, as posted, and stay by the wall with hands covering heads.

Crisis Plan

Our district and building has a Crisis Plan that will go into effect immediately in the event of a crisis.

(Board Policy EBBC)

NON-DISCRIMINATION

The Warren County School System does not discriminate on the basis of race, sex, color, religion, national origin, age handicap, or veteran status in provision of educational opportunities or employment opportunities and benefits. The Warren County School System does not discriminate on the basis of sex or handicap in its educational programs and activities, pursuant to requirements of Section 504 of the Rehabilitation Act of 1973, Public Law 101-336 respectively. This policy extends to both employment and enrollment in the school system

(Board Policy GA)

TEXTBOOKS

Each student shall receive all required textbooks at no cost. Textbooks are property of the Board and shall be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school. Parents will be responsible for the textbooks received and used by their children. Students are expected to return books in the same conditions as received, allowing for wear occurring from normal use. If this text is abused, damaged, or lost, parents will be required to pay for the text.

(Board Policy IFAA)

STARS

(Students Taking and Accepting Responsibility at School)

Expectations	Hallway	Cafeteria	Playground	Bus Room	Assemblies	Restroom	Classroom
S afety first.	* Hands and feet to self	* Eat your own lunch * Do not get up without permission	* Use equipment appropriately * Do not throw rocks * Sit in swings and swing straight * Do not jump out of swings	* Do not get up without permission * Hands and feet to self	* Stay within personal space * Walk carefully to assigned area of bleachers	* Do not get soap or water on the floor * Do not run or play in the restroom	* Keep hands, feet, and objects to yourself
T ake responsibility.	* Keep belongings to self * Help to keep areas litter-free	* Get everything you need when you go through the line * Throw trash in garbage can	* Clean up area * Watch where you are going	* Keep belongings to self * Go immediately to cafeteria upon arrival	* Watch for quiet signal to begin * Do not bring items to assembly	* Do not waste products in the restroom (soap, tissue, paper towels) * Leave the restroom clean and litter-free	* Raise hand and be recognized before speaking * Have all necessary supplies and materials for each class
A lways follow directions.	* Listen to teacher * Always walk on the right	* Line up quietly when called * Raise hand if you need assistance * Be silent when signaled	* Do not leave playground without teacher's permission	* Sit at assigned table * Line up for bus as called by teacher	* Raise hand for quiet signal to begin * Leave bleachers as teacher instructs	* Follow rules as established by classroom procedure	* Follow the directions the first time given
R espect self and others.	* Walk quietly so as not to disturb other classes	* Keep your hands on your own tray * Leave area clean	* Play without pushing, shoving, or pulling on clothes * No bullying * Share * Include everyone in play	* Younger children line up first	* Respond appropriately to program	* Respect the privacy of other students	* Be polite
S tay focused – be there.	* Walk with eyes forward * Line straight	* Be considerate of others' space * Use indoor voices * Hold tray with both hands	* Do not walk in front of swings	* Listen for bus number to be called * Do not leave belongings in cafeteria when you leave	* Do not talk during program	* Make sure trash goes in the trash can * Make sure your wash your hands before leaving the restroom	* Be on time * Listen quietly * Respect others.

CODE OF CONDUCT

The expectations in the Code of Conduct have been established in order to insure that our school is a productive and safe place in which learning can occur. Acceptable behavior and good citizenship are expected from every student, staff member, and visitor at our school. We ask for your support in helping your child understand and follow all of our school rules and policies. Students who

consistently disregard our rules may not be allowed to participate on field trips, assemblies, or special days and programs we plan. Teachers make every effort to keep in contact with parents regarding student behavior. Please help us by always checking your child's folder for notes from his/her teacher and make sure we have current phone numbers where you can be reached.

Some examples of conduct resulting in disciplinary action are:

- Failure to comply with a reasonable request (willful disobedience)
- Open defiance of a staff member(s) when such defiance may reasonably be anticipated to result in disorder, disruption, or interference with the operation of the school.
- Intimidation or threats (Comments of violence or personal harm will not be taken lightly and can result in result in law enforcement action.)
- Cursing/disrespectful language
- Discriminatory insult, intimidation, or harassment due to race, color, sex religion, national origin, or handicap status
- Fighting
- Destruction, defacing or vandalism of property (Students who vandalize or destroy school property will be held financially responsible for repair and/or replacement of said property including labor.)
- Theft
- Writing, distribution, or possession of obscene materials

When students break the rules or regulations, display inappropriate behavior, disturb, or disrupt the educational process, corrective measures may take one or several forms depending on Warren County Board Policy and the severity and/or frequency of misbehavior.

Forms of intervention:

- Verbal reprimand and /or verbal counseling
- Logical consequences of inappropriate behavior and/or loss of privilege
- Time out/Isolation in class/Write-off
- Pupil-teacher conference
- Parent notification of the problem (call or note)
- Parent-teacher conference
- Parent-teacher-student conference
- After or before school detention or public service work around school
- Sent to principal's office
- Parent called and requested to come pick up student (Principal)
- Student isolation – supervised study (Principal)
- Suspension (Principal)
- Corporal punishment
- Expulsion (School Board)

(Board Policy JCC)

SPECIFIC POLICIES AND RULES

1. Weapons of any nature are not allowed on school grounds.
2. The use or possession of a controlled substance (drugs or alcohol) is not allowed. (Violation of either of the above two rules may constitute a felony and must be reported to law enforcement personnel.)
3. The defacing, damaging, or destruction of school property is not allowed. Property treated in this manner must be paid for by students, parents, or guardian. This includes textbooks or library books which have been defaced, damaged, or lost. IN order to protect our furniture and building, chewing gum is prohibited.
4. Students are not to buy, trade, or sell items while at school.
5. Students are to pay all debts owed to the school prior to receiving their grades.
6. Students are not to be on school grounds after school hours unless attending a school sponsored event or supervised by a responsible adult.
7. Students should be aware that a bomb threat is considered a Class E felony.
8. Fighting or assault, both verbally and physically, will not be tolerated and will be dealt with according to school board policy. All threats of violence must be reported to a teacher or principal of the school.
9. Students shall be "expelled" (removed from the pupil's regular school to an alternative school or removed from school altogether for the period of one calendar year) for committing battery upon any teacher, principal, administrator, or any other employee of a local education agency or possessing any narcotic or stimulating drug. Tennessee law requires that t weapons, battery on school employees, and possession of a narcotic be treated with Zero Tolerance.

WEAPONS

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function, or event. Students are further forbidden to use any instruments or substances such as chemicals, pencils, scissors, razors, or compasses with the intent to do harm or in a manner which renders the item dangerous. Students who violate this policy shall be subject to suspension for a period of up to one year. If the offense involves and student who brings a firearm to school, the student will be expelled from school for a period of not less than one year. Upon information that a student is suspected of violating this policy, the principal of the school shall notify the student's parent or guardian and the appropriate law enforcement officials as required by law.

The Board affirms the zero tolerance weapons policy. No student found with or having possessed a weapon replica in a threatening manner will be allowed to attend any school, except those programs especially designed for such offenders operated at a site separate from any regular school. This expulsion from school shall be for one calendar year. At the conclusion of this expulsion period, a staffing shall be held to determine if the student has been rehabilitated sufficiently for him or her to return to a normal school setting. The Chief Executive Officer has the authority to modify the punishment.

(Board Policy JCBE)

TOBACCO POLICY

Students are not allowed to possess or use any tobacco product while on school buses, school grounds, or at any school sponsored activity. Possession of cigarette lighters and matches is prohibited. School Board Policy states the following: The use or possession of tobacco products in any form on school premises and on school buses by students shall be prohibited. To "use" shall mean any holding of a cigarette, cigar, or pipe, and inhaling and exhaling of the smoke of tobacco, or any chewing or dipping of any tobacco product.

(Board Policy JCBB)

ARTICLES PROHIBITED

Toys, trinkets, pets and any other similar items are to be left at home, unless requested by the teacher. Trading cards of any type (baseball, football, basketball, etc.) are not to be brought to school. These will be taken up from the student and kept in the office until the end of the school year and then returned to the parent/guardian. Students may not chew gum while at school. Students should not bring candy to school. Valuable jewelry or items and extra money are to be left at home. Neither the school nor the teachers will be responsible for lost or stolen items.

Dangerous weapons are prohibited on school grounds. Knives, metal objects, sharp pointed objects, fireworks, guns (including BB, water, or toy guns) or any items similar will not be brought to school. Punishment for bringing these items to school will be parent notification, suspension or expulsion.

BULLYING

Definition of Bullying:

Bullying is any ongoing physical or verbal mistreatment where there is: an imbalance of power and the victim (target) is exposed repeatedly to negative actions on the part of one or more other students.

Behaviors associated with Bullying:

Intimidating type of behaviors such as:

Offensive name calling – verbal and written

Aggressive personal contact

Threats – verbal and written

Intimidating body language

Damage, destruction, and theft of property

Invading personal space

Intentional / continual noise making

Intentional exclusion

Consequences of Bullying:

- Warning – Conference with students involved
- Parent Notification – Parents notified of instances and circumstances of bullying
- Out of School Suspension

INTERROGATIONS AND SEARCHES

If a student is suspected or accused of any offense committed in a school during school hours or on school property at any time, the principal may interrogate the student, without the presence of parent(s) and without giving the student constitutional warnings. Lockers and other storage areas are school property and subject to search.

(Board Policy JCAB)

PEER HARASSMENT

Acts of verbal or physical aggression will not be tolerated. Students should report any incident of harassment to his/her teacher, counselor, or principal.

SEXUAL HARASSMENT

Sexual harassment activity toward any student by an employee or another student will not be tolerated. Sexual harassment is defined as conduct, advances, gestures or words of a sexual nature which:

1. Unreasonably interferes with the student's work or educational opportunities; or
2. Creates an intimidating, hostile or offensive learning environment; or
3. Implies that submission to such conduct is made an explicit or implicit term of receiving grades or credit; and
4. Implies that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Victims of sexual harassment shall report these conditions to the appropriate school official. Confidentiality will be maintained and no reprisals or retaliation will occur as a result of good faith reporting of charges of sexual harassment. In determining whether

alleged conduct constitutes sexual harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred, will be investigated. The Director shall be responsible for investigating all complaints of sexual harassment. If satisfactory resolution of the complaint is not reached, the student may appeal the matter to the Director, and ultimately, to the Board.

(Board Policy JCAD)

STAFF SAFETY

It is the intent of the Warren County School Board to see that the working conditions for school system employees be safe and free from harassment. To that end, any employee who feels threatened, harassed or intimidated by a parent, guardian, student, or other member of the public while performing duties for the school system, can direct the temporary removal or exclusion from the premises of any person engaged in such inappropriate behavior. The school system employee shall immediately notify the appropriate law enforcement authorities and the central office of the school system of the situation. Any person threatening, harassing or intimidating a school system employee shall be prosecuted to the full extent of the law.

ANIMALS IN SCHOOL

Animals will not be allowed to be brought into the school unless the teacher and/or principal have requested it for educational purposes. Persons bringing animals into the school must receive prior permission from the supervising teacher and the building principal. Any animal that is brought into the school must be appropriately inoculated, housed, humanely cared for and properly handled. Handling by students must be on a voluntary basis. Under no circumstances are animals to be transported on school buses.

CHILD NEGLECT AND ABUSE POLICY

According to TCA 37-1-412, anyone having suspicion or information suggesting child abuse/neglect is required to report to the Department of Children's Services at 473-1524. Students should tell their teacher, guidance counselor, nurse, or other school employee if they feel they are being neglected, hurt, or abused by someone or if they know a friend who is neglected or abused. The Abuse Hotline number is 1-877-237-0026.

LEARNING COMPACT

We, at Bobby Ray Memorial Elementary, are committed to working to provide a quality learning environment in which all children can learn and develop to their maximum potential. This compact is a voluntary agreement and a promise of commitment to help your child progress in school to the best of his/her ability. We believe this agreement can be fulfilled through our team effort.

Parent/Guardian: In order for my child to reach his/her potential, I will:

- See that my child attends school regularly and is punctual.
- Support the school staff, and respect the cultural differences of others.
- Have ongoing communication with my child's teacher.
- Monitor TV and movie viewing.

Student: In order to do the best that I can, I will:

- Always try to work to the best of my ability.
- Come to school everyday and on time.
- Show respect for differences.
- Conform to the rules of conduct at my school.
- Ask for help when I need it.
- Believe that I can learn and I will learn.

Teacher: Students must be given the opportunity to succeed. Therefore, I will:

- Provide an environment conducive to learning.
- Use methods and techniques that work best for my class.
- Communicate effectively with my students and their parents.
- Provide information to the parents and the student on the student's progress.
- Respect students, their parents, and the diverse cultures of the school.

As a team, we can work together to carry out this agreement.

HOMEWORK

Bobby Ray Memorial Elementary teachers and administration believe that good study habits are essential to every child's success. Listening to your child read, practicing vocabulary, and studying spelling words are a few of the ways a parent can help their child.

Guidelines for parents:

Parents can support a child's interest in lifelong learning by encouraging good study habits and providing a learning environment in the home.

1. Provide a quiet, well-lighted place for the student to do homework.
2. Help your child budget time so that a regular schedule for study is set.
3. Take an active interest in what your child is doing at school. Ask for an explanation of a particular assignment and what is being learned. Compliment good work or when improvement is made.
4. Make constructive suggestions, but avoid severe criticism and undue pressure. A positive attitude by parents will encourage the student to do the best work possible.
5. Encourage your child to seek additional help from the teacher at school if there seems to be any difficulties with the work.
6. Encourage and guide your child with assigned homework. Do not just do the work for your child.
7. Regular school attendance is important for your child's continued learning.

8. Consult your child's teacher as soon as problems arise.

Suggestions for students:

1. Be sure you understand the assignments or ask your teacher if you need help.
2. Set aside a regular time for homework.
3. Study in a quiet place.
4. Complete your work and hand it in when it is due.
5. Do your best on each homework assignment.

HONOR ROLL

At the end of each nine weeks (and also for the cumulative school year) students meeting the following standards will be recognized for scholastic achievement at our school.

**Grades 3-5 A Honor Roll – All A's
A & B Honor Roll – B's and at least one A**

Students meeting the honor roll requirements will have their names sent to the *Southern Standard*.

PERFECT ATTENDANCE

To be eligible for perfect attendance, a student must be in attendance for a length of time equal to the state's minimum hourly requirement for a school day.

STUDENT ACTIVITIES

- Student-led assemblies are held each Friday at 7:50 a.m. in the gymnasium. Parents and guests are invited and welcome to attend. (Please come by the office and sign in before going to the gym.) Each homeroom will present at least one assembly program during the course of the school year. Programs feature music, drama, art, and special projects presented by students. Teachers produce programs to correlate with holidays, special events, and their grade level curriculum.
- All 4th and 5th grade students have the opportunity to participate in 4-H.
- All 5th grade students have the opportunity to participate in the Drama Club program.
- 5th grade students present "STAR Talk" each morning over the school intercom system.
- All students (K-5) participate in P.E., guidance, music, and art classes.
- Two 5th grade students are chosen to represent our school as Cub Reporters for the *Mini Standard*.
- Students who qualify are served in our ESL (English as a Second Language) program. The ESL program is designed to meet the needs of children who speak a language other than English in their homes, or who do not speak English as their first language.
- The library operates on a combination of schedule activity and as much availability for free time use as possible. Books may be checked out at no charge for a period of one week. Over due books are \$.05 each day they are late. Lost or damaged books must be paid for by the students.
- Speech, resource, and gifted programs are offered by the Warren County School System for students. Children who may benefit from these services should be referred to Psychological Services through the classroom teacher, guidance counselor, or parent.
- Academic and Special Activities may include:
 - Honor Roll
 - Perfect Attendance
 - Field Trips (good behavior required)
 - "Caught Being Good" recognition
 - Before/After school tutoring
 - "Student of the Week" recognition

FIELD TRIPS

Field trips, which reinforce concepts taught in the classroom, are encouraged. The on-site examination of things and places that have been studied in the classroom and participation in educational activities away from the school buildings is an integral part of the educational program. Periodically during the school year, classes will be taking educational trips, which relate to classroom activities. For students to travel on these trips, parents or guardians must complete and return permission slips for each trip. Any non-educational trip taken by the students will be at the expense of the group going on the trip. All admission expenses incurred during educational trips are the responsibility of the individual students. All students will be expected to attend their class trips unless arrangements are made in advance with the principal.

Due to numbers and other conditions, grade levels could limit the number of parent sponsors. Students attending field trips will return to school on the school bus, not in cars with parents unless the principal gives permission (prior to the school trip) due to special circumstances. The safety of our students is our first priority therefore we expect students to return on the bus.

FLOWER OR BALLOON DELIVERIES

School Board policy prohibits the delivery of flowers, balloons, etc., to students and personnel. These objects may not be transported on the bus.

(Board Policy JLC)

FUNDRAISERS

Fundraisers are a necessary evil of the public school system. Bobby Ray Memorial Elementary will limit the number of fundraisers during the school year. The school and the PTO work cooperatively together in their fundraising activities. All money raised will be

spent to enhance the educational experience at Bobby Ray. The following are fundraisers that are scheduled for the school year 2008-2009:

- Coupon Books
- Art & Craft Fair
- Library Book Fairs
- Box Tops for Education from General Mills Labels
- Campbell Soup Labels
- School Pictures
- School Yearbook

Only a few of these activities require selling of items by students. We discourage students selling items door to door.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conference Days are scheduled for October 9, 2008 and March 12, 2009 from 3:00 p.m. to 6:00 p.m. Students will have school both of these days. The conferences are scheduled to facilitate communication between the school and home. Additional conferences may be arranged when requested by either parent or teacher. We hope to see **ALL** parents at conference time.

PARENT – TEACHER ORGANIZATION (PTO)

The PTO offers you the opportunity to work more closely with your child's teacher, principal, and school officials in order to provide the best possible education for your child as an individual. Through the PTO, you will be able to voice your ideas for our school and our school system. We welcome suggestions for improvements in our children's education. With your involvement, the PTO can help make our school system a stronger program.

PARTIES

Parents maybe asked to assist teachers with scheduled parties throughout the year.

Invitations to private parties are **not** to be passed out in school unless everyone in the class is invited; either all the boys or all the girls or both. Hurt feelings result when it is obvious that some children are not included in an invitation.

2008-2009 SCHOOL IMPROVEMENT GOALS

- 1) Our goal is that at least 89% of students in subgroups numbering 45 or more will score at the proficient or advanced levels on the criterion referenced portion of the 2008-2009 reading/language arts portion of the TCAP Assessment. Our goal is to maintain an exemplary rating of 4 or higher for fifth grade on the TCAP writing assessment. Our goal is to continue the positive trend reflected in our Academic Achievement Grades.
- 2) Our goal is that at least 86% of students in subgroups numbering 45 or more will score at proficient or advanced levels on the criterion referenced portion of the 2008-2009 math portion of the TCAP Assessment.
- 3) Our goal is to continue to provide a safe environment in which all members of our school population demonstrates respectful behavior, healthy habits, and a positive school climate in all school environments.
- 4) Our goal is to further develop a positive school culture by promoting student, family, and faculty cooperation by accepting social and attendance responsibilities to achieve necessary academic gains.
- 5) Our goal is to provide high quality professional development for all school personnel that focuses on curriculum, behavior and time management methods, interpreting and utilizing test data, and school safety.

SECTION 504

Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
- Has a record of such impairment;
- Is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Warren County School District recognizes a responsibility to avoid discrimination in policies and practices regarding its Personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to:

- Inspect and review his/her child's educational records;
- Make copies of these records;
- Receive a list of all individuals having access to those records;
- Ask for an explanation of any item in the records;
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights;
- A hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact Joyce Dunlap, Section 504 Compliance Coordinator at 931-668-1728. If there are questions regarding students receiving special education services, please feel free to contact Linda Wilson, Special Education Supervisor at 931-668-1728. The Warren County School Board Policy Manual is available to be reviewed upon request.

STUDENT INSURANCE

The Warren County School system has selected Scholastic Insurors as the company to offer accident insurance to the students of our school. Parents wishing to participate in the insurance plan may obtain an enrollment form from the office.

**Parent Information Notice
Warren County School System
Dr. Jerry Hale, Director
Administrative Offices
2548 Morrison Street
McMinnville, TN 37110
668-4022**

Our Mission – The Warren County School System will educate every student every day.

Parents play a vital role in this mission. The Board encourages the involvement of parents (Policy IFCE) and wants to keep them informed of their rights.

- Warren County School System does not discriminate on the basis of race, sex, color, religion, national origin, age, or handicap in the provision of educational opportunities, activities, or other administered programs.
- Parents have the right to request information about the professional and/or paraprofessional qualifications of their child's teacher(s).

Teaching certifications can be found by accessing the Tennessee Department of Education, Teacher Licensing Web Site (www.state.tn.us/education/lic_home.htm) or contacting the system's Human Resources Director.

- Parents must receive notification if their child's teacher in a core curriculum subject is being taught for 4 or more consecutive weeks by a teacher who is not highly qualified.
- Parents will have access to system/school report cards when released by the State Department of Education and available (usually in late Fall of each year) through their web-site (www.state.tn.us/education) or at the school and/or district office.
- Parents will be informed if their child is enrolled in a school identified for improvement, corrective action, or restructuring. The Warren County School System will furnish an explanation of what this means, academic comparisons with district and state, steps being taken to improve achievement, parent involvement, etc.
- Parents will be informed annually about the availability of supplemental educational services if a school fails to meet adequate yearly progress.
- Parents must receive annual academic results [mid-term reporting periods, end of reporting periods, TCAP Achievement results (grades 3-8), Writing Assessment (grades 5, 8. ii), End-of-Course and gateway Exams] in a timely manner as required by a local Board policy and the Tennessee Department of Education.
- Parents of a student identified as limited English proficient (ELL – English Language Learner) must be notified in a timely manner of their child's participation in an ESL program, details of the program, rights to waive participation, and specific information on the child's level of English proficiency.
- A parental involvement policy is available in the school's handbook or in individual school's offices.

Title I Schools: A written parental involvement policy will be developed jointly with and distributed to parents of children participating in Title I Programs. This includes an annual meeting for parents to inform them of their school's participation in programs (ex. Title I) funded under the **No Child left Behind Act**.

- Schools and parents must be notified of school wide program authority under which schools can consolidate funds from federal, state, and local sources to upgrade the educational program of the entire school (qualification: 40% of students must be from verified low income families).
- Parents can visit the state's web site (www.state.tn.us) or system's website (www.warrenschoools.com) to access a description of the curriculum (Tennessee Curriculum Standards), assessment, and proficiency levels students are expected to meet.
- Parents have access to district and school information and reports through the media (local newspaper and radio), and the System/School Report Cards available on the State website or at the system's administrative office.

- The McKinney-Vento Homeless Assistance Act ensures educational rights and protections for children and youth experiencing homelessness. For more information, contact the school system's homeless liaison.
- Section 9532 of the NCLB Act shall provide any student who attends a persistently dangerous school, or any student who has been the victim of a violent crime while at school, the opportunity to attend a safe school. The appropriate paper work and procedure is on file in your principal's office.
- The School Board Policy relating to student privacy and parental access to information is available in the School Board Policy Manual located at each school and the Central Office. Notification of Rights and Release of Directory information under FERPA, *Family Education Rights and Policy Act*, are also available through media announcements. This Federal Law affords parents and students; (over 18 years of age) certain rights with respect to educational records. Parents will be notified of any change in Board policy. (More information on FERPA is available in school handbooks or at the Central Administrative Offices.)
- Students and parents; are encouraged to participate in safe and drug free school programs to prevent student violence and drug use. Parents, however, may request in writing that their children not participate in such activities.
- School health requirements, policies, and procedures (ex: immunizations, medication at school, etc.) are available from the WCSS Health Services Office (668-5111), principal, or school nurse.
- Parent/Student Rights in Identification, Evaluation, and Placement- A complete description of the rights granted by federal law to students with disabilities is available by contacting the Special Education Department of the Warren County School System. The intent of this law is to keep parents fully informed concerning decisions about their child and to inform them of rights if they disagree with any of those decisions.
- CHILD FIND REQUIREMENT UNDER IDEA-Warren County Schools has the responsibility to locate, identify, and evaluate all children ages 3 to 22 years suspected of having a disability. Any questions or concerns may be directed to the Special Education Director at 668-1728.

Parents should read other valuable notices and information found in their child's school handbook rules, policies, health related information, attendance, etc.