

Anderson Early Childhood Center Handbook

Principal's Message

Dear Parents/Guardians:

It is our pleasure to welcome you to Anderson Early Childhood Center. The faculty and staff join us in saying we are excited to be given the responsibility of participating in the education of your child. We endeavor and hope to make this a successful and satisfying year for you and your child.

This handbook is filled with important information regarding school policies and procedures. We encourage you to review the content. If you have questions please call the office. Open and clear communication between school and home is vital in the success of our educational program.

We welcome your participation and support during the school year. We encourage your presence in the school building. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the academic and social success of our students.

Sincerely,

Mary Colling, Principal

Tracy Riddle, Assistant Principal

Mission Statement

Anderson Early Childhood Center seeks to create a stable, nurturing, and challenging learning environment using a research-based curriculum to direct appropriate instructional time in order to instill life-long love of learning.

Vision Statement

We, the staff at Anderson Early Childhood Center, believe that all students possess the potential to have a positive and successful impact on society.

Belief Statements

- The administration and staff should provide for a safe, child-oriented environment conducive to learning.
- When students are actively involved in the learning environment, they develop skills for life.
- Instructional methods should vary and address the academic needs of each child on an individual basis.
- Instruction includes individualized centers with manipulatives that address a wide range of children's skills and abilities.
- Assessments should measure the curriculum and guide instruction.
- When parents are involved in their child's education and the school decision-making process, the students, parents, and teachers all benefit.
- Our policy to set high expectations for academics, behavior, and peer interactions will help our students become lifelong learners and contributing members of society.
- All decisions and policies should be child-centered.

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Academics and Curriculum

Anderson Early Childhood Center is committed to excellence in education.

- We expect our children to learn and to progress as rapidly as they are capable.
- We offer a variety of types of instruction: 1) large group instruction or circle time which includes general themes for the week, general review of skills, reading stories and group discussion; 2) small groups as part of a Balanced Literacy program; and 3) individual instruction in which each child has lessons on his/her level and progresses at his/her own pace.
- We stress readiness skills which lay the foundation for success in education and in life. Children at this level learn best by active, hands-on instruction. We strive to offer developmentally appropriate practices that address various learning styles in order to meet the child's needs.
- Anderson stresses reading and math in both preschool and kindergarten.
- Anderson's curriculum includes these specialty classes for all students: art, computer, library, music, and physical education.
- Frequent field trips are part of the curriculum so that learning experiences can be "made real" for the students.
- Celebrations throughout the year, such as Dr. Seuss Day and the 100th Day celebration, are used to reinforce educational skills and affirm that learning is fun.
- **Our mandate is that children will not leave Anderson until they are ready to do first-grade work.** This includes being mature enough to handle working independently. *Parent help in working with children on the skills is invaluable.*
- Academic progress is measured by mastery of specific skills. Student progress is communicated through teacher letters, folders with completed work, conferences, and report cards. Report cards are sent home every six weeks. Only certain skills are tested each six weeks; however, children are exposed to much more than the tested skills. **Children must be able to demonstrate mastery of the skills to the teacher.**
- Academic pep rallies, for kindergarten students, are held to celebrate academic success, good citizenship, model behavior, effort, and good attendance records.
- The summer program is offered in June to Anderson students who have shown partial mastery but need to strengthen their proficiency in reading and/or math skills that are vital for success in first grade.
- Parent review and reinforcement of the academic work is essential for your child's success. Regularly review your child's papers sent home daily in their folders.
- Materials are available at the Family Resource Center for reinforcement of the skills.

Curriculum

Preschool

The Anderson preschool program uses several different approaches to ensure students of a well-rounded education. All skills taught have been aligned with the Tennessee Early Childhood Standards. We have adopted the Land of the Letter People curriculum, a cross-curricular program that focuses on early listening, phonemic awareness, and letter introduction. Our preschool program uses play, large group, small group, hands-on, and individual instruction to

prepare our students for success in kindergarten. All preschool students are taught "Personal Safety" through a curriculum required by the Department of Early Childhood.

Kindergarten

The kindergarten curriculum is aligned with Tennessee State Standards for kindergarten. Students are given a reading and math pretest at the beginning of the school year. Reading groups are formed in each classroom based on DIBELS. Kindergarten has adopted a new research based core-reading program from Scott-Foresman. The program integrates language arts skills, the five components of reading, as well as the science and social studies standards set forth by the state standards. The writing curriculum focuses on individualized learning. Students engage in writing the Morning Message, making class books and charts, journaling, and doing writing lessons in small groups. Language and grammar are taught through small group and whole-group experiences with the Scott-Foresman Language Arts curriculum, which features the use of oral language, shared reading, guided reading, read-alouds, and the morning message. Math is taught in whole groups as well as in center time where students engage in hands-on learning as they explore manipulative materials.

Admissions and Withdrawals

New kindergarten students must be 5 years old on or before September 30 of the school year in which they are enrolling. A physical examination is required when a student enters school for the first time. The following documents are also required for school attendance: a birth certificate, complete immunization records, and the student's Social Security number.

Immunizations

State law requires that every student who is admitted to public school must have evidence of successful vaccination for diphtheria, tetanus, whooping cough, polio, measles, and mumps. Hepatitis B is required for entrance into kindergarten. **All preschool and kindergarten students must have proper immunization prior to the first day of school.**

Withdrawals

Students withdrawing from the program in the middle of the year should notify the school. The child's teacher will prepare a summary of the student's progress. Records will be checked to see if debts or library books are outstanding before student files can be sent to the child's next school.

Attendance and Illness Policy

- Children are expected to attend school regularly.
 - Instruction begins at 7:45 a.m. for preschool and 8:00 a.m. for kindergarten. ALL children are expected to be present at those times. Students arriving after the beginning time must be brought into the building and signed in by the parent or guardian. Students arriving after 9:00 a.m. without a doctor's note or evidence of extenuating circumstances may not be admitted.
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- Children coming to school late, picked up early, or picked up late are counted as tardy.

- In case of illness, the child should remain at home until free of fever, vomiting or diarrhea for 24 hours.
- Children showing symptoms of fever, vomiting, diarrhea or contagious disease will be required to go home.
- If the child has a contagious condition such as strep throat, pinworms, measles, head lice, chicken pox, ringworm, etc., he/she should be kept at home until the condition is no longer contagious. A doctor's note may be required before admission.
- After an absence from school, a written excuse should be brought to school on the next day of attendance.
- If a child misses three consecutive days due to illness, a doctor's excuse is required. A doctor's excuse may be required to excuse a student from outside playtime or other routine physical activities.
- Compulsory attendance for kindergarten is state law. The district attendance officer will review anything over 15 absences, and excessive truancy may result in legal action against the parent and/or the child being retained in a grade.

Contact Information

It is imperative that the school has up-to-date phone numbers. This is for your child's safety.

Children do get sick and injured at school. Every child wants their parents if they are sick or hurt. Parents must be able to respond to requests for help in case of emergency. If your phone number changes, becomes unlisted, blocked, or disconnected, please notify the school immediately and give us numbers where you can be reached. Emergency numbers need to be kept current if changes occur. Please make sure the school has the name of the person and the relationship to the child so that when we call, we can identify the contact person. The name and telephone number of the student's family doctor must be on file at the school.

Dress Code Policy

Haywood County School System recognizes and understands that there is a strong correlation between appropriate attire and a positive learning environment. To help create not only the best learning environment, but also the safest, the following expectations for student dress have been established.

All students will comply with the Student Dress Code in the Student Handbook. Students who fail to wear the proper apparel will be required to wear an alternate uniform provided by the school. In addition, their parents will be notified and receive a warning by letter for the first offense. Students who fail to wear the proper apparel correctly will receive disciplinary action as applicable.

Consequences

1st offense- letter to parents and student will change into proper dress code attire provided by the school.

2nd offense- parent called to come to school and bring the proper dress code attire.

3rd offense- parent called to come to school and bring the proper dress code attire.

4th offense- sent home for the day

The basic dress must be solid khaki, navy, or black pants, shorts, or skirts. Denim is not allowed. Shirts and blouses must have a collar and be solid white, light pink, light blue, gray, purple, or a combination of purple and white.

All clothing must be free of holes and rips. No see-through clothing will be allowed, and all clothing must be sized to fit. Denim is not allowed.

A. Shirts, Blouses, Sweaters

- Shirts and blouses must have a collar – either a polo shirt or a dress shirt with a collar.
- Shirts, blouses, and sweaters may have one small design or logo that can be covered with a student I. D. card.
- Vests, cardigan style sweaters, crew-neck sweaters, and sweatshirts must be (1) waist length, (2) worn over a collared shirt, and (3) one of the approved school colors with no writing or logo larger than the student I. D. card.
- Hoodies are permitted but hoods may not be pulled over the head indoors.

B. Pants, Shorts, Skirts

- Pants/shorts/skirts must be worn at the waist.
- Sagging, bagging, or skin-tight fit is not allowed.
- Pant legs will not touch the floor and will not be frayed or cut.
- Writing, studs, or design other than one small brand logo no larger than a student I. D. card are not allowed.

- Shorts must be knee length.
- Skirts must be knee length or longer.

C. Footwear

- Footwear is required and must be safe and appropriate for indoor and outdoor activity.
- Footwear must be laced, tied, strapped, or hooked if applicable.
- Spiked heels, bedroom slippers, or house-shoes are not permitted.

D. Clothing and accessories such as backpacks, jewelry, tattoos, brands, and notebooks must not:

- Contain racial or ethnic slurs or symbols.
- Suggest gang affiliations.
- Be vulgar, obscene, subversive, disruptive of the school environment, or derogatory to any individual.
- Contain sexually suggestive language or images.
- Contain promotions of products that students may not legally buy, such as alcohol, tobacco, illegal drugs, controlled substances, weapons, or weapon products.

E. The following are not allowed:

- Large, long, and/or heavy chains.
- Studded, spiked, or chained accessories.
- Sunglasses, except for health purposes (A prescription will be required.).
- Facial jewelry (e.g., tongue ring, eyebrow piercing, etc.), designer lenses, grills.
- Head apparel, hair rollers, hair picks and/or combs worn in the hair.
- Excessive make-up/facial drawing.
- Distracting or unusual hairstyle and/or color.
- Oversized coats, overcoats, and trench coats.

F. Extracurricular activity uniforms may not be worn during the school day.

- G. The principal may allow exceptions for school-wide programs or special classroom activities.**

Discipline Policy

Statement of Beliefs

- We will establish a climate for learning in which children can work and be successful.
- We will treat each child with kindness and firm guidance so he/she can develop high self-esteem and achieve.
- We will work together – teachers, administration, staff, and parents – to help children develop appropriate behavior patterns.
- We will not accept inappropriate behavior that inhibits learning or hurts others.

Standards

Children are expected to:

- Be quiet and orderly in all common areas, including hallways, bathrooms, car and bus rider areas, and the cafeteria.
- Show respect to all adults in the building. Respect is demonstrated by obedience to instructions as well as by answering politely.
- Show respect and kindness to each other. This means learning to share, taking turns, talking about a problem instead of yelling, biting, or hitting.
- Use appropriate language in school. The use of foul language and gestures will not be allowed.
- Show respect for our school property.
- *Discipline is the joint responsibility of the school, community and home. We are all working together to rear responsible, kind, intelligent children.*

School-Wide Rules

1. Listen to the teachers and follow directions the first time they are given.
2. Keep order and quiet in all common areas.
3. Show respect and kindness to all. Keep hands, feet, unkind words and actions to yourself.
4. Respect and care for all school property and all materials in the school.
5. Always do your best. Participate in all school activities, work hard, and learn.

Within the classroom, the teachers will develop and teach a discipline plan consistent with the school-wide rules. Parents will receive a copy of the plan and children will be expected to learn and follow the rules established.

Offenses and Consequences

Level I – offenses that can be handled in the classroom by the teacher, such as excessive talking, incomplete work, inability to stay seated, etc.

Level II – more serious offenses; may be handled by the teacher in the room or may be handled with some assistance from the office.

Level III – offenses that require administrative intervention; may warrant a suspension from school.

Interventions to Correct Behavior

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|---|------------------------------|
| 1. Verbal warnings | 4. Behavior notes to parents |
| 2. Time out | 5. Phone calls to parents |
| 3. Loss of privileges such as field trips, recess and special activities* | |

**Students who do not consistently follow the rules and obey their teachers may sometimes go on field trips only if accompanied by their parents. If students do not listen and follow the rules at school, they probably will not do so when they get away from school. We want children to be safe at all times; therefore, we must take the necessary precautions on field trips by having parents be responsible for their own child. This is at the discretion of the child's teacher with administrator approval.*

When a child is sent to the office, these procedures will be followed:

Stage 1. For a first offense, a child will be talked with, and time out from class activities can be used. Parents will be notified of the incident. The note sent home **must** be signed and returned. A signature does not show agreement or disagreement, only that you have seen the note.

Stage 2. The second time a child is sent to the office, the parent will be notified. Parent input and support is welcomed so that a plan can be developed to help the child change the behavior. The child will have time out from class activities so he/she can modify the behavior. A request for a conference **must** be honored.

Stage 3. A third trip to the office will denote willful and persistent violation of school and/or classroom rules.

Corporal Punishment

- Corporal punishment can be administered in stage 2 or 3 above if the administration feels the offense warrants it. Anderson's policy is that corporal punishment will be used only as a last resort.
- No corporal punishment for preschoolers – in the event we have behavior that cannot be controlled at school, parents will be asked to come to school and address the behavior.
- The Haywood County Board of Education does allow the use of corporal punishment.
- When corporal punishment is deemed necessary, it will be administered privately and in a humane way by an administrator with a certified person as the witness. Teachers may administer corporal punishment *only* if the administrator is present as the witness.
- **Parents who do not want their children punished in this manner should put the request in writing and give the written request to the child's teacher. Parents please note that if you do not wish for corporal punishment to be administered, you may be called to school to help us with your child's inappropriate behavior.**

Time-out Area

- Children who are having difficulty behaviorally and/or are emotionally out of control may be placed in the time-out area under supervision in order to regain their self-control.
- If, after a reasonable amount of time, the student is unable to gain control or attempts to hurt him/herself or others, parents will be called to help with intervention.

Parent Discipline Notification

Parents will be notified if their child should become the victim of a violent crime at school. Normally, he or she would have been given the right to transfer to another school; however,

since we only offer two grades at each elementary school, this transfer is not available. We will take appropriate steps to insure the safety of your child and all others.

Offenses which may result in suspension from school – Level III

1. Real or threatened violence against a student, teacher, or staff member. Includes harassment or bullying in a hurtful manner
2. Possession, handling, transmitting, use or attempted use of the following, either real or toy: firearms, knives, explosives, razors, combs, or any object that can be used as a weapon. The object will be confiscated and returned to the parent or guardian.
3. Use of profane and/or obscene language or gestures
4. Immoral conduct
5. Theft of property (student, staff, or school)
6. Open, blatant defiance of authority
7. Willful and persistent violation of school/classroom rules. **Note: three trips to the office will be interpreted as willful and persistent violation of school/classroom rules. However, the administration reserves the right to make a final decision as to the severity of the violation(s) and punishment(s).**
8. Willful and persistent destruction or defacing of school property or the property of another student or staff member. Parents may be responsible for replacement or restitution in these cases
9. A violent temper tantrum in which a student screams, cries, kicks, or fights and has to be physically restrained or removed from the classroom. **Parents will be notified and are expected to report to the school immediately upon being notified. If parents cannot be found, the local police will be called to help find the parents or a responsible party.**
10. Intentional behavior(s) which would influence or cause another student to violate school rules
11. Any other conduct affecting good order or discipline in the school

Please note: Parent assistance and cooperation in solving behavior problems in school is required. If parents do not cooperate with school officials in helping solve these types of problems, the situation will be referred to the Central Office. Children's Services, Crisis Intervention, and the court system may be called upon to assist the school in maintaining a climate that is safe and conducive to learning for all children.

Dismissal Policy

Preschool dismissal will be staggered during the 2008-2009 school year. Our goal is to eliminate parking difficulties. Please pick your child up at the designated time. We will have two dismissal times for preschool: one group at 2:00 and the other group at 2:15. All P-K students should be picked up no later than 2:30. You will be given more information at the parent orientation meeting on August 4th at 6:00 PM. Kindergarten dismissal will be 2:45 for car riders from the cafeteria. Special education dismisses at 2:30 p.m. Buses begin leaving at 2:45 p.m.

- Please pick up children at the front door.
- The person picking up the child will be asked to sign out the child.
- Children picked up before dismissal time must be signed out in the office. **Note that leaving early is counted as a tardy.**
- Only persons listed on the designated driver form will be allowed to pick up children from the school. Parents should fill out the designated driver form and the emergency number form on the first day of school.

- If someone other than those listed on the designated driver sheet is to pick up the child, you must notify the school. This can be done by sending a note to school or by calling the office **by 1:00 p.m.** If the new driver is unknown to the staff, the driver must have identification so that we are assured of the safety of the child. **If the staff is unsure as to the child's safety, they have the right to deny access to the child.**
- Children who will be riding a different bus must bring a note stating the bus number, the name and address of the place to which they are to go. If a bus or car change is necessary during the day, call the office **before 2:00 p.m.** so we can relay the information to the teacher. The new bus number and name and address of the new destination must be given so the driver can get the child to the right place. **We cannot guarantee changes for requests made after 2:15 p.m.** Parents should be sure someone is at home, awake, and alert for the arrival of the bus at the scheduled time. If a child misses the bus, a parent or emergency number will be called. If no one responds to the call in a timely manner, law enforcement authorities may be enlisted to find a responsible party.
- If preschoolers are not picked up by the designated time and kindergarten car riders are not picked up by 3:30, parents or emergency numbers will be called. If no one can be reached or no one responds in a timely manner, the police or sheriff's department may be called for assistance in finding a responsible party to get the child. **Habitual lateness in picking up a child will be referred to the district attendance officer.**

Field Trip Guidelines

Parents and other chaperones, as well as visitors on Field Day, are needed, welcomed, and appreciated, providing they follow these guidelines.

- Only two adults can attend any field trip with a student- and it must be the parent or guardian of the student. All others must be approved by administration.
- All tickets must be purchased at least three days before the trip.
- If you chaperone, you are responsible for staying with the group and supervising a certain number of children other than your own.
- Be sure that you do not provide any special treats for your child. Parents who take children off on their own are **not** excluded. Examples: Food or drink other than that provided by the school; strollers for children (except those with disabilities); admission to any special activity such as a carnival ride or game.
- **Please do not bring children who are not Anderson students.** This includes siblings, relatives, and friends. If you wish to make arrangements for your family to attend a field trip at the same time as your child, you must provide your own transportation and ticket arrangements, and you will not be considered a chaperone.
- Children enrolled in another class at Anderson should not be taken out of school to go on the field trip. The student will be counted absent. Personal days will not be given for this type of activity.
- If you drive, please note the following:
 - If another adult accompanies you, he or she must be prepared to stay with the group the entire time. If they have not paid an admission charge in advance, they should be prepared to pay upon entering the event.
 - If you take your child with you after the event is over, please sign the child out with his/her teacher. **Only** the parent or guardian may be allowed to sign out a student from a field trip event at the field trip location.
- No money for field trips will be refunded.

- Parents should not bring coolers and other picnic items onto the playground on Field Day unless invited by the child's teacher.

All decisions about chaperones, including the number of chaperones, transportation, event fees, parents signing out their child, and lunch are left to the individual teacher with administrator approval.

Food Service

Effective June 30, 2006, federal regulations required each school system to adopt a wellness policy. Haywood County Schools adopted a wellness policy on January 10, 2006. The policy includes goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the school system deems appropriate.

At Anderson breakfast and lunch will be provided for the students. No fees are charged for these services. Children who bring their lunches may not eat from the school cafeteria line. Milk will be provided if desired. Food from restaurants should not be brought to school and eaten in the cafeteria. No carbonated drinks will be allowed to be consumed in the cafeteria. The USDA regulates Anderson's food service, and our policies are based on their recommendations.

If your child is allergic to any food item, please send a doctor's statement to have on file at the school so we can make the necessary changes in your child's diet.

Incentives for Success

Academic Pep Rallies

Student excellence is celebrated throughout the year with academic pep rallies, in which individual kindergarten students are recognized and honored. Parents are encouraged to attend and support their children.

Kindergarten Kadet ribbons go to all students who have mastered all of the skills taught and assessed as of that six weeks. In addition, students earn speech, good conduct, perfect attendance, and Family Resource Center Wall of Fame awards.

Every effort is made to see that as many children as possible can be honored; therefore, the following awards are given to a student or class only one time:

Principal's club – awarded to students with excellent behavior and excellent effort in academics

Reading award – for reading excellence

Math award – for math excellence

Penmanship award – for excellent handwriting

Most Improved award – a student who has improved in an area of the teacher's choice for that six weeks

Citizenship award – a student who is the ideal kindergartener. He/she is kind to others, follows directions, and is an overall good citizen in the classroom.

Specialty class awards – go to classes with outstanding behavior and participation

Attendance Incentives

Students with perfect attendance will be recognized each six weeks for kindergarten students. This means the student came to school every day that six weeks and did not come late or leave early. School attendance is very important. Skills taught each day build upon previously taught skills.

Library

The Anderson school library seeks to instill in students, through high quality stories and well-chosen books, a love of reading and learning, the beginnings of information literacy and the concepts of print. Literacy is reinforced through hands-on activities and individualized reading experiences.

Parents are asked to sign a library permission form stating that they will be responsible for their children's library books. No fines are charged for overdue books, but replacement costs must be paid for lost or damaged books.

The library does accept gifts and donations; however, they must conform to the library's selection policy. Anyone wishing to give a memorial gift is encouraged to consult with the librarian.

Limited English Proficiency Program

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

Mass Health Screenings

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

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

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

*Required

If you have any questions, please feel free to contact Sharon Thornton, School Health Coordinator at 772-9613 or e-mail:thorntons@k12tn.net

Medication Policy

Prescribed medicine can be administered at school with the following provisions:

1. A permission slip filled out by the parent and a **signed doctor's consent form** must be on file in the office.
2. The medication to be given must be brought to school in the original bottle.
3. If the doses are to be given during school hours, you may give one in the morning, one when the child gets home in the afternoon, and one at night, OR you may come to school and give the medicine to your child yourself.
4. Parents with children taking medication for behavior modification may administer these medicines at home or the staff can administer the medicines with proper paperwork. When a notice is sent home that the medication is almost gone, parents should get a refill promptly and get the medicine to the school office. It is important that doctor's recommendations be followed in administering behavior modification medication.
5. No over the counter medication can be given to students while at school. If your child needs over the counter medication, a parent or guardian will have to come to school and administer the medication.

Please note: a regular and consistent administration of needed medication is essential to your child's health and well-being.

Parent Involvement Policy

- Parents are the first teachers of their children.
- The faculty and staff at Anderson believe it is an honor to share in the education of your child.
- Parents are **wanted and needed** as active partners in their children's education.
- Parents are encouraged to review their child's work each day and display it at home.
- A calendar of each month's activities as well as notes and letters concerning school activities will be sent home so parents can be informed of the events at school.
- Parents are encouraged to have conferences with their child's teacher and/or the administration. Two days are scheduled for formal parent-teacher conferences. Parents desiring to talk with teachers during the school day must make appointments during the teacher's planning time so as not to disrupt the learning process. If at any time a parent has a concern, please do not hesitate to call the teacher or principal. Do not wait until there is a problem. We are here to help you and your child have a positive learning experience.
- We encourage parents and community members to volunteer in the classroom. If you are interested in volunteering please call the school for information. Parent involvement is essential for the success of our students.
- Parents are welcome to eat lunch with their children. Please call the Anderson cafeteria at 772-9832 by 9 a.m. of the day you wish to eat. A lunch tray costs \$3.00 and may be paid for as you go through the line. **We request that parents wait three weeks after the beginning of the school year to have lunch at school with your child. This allows time for the students to acclimate to the school environment.**
- The county extension service maintains the Family Resource Center just across the parking lot. They have materials available for enrichment and reinforcement. In addition

to various parent programs held throughout the year, they offer pre-K parent meetings once a month. Check your school calendar for times.

- Parents are asked to say a brief good-bye in the mornings in the entrance area and then leave. Children should be able to eat breakfast without help. If you feel the need to supervise your child's breakfast, please feed him/her at home. Part of our mission is to help children develop self-reliance – an important first step vital in the development of a child's emotional maturity. This self-reliance begins as children walk through Anderson's door. Parents need not be alarmed when the child cries upon first being left at school. These first steps to independence are sometimes difficult – for both parents and children. The longer a parent stays, the longer the child will be upset. The child will soon learn that even though the parent is leaving, he/she will be back. Your cooperation will help your child and aid us in getting our morning off to a good start. A reminder: self-reliance will be easier to accomplish if the child has already made a successful separation from parents on other occasions such as day care or church.

A written parent involvement policy, including requirements of the No Child Left Behind Act, is part of the school board policy manual located on the school board website, www.haywood.k12tn.us, and at the central office at 900 East Main Street in Brownsville.

Each school holds an Open House/Title I meeting at the beginning of the school year for the purpose of informing parents about the school. Meetings are held throughout the year for discussing school improvement including the Title I program, curriculum, assessment, and school/parent relations including a School/Parent Compact. Parent-teacher conferences are scheduled in the fall and spring to discuss educational and academic assessment. Annual school surveys will be distributed in the spring to parents, students (where appropriate) and school staff to determine the needs for next year.

Each parent will be given a copy of the policy at the beginning of each school year.

Party and Holiday Guidelines

Classroom teachers will have guidelines for parties in their rooms and will adhere to these established policies.

- Parents are welcome to bring treats to the office any time. The treats will be given to the teacher. Treats will be offered according to the schedule below.
- Parents are welcome to host a party for their children and the other children in the classroom. Parents may bring treats for the party according to the schedule below.

Preschool: Parties and treats may be given any time between 11:45 a.m. and 1:45 p.m. Please collaborate with the classroom teacher.

Kindergarten: Parties and treats may be given any time between 12:45 and 2:15 p.m.

Note: Parents should collaborate with the classroom teacher.

We encourage parents to bring snacks that are healthy yet nutritious. Classroom teachers determine other classroom celebration guidelines. Children may receive balloons and other deliveries, but they will be kept in the office until the end of the day. Please make sure your child is a car rider if he/she is to receive balloons. Balloons are a safety hazard on school buses and may NOT be brought on board.

Anderson does not accept deliveries to students on Valentine's Day.

Playground Rules

1. Do not stand on equipment that is meant for sitting.
2. Swing only forward/backward in swings. No pushing a friend in the swing.

3. Slides are for going down one at a time.
4. Do not pick things up from the ground.
5. Do not climb inappropriately on the equipment.
6. Only special need students use the swing designated for these students.
7. No climbing on the fence, awnings, or trees.
8. No wrestling or play fighting.
9. Follow all playground rules as set forth by the classroom teacher or playground monitor

Pictures, Shirts, and Other Items for Sale

Anderson shirts are available throughout the year. They are \$9.00 for short sleeves and \$12.00 for long sleeves. It is not required that you purchase one, but many students wear them on Friday and for field trips. Each child will receive an Anderson Field Day shirt free of charge in April.

Fall pictures – complete packet \$12 - \$44 (Sept/Oct.)

Class group pictures -- \$10 (Spring)

Yearbook (approximately \$25) (March)

Spring pictures – same as fall (March)

Graduation Pictures (\$12 - \$40)

Caps for kindergarten graduation -- \$7 (May)

Field trips – approximately \$2 to \$6 depending on destination (donation only)

Ice cream -- \$.50 (Days of sale to be determined by teacher)

Anderson is not responsible for items sent home with the student once the student leaves school premises.

Preschool Parent Requirements

The Anderson preschool program is voluntary. Parents are asked to participate in four events that involve their student throughout the year. A schedule of these opportunities will be given to preschool parents at orientation on August 4th. Funding for the preschool program includes a parent involvement component. We will continue to provide parent meetings that are informative and interesting in collaboration with the Family Resource Center. There will be many opportunities for you to participate in parenting events. There is a direct correlation between parent involvement in your child's education and a child's long-term success.

The Prodigy Program

The Prodigy program is designed for intellectually gifted students in Haywood County. An intellectually gifted student is defined as "having intellectual abilities and potential for achievement so outstanding that special provisions are required to meet the child's educational needs."

A student is referred to the program by a parent or teacher. A child will qualify as intellectually gifted if that student has met criteria developed by the State of Tennessee.

The Prodigy program meets with students twice per week in a pull-out class. This program offers enrichment opportunities to the student as well as independent study, supplemental learning materials, classroom contracts, and sometimes multi-age grouping.

Contact: Mary Hood, Director of Special Education, or Abby Hooper, Prodigy teacher, at 731-772-9613.

Project BASIC

Project BASIC, a program affiliated with West Tennessee Healthcare, provides Anderson with a school counselor. The counselor teaches character education in classrooms and offers individual counseling and referrals.

School Hours

Preschool - All students should be in the classroom no later than 7:45 a.m. Dismissal will be staggered as follows: Half of our students will be dismissed at 2:00 and must be picked up no later than 2:15. The other half of our students will be dismissed at 2:15 and must be picked up no later than 2:30.

- **Kindergarten** 8:00 a.m. – **2:45** p.m. Kindergarten car riders must be picked up by 3:30 p.m. from the school cafeteria.
- Special Education students – 8:00 – 2:30. Car riders should be brought to rooms in the mornings and picked up in the cafeteria in the afternoons.
- Note: car riders should not arrive before 7:00 a.m.
- **Breakfast for kindergarten begins at 7:15 a.m. and ends at 7:50 a.m.** Children who arrive at school after 7:50 a.m. should eat breakfast at home. If you chose to serve your child any food different than is served in the cafeteria – please do so at home.

Supply Lists

The supply lists vary by teacher. Walmart has a list of the basic supplies that your child will need. Each teacher will give your information about the specific supply needs of their classroom. Please note: Rolling backpacks are not allowed due to a possible tripping hazard. Anderson students do not have textbooks and should not be carrying enough materials to need a rolling backpack.

Transportation

Haywood County provides bus service for **kindergarten and special education students only**. Preschool students are not allowed to ride school buses to school. In case of a missed bus or a bus not running, parents are responsible for getting their children to school. Questions or comments about bus service should be directed to the Transportation Supervisor at 731-772-9148.

For your children's security, Anderson students should be brought from your hands to ours. Parents who drive their children to school are to enter the campus by the Margin Street entrance on the west side (closest to Grand Avenue). This is a one-way drive. The driveway closest to the gym is for staff and buses only. Cars exit the campus onto Main Street – right turn only. All children and parents should use the main entrance of the building. You may drive up to the building, where a staff member will be available between 7:15 until 8 a.m. to open the car door and assist your child. If you need to park and enter the building, make sure you take your child by the hand. Never let them go alone across the parking lot or a lane of traffic.

Please drive with utmost care. Parents of young children have many distractions. **Please do not block driveways, especially at the front entrance. This is a fire lane.** Illegal parking or unsafe driving will be reported to the police.

Valuables and Belongings

Please put your child's name on his or her coat, jacket, or sweater. Young children often misplace belongings, and many folders, backpacks, jackets and hats look the same. Common sense is the best guide in determining whether to bring personal possessions to school. The school administrators and staff cannot be responsible for lost items including money, clothing, shoes, jewelry, toys, etc. It is recommended that students leave all valuables at home. These items are easily lost on the playground, and children this age sometimes do not know the difference between loaning and giving.

Visitors

All visitors must report to the main office, where they must sign in and receive a visitor badge. Visitors will return the badge to the office and sign out. TCA 49-2-303(b)4

Instructional time is valuable and young children are easily distracted. Effective with the 2007-2008 school year all kindergarten students will have an uninterrupted reading/language arts block of time each morning from approximately 8:30 until 10:30. No interruptions will be allowed in the classroom at this time. Please make an appointment with the teacher if you wish to visit your child's classroom.

If you need to deliver items to your child's class, you may leave them in the office to be delivered by the office staff.

If you need to see your child's teacher, you may schedule a conference during the teacher's planning time.

Visitors should note that all packages and other containers brought into the building as well as cars parked on campus are subject to search. No person shall enter the campus or building during school instruction hours except students assigned to the school, school staff, parents of students in the school and other persons with lawful and valid business on the school premises.

Zero Tolerance Policy

Student(s) who unlawfully possess, use, distribute, or sell any narcotics, tobacco, stimulant drug, marijuana, or alcoholic beverage or possess a dangerous weapon on a school bus, on school property or at any school event or activity will be found in violation of Haywood County's Zero Tolerance. Any student who engages in the following behavior will be subject to expulsion for a period of not less than one (1) calendar year. All students charged with Zero Tolerance offense appear before the Disciplinary Hearing Authority.

No Child Left Behind

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

Report Cards on Statewide Academic Assessment

Results of state testing will be sent home with students as soon as results are returned to the school system, published in the local newspaper, posted at the Board of Education's central office at 900 East Main Street in Brownsville and at the state website located at

www.state.tn.us/education/. These reports will reflect school improvement and adequate yearly progress (AYP).

Teacher and Paraprofessional Qualifications

The information regarding teachers' qualifications may be found at the following locations: the Tennessee Department of Education website, www.state.tn.us/education/, the school system's central office at 900 East Main Street in Brownsville. Paraprofessional information can be found at all of the above sites except the state website. You may request the individual qualifications of your child's teacher(s) and any paraprofessional who works with your child from the central office.

If a teacher is absent for four or more consecutive weeks, notification will be sent home with the student if the substitute teacher does not meet the NCLB standards for highly qualified teachers.

Individual Achievement on State Assessment

Test results are sent to the student's school as soon as they are returned to the school system. When the school receives the results, they are prepared and sent home with the student. **Note:** preschool and kindergarten students do not take state assessments.

Safe and Drug-Free Schools Program

Texts and programs including the curriculum for health, science, and physical education are approved by the Board of Education after parental review. These programs meet the criteria for Safe and Drug-free Schools. For any additional programs dealing with violence and drug prevention, parents may state objections in writing to withdraw a student from the program/activity.

Student Privacy

Information regarding student privacy policies and parent rights is available upon request from the central office located at 900 East Main Street in Brownsville.

21st Century Community Learning Centers

Information regarding the success and effectiveness of extended learning programs is available upon request from Ms. Marjorie Vaulx at the central office located at 900 East Main Street in Brownsville.

School-Wide Programs

All elementary schools in our school system are designated as Title I Schools. This designation provides the opportunity to use federal, state, and local funding to upgrade the entire educational program in these schools. Schools in this program are Anderson, Haywood Elementary, East Side, and Sunny Hill School.

**Anderson Early Childhood Center
Title I School Parent Involvement Policy**

SCHOOL PARENTAL INVOLVEMENT POLICY

- This school parental involvement policy has been collaboratively developed agreed upon and will be distributed to parents of participating children at the annual meeting. The policy will be available for review at the school. The policy will be reviewed annually and shall be updated as appropriate to meet the changing needs of parents and the school. Names of individuals involved in the development of this policy are on file in the principal's office.
- Comments by parents of participating children concerning dissatisfaction with the LEA plan shall be attached to the LEA plan when submitted to the state.

POLICY INVOLVEMENT

- An annual school wide meeting to which all parents of participating children shall be invited and encouraged to attend will be held in the fall. At this meeting the policy, legal requirements and the parent's rights to be involved are explained. A copy of this policy and a copy of the legal requirements will be distributed to parents at this meeting.
- Anderson offers meetings at different times during the day, early afternoons or night. Childcare is provided as needed.
- Anderson has formed a parent, teacher, and coordinator committee to meet and work on school wide programs.
- During the first days of school our kindergarten classes and preschool classes do a staggered schedule. They meet with each parent and child to discuss the state aligned curriculum that is taught at Anderson, inform them of school wide programs, encourage parent volunteering, discuss parenting requirements for the preschool program, review the open door policy for observing and participating in their child's education as well as give them a copy of the Parent-School Compacts. Title I laws are available at the school.
- Each teacher sends home a weekly report to parents about their student's progress and six-week report cards. Computer reports from Success Maker are available for parents and teachers to review as needed. Teachers also send home a daily folder for each parent to review both academic and behavioral progress with their child. In these folders parents are given recommendations and materials to on skills to help their child succeed in school.
- Summer school is offered to students who have not mastered all needed skills for first grade during their kindergarten year. Classroom and school policies are sent home as, well as a handbook, at the beginning of the school year – these publications of materials explain the expectations of both the school and parents for the success of the students. Assessments are used to test skills and performance

daily and weekly as needed. Both kindergarten and preschool students are given a pre and post assessment.

- Grade level meetings are held with parents. Behavior intervention plan meetings, in which staff/faculty, parents and administrators have input about interventions to curtail inappropriate behaviors, are held as needed. School wide family get-togethers are held in the fall and spring. Parent/Teacher conferences, Open House in the fall, and an open door policy to meet with parents are encouraged for parental input. We solicit parent volunteers to open car doors, escort the students to the door in the mornings and volunteer in the classrooms.
- Notes/Phone calls that are received are returned that day or as soon as the parent can be contacted by phone or letter. Meetings are scheduled whenever needed to conference with parents.

SHARED RESPONSIBILITIES FOR HIGH STUDENT PERFORMANCE

- Committees are formed with parents, teachers and staff to develop a compact to meet local and state requirements.
- The compact states that the school will provide an environment that allows positive communication and activities conducive to learning. The parent will make sure their child attends school regularly and will support the school by establishing a time and place for homework, staying abreast of their child's education needs and reading with your child daily.
- At least two parent-teacher conferences are held each year - one in the fall and one at the beginning of the second semester. Our school staff is always available by appointment for any parent who wishes to discuss any issue about their child whether social or academic.
- Daily folders are sent home to parents to communicate the progress and needs of their child. Report cards, progress notes, Success Maker reports, and monthly calendars are sent home at different intervals. The weekly and monthly calendars offer regular and ongoing opportunities for our parents to be involved in the learning of their child. The Family Resource Center gives six-week awards to students who have read the most books with their parents at the center.
- School personnel are available to parents for a conference at anytime upon request. Parent visitation, volunteering and observation are encouraged during our class time. Parents receive notices and calendars of school events. School events are posted on the school's marquee.

BUILDING CAPACITY FOR INVOLVEMENT

Provide materials and training sessions if needed to explain:

- The National Education Goals
- The State Content Standards and the State Performance Standards
- The state's responsibilities in providing assistance to school districts
- The school districts responsibilities in providing assistance to schools identified for school improvement

- The components of a school wide program
- The components of a targeted assistance school program
- Parental involvement requirements
- How to monitor their child's progress and work with educators to improve the performance of their child
- How to participate in decisions related to their child

Our School has materials available to inform our parents of programs available in our county such as: GED program, subsidized rural home loans, Habitat for Humanity Program, adult classes, parenting classes, family resource centers and all other programs as they become available. The school will provide for the limited English proficiency parents a translator and notice in their language. Parents with disabilities will also receive necessary support. Some of the other opportunities for parent involvement are:

- Wall of Fame Reading Program
- Monthly pre-school parenting meeting
- Annual Book Fair
- Character Education through BASIC Counselor
- Monthly Newsletter
- Book Jams
- Confidential Comment Box
- Family Friendly Events

Professional Development Training:

- Training our teachers to implement a 90-minute research based reading block and intervention - Administrators
- "Working with Children who have Challenging Behavior" – NAEYC - Behavior Intervention Strategies
- Learning Structures – How, Why & What – Dr. Rita Pierson
- Grade Level Team Meetings – Lead Teachers
- Balanced Literacy – Scott-Foresmen *Reading Street*
- Differentiated Instruction Training
- Tutoring Training for Assistants
- Mentoring for New Teachers
- "What Great Teachers Do Differently" – Book Study
- Literacy Centers – Implementing to meet the need of the student – District Supervisor
- Response to Intervention Training – District Supervisor
- Early Literacy Fundamentals – Preschool Teachers - Book Study
- Age Appropriate Practices – West Tennessee Director of Early Learning
- ADHD – The Educational Perspective
- Early Childhood Summit – Tennessee Department of Education – Office of Early Learning – June, 2008

Parent Involvement Programs:

- Mustard Seed – Provides clothing & food to needy families
- Gift of Sight – Lens Crafters provides glasses for those in need

- Anderson Angel Tree – provides toys and clothes to needy Anderson Families at Christmas
- Walmart Store- provides school supplies for those in need, also give the staff any surplus of materials that we can use in the classroom for the students.
- Various Churches – provide food and clothing for needy families through outreach programs.
- Civic Club – Rotary, Lions and etc. do various projects through out the year to help families in the community.
- Special Friends is a mentoring program with the Family Resource Center that matches a student with an adult role model in the community and this mentor follows the student throughout his education career.
- Parent volunteering is encouraged in every facet of the school – Parent Volunteer Training is done one time each semester
- Boy and Girls Club – after school tutoring program

ACCESSIBILITY

- School will provide for limited English Proficiency AND/or disabled parents as needs arise. The school will provide a translator as needed.

PARENTAL INFORMATION AND RESOURCE CENTER

- There is a Family Resource Center on the campus of Anderson Early Childhood Center for our students and parents to use.

“If you expect a child to do any task, you must teach them how to do it.”

- **I have received a copy of the Anderson Early Childhood Center Handbook and I will review and adhere to the policies and procedures set forth in this handbook.**
- **I have received a copy of the Title I Parent Involvement Plan in the handbook and I have signed a School-Parent Compact.**
- **Preschool Parents – I have received a copy of the Tennessee Department of Education Summary of Childcare Approval Requirements.**
- **I have been given information about the opportunity for my child to participate in the “Reading Railroad” program.**

Student Name

Parent Signature