

HAYWOOD ELEMENTARY SCHOOL

2010-2011
Student-Parent Handbook



Tracy Riddle, Principal
Stephen May, Assistant Principal

Dear Parents & Guardians,

It is with genuine sincerity that I welcome you to Haywood Elementary School. I am honored to be given the privilege to work with your children this school year. With confidence, I want each of you to know the staff at Haywood Elementary is dedicated to meeting the academic and social needs of the students. We look forward to working with you.

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. We believe parents and families are the driving force for their child's success in school. I want each of you to feel welcome to come to school, talk with us, join the P.T.O. and volunteer your time, talents and energy. We are going to have an excellent school year!

Sincerely,

Mrs. Tracy Riddle, Principal

SCHOOL MOTTO

“Where Great Things Happen!”

SCHOOL MASCOT

Pouncers

SCHOOL COLORS

Orange and Blue

WELCOME TO HAYWOOD ELEMENTARY SCHOOL

MISSION STATEMENT

As faculty and staff of Haywood Elementary School, we will provide learning opportunities that will equip each student to become proficient in all second grade skills and begin third grade at grade level.

VISION STATEMENT

The vision of Haywood Elementary is that every child will possess critical thinking skills, basic academic skills, and social skills, which will enable him/her to experience success in every endeavor and to meet the challenge of the future as a life-long learner.

SCHOOL BELIEFS

- We believe that all students learn, achieve, and succeed in different ways and at different rates and that regular attendance are important.
- We believe that each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- We believe that research based age appropriate instructional practices and learning activities should be used to teach, enhance, and challenge individual students at their performance level.
- We believe that policy, procedures and decision-making should be based on student needs as reflected in the results of research based data, student assessment data, and stakeholder surveys and questionnaires.
- We believe that appropriate internal and external communication will be used to meet the individual needs of students by striving for a quality education for all students.
- We believe that teachers, parents, students, and community should collaborate to share the responsibility for accomplishing our school's mission.
- We believe that assessment of student's performance data should guide curriculum and instructional decisions to ensure all children make adequate yearly progress.
- We believe that positive relationships and mutual respect among and between students and staff enhance student's self-esteem and the learning process.
- We believe that each student needs a safe and physically comfortable environment to promote student learning.
- We believe that by aligning policies and procedures we can maintain a focus on achieving the school's goal for student learning.

Haywood Elementary Academic Calendar 2010-2011

AUGUST '10

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2-6 Faculty/Staff Inservice
6 Curriculum Night 5:00-7:00
9 First Day Classes
24 Discovery Ed. Assessment
30 Progress Reports Issued

SEPTEMBER '10

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 Labor Day
13 Open House 6:00-8:00
16 Fall Picture Day
20 End 1st Six Weeks
27 Parent/Teacher Conference
Report Cards Issued

OCTOBER '10

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Academic Pep Rally
2nd grade-9:00 1st grade-1:00
4-8 Fall Break
12 Writing Assessment
20 Progress Reports Issued
28 Movie/Popcorn Night
6:00-8:00

NOVEMBER '10

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

9 End 2nd Six Weeks
10 Discovery Ed. Assessment
17 Report Cards Issued
19 Academic Pep Rally
2nd grade-9:00 1st grade-1:00
24-26 Thanksgiving Break

DECEMBER '10

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 Writing Assessment
6 Progress Reports Issued
10 Christmas Music Program
2nd grade-9:00 1st grade-1:30
17 ½ Day Students &
Teachers
20-31 Winter Break

JANUARY '11

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 Stockpile/Professional
Development Day
(Students Do Not Attend)
4 Students Resume Classes
6 Writing Assessment
10 End 3rd Six Weeks
End 1st Semester
17 M.L. King, Jr. Day
18 Parent Teacher Conference
Report Cards Issued
21 Academic Pep Rally
2nd grade-9:00 1st grade-1:00
25 Discovery Ed. Assessment

FEBRUARY '11

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

3 Progress Reports Issued
15 Spring & Group Pictures
21 President's Day
22 Stockpile/Professional
Development Day
(Students Do Not Attend)
24 Math Night 5:00-7:00
25 End 4th Six Weeks

MARCH '11

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

7 Book Fair Week
7 Report Cards Issued
11 Academic Pep Rally
2nd grade-9:00 1st grade-1:00
14-18 Art Show Week
21-25 Spring Break
28 Progress Reports Issued
29 Literacy night 5:00-7:00

APRIL '11

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11-15 TCAP Week
15 End 5th Six Weeks
18 Pouncer Celebration Night
6:00-8:00
22 Good Friday
25 Report Cards Issued
29 Academic Pep Rally
2nd grade-9:00 1st grade-1:00

MAY '11

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 End of the Year Music Program
1st grade-9:00 2nd grade-1:30
10 Progress Reports Issued
12 1st grade Field Day
13 2nd grade Field Day
20 Academic Pep Rally
9:00 2nd grade 1:00 1st grade
25 Stockpile/Professional
Development Day
(Students Do Not Attend)
End 6th Six Weeks
End 2nd Semester
½ Day for Students
Pick Up Final Report Cards

SUPPLY LISTS

First Grade

- School box
- 1 pair of scissors-Fiskars brand
- 2 boxes of Crayola crayons-24 in a box
- 8 glue sticks
- 5 #2 yellow wooden pencils
- 1 package of cap erasers
- 1 box of Kleenex
- 1 bottle of Hand Sanitizer
- 6 tablets (8 lines with dotted lines in the middle-40 sheets)
Tablets can be purchased at the Haywood Elementary Bookstore

Second Grade

- School box
- 1 pair of scissors-Fiskars brand
- 2 boxes of Crayola crayons-24 in a box
- 8 glue sticks
- 5 #2 yellow wooden pencils
- 1 package of cap erasers
- 1 box of Kleenex
- 1 bottle of Hand Sanitizer
- 2 tablets (8 lines with dotted lines in the middle-40 sheets)
Tablets can be purchased at the Haywood Elementary Bookstore

SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT

“BE RESPONSIBLE”

“BE RESPECTFUL”

“BE SAFE”

Please take time to discuss these rules with your child and ask him/her to explain to you what they mean in a school setting. All three rules will be taught and discussed in class, and we want every child to “get caught” following the rules.

The teachers and staff at Haywood Elementary School strive to provide classroom environments and experiences where all children feel safe and have a positive learning environment. Our school focuses on character education, appropriate behavior and the elimination of bullying. We support these goals in everything we do within our school community. We expect all of our students to follow the school rules so that teachers can teach and students can learn.

By law, every student has the right to learn in an environment free from bullying. We are dedicated to this. Students will be trained in what to do when bullying takes place.

1. Say NO
2. Go (away from the “bully”)
3. Tell an adult

Adults in our school know how to handle bullying. It is not tolerated. Please notify your child’s teacher or the counselor if you are aware of or have a concern about bullying. We want our school to be a safe and happy place for learning.

EXPECTATIONS MATRIX

	Classroom	Hallway	Playground	Cafeteria	Restroom
Be Responsible	<ul style="list-style-type: none"> *Bring all materials and homework when it is due. *Complete all assignments in a timely fashion. *Clean up after yourself *When doing group work do your part and support your group 	<ul style="list-style-type: none"> *Walking *Staying in a straight line *Being a good example for other students 	<ul style="list-style-type: none"> *Take care of the equipment *Play by the rules *Control your temper during activities and games 	<ul style="list-style-type: none"> * Eat and visit quietly with your friends * Walking in line * Get everything you need when going through the line *Clean up area 	<ul style="list-style-type: none"> *Keep feet on the floor *Only use water for washing hands *Let your teacher know of any problems *Keep the bathrooms clean and tidy
Be Respectful	<ul style="list-style-type: none"> *Use kind words at all times *Help each other *Be quiet while working *Listen when the teacher is talking *Follow directions *If you do not understand the directions, as clarifying questions in an appropriate way 	<ul style="list-style-type: none"> *Quiet *Taking turns at the water fountain *Bullying behavior should be reported and observers should help the victim 	<ul style="list-style-type: none"> *Include everyone in all activities and games *Help each other *Display good sportsmanship *Take turns *Use appropriate language 	<ul style="list-style-type: none"> *Say please and thank you *Chew with your mouth closed *Listen and do what the cafeteria monitors and helpers tell you *Talk only about nice topics *Use good manners 	<ul style="list-style-type: none"> *Keep your eyes to yourself (no peeking) * Wait in line
Be Safe	<ul style="list-style-type: none"> *Walk *If something is on the floor pick it up *Bullying behavior should be reported and observers should help the victim *Stay in assigned area 	<ul style="list-style-type: none"> *Bullying behavior should be reported and observers should help the victim *Hands and feet to yourself *Looking in the correct direction 	<ul style="list-style-type: none"> *Bullying behavior should be reported and observers should help the victim *Hands, feet, and objects to yourself *Stay in the designated areas-where your teacher can see you *Use the equipment(monkey bars, no jumping from swings, slides) the way they were intended 	<ul style="list-style-type: none"> *Clean up any thing you spill 	<ul style="list-style-type: none"> *Feet on floor at all times (not on the walls, toilets, etc.)

The Haywood County Family Resource Center Haywood Elementary Campus

The Family Resource Center at Haywood Elementary is located in the back of the school. Simply drive around and enter from the parking lot! We offer support for ALL Haywood County parents and students in the educational process.

Programs offered include:

- **Parent - Child Lending Library** – Thousands of educational items are available for **FREE** loan (games, books, videos, practice worksheets, parenting materials, and more). Computers are also available with learning games for your child and free Internet usage.
- **“Family Reading Wall of Fame”** – reading incentive that recognizes students for outside reading – Ribbons are awarded each 6-weeks to **ALL** participants – Top 10 readers from each elementary school receive a trophy at the end of the year! Simply list each book your child reads and return the list to your child’s teacher or The Family Resource Center at the end of each six-weeks. *“Reading is the key to all learning!”* Try to read with your child every day!
- **Reading Is Fundamental “Book Jams”** – provide students a selection of books to choose from at no charge, thanks to local contributions. “Book Jams” are held 3 times a year at the 4 elementary schools. Parent assistance is needed and greatly appreciated! (The Family Resource Center is closed on “Book Jam” dates as staff distributes books.)
- **Family Development Opportunities** – various meetings will be held with timely information to assist parents. Dates, times, and topics will be announced on our monthly calendars.
- **“Happy Hour” for Parents** – monthly **“come & go”** social for parents – including refreshments, recipe demos, parenting tips, and door prizes! Look for dates & times on our monthly calendars.
- **Prize Card - Class Competitions** – Each time you check out materials, choose worksheets, or work on the computer with your child, a “prize card” will be marked. After 5 marks, your child will choose a prize! The class having the most cards completed each six-weeks will be rewarded with a popcorn party at The Family Resource Center!
- **Lunch with your child at the FRC** –bring your child’s tray from the cafeteria and enjoy a mid-day bonding time with your child- exit the cafeteria in the back – the Center is on your left!

Please Note: Your child does not have to be with you in order to check out materials!
You are welcome to visit any time **Monday–Friday from 9:00am – 4:30pm.**

(The Family Resource Centers are a team effort of UT Extension & Haywood County Schools.)

Accelerated Academic Academy

Mission Statement

The Accelerated Academic Academy strives to provide challenging before and after-school programming that will meet the academic, recreational, cultural, social, and safety needs of the students of Haywood County.

Introduction

This Accelerated Academic Academy information will serve as a guide for parents and students throughout the AAA school year. It contains the basic information governing the programs, discipline, attendance, field trips, and procedures for dismissal.

General Information

Application Process:

There is a before and after-school application for students. Students are referred by teachers for the tutorial and homework assistance programs. The number of students who attend will be limited due to state mandated teacher to student ratios. Therefore, we will serve those students who are most-in-need first and then if openings are available, we will serve other students. If needed, a waiting list will be established. After-school enrichment applications will also be taken using the same criteria. Enrichment classes will be offered on a first come, first served basis. Information regarding these programs will be advertised throughout the community on the Haywood County Schools web site and through information provided by the AAA program. The enrichment programs will be offered on an eight weeks schedule and will change each eight weeks.

Arrival and Dismissal

Before – School Program: Students are to arrive at school at 7:00. Breakfast will be served according to the school schedule for before-school students. Students will remain in the homework and tutorial program until 7:45 and then return to their homerooms or taken to breakfast. No student will be admitted to the before-school program after 7:15.

After-School Program: Students will follow the dismissal plan formed by their school for the after-school program. At 3:00, healthy snacks will be provided, and the students will be dismissed from the cafeteria to their classes. At 5:15 the students will be dismissed with the approval of their teachers. Proper identification of adults will be needed to pick up students. Bus transportation will also be provided, if needed. Students using bus transportation will be expected to follow all rules and regulations set forth by the Haywood County Board of Education. A staff person will be assigned to be present in the dismissal area at a designated time. This staff member will have a checklist of students who will be riding the bus.

Discipline

The students will follow the school-wide discipline plan of their respective schools. If a problem occurs, the teacher will complete a discipline report form and submit it to the Site Coordinator. Parents will be notified about each incident. After three written notifications, the student will be suspended for a period of six weeks from the after-school program.

There is a form that will be sent home for parent signature regarding discipline procedures.

Illness

We do not give any medication at school without a signed "Physician's Order and Parental Consent Form." If a student becomes ill, we will call the parent or designated emergency person to arrange transportation home.

All site coordinators have been trained and received CPR certification.

Emergency Response Plan

Students will follow the emergency school response plan of their respective schools.

Inclement Weather

When schools are closed due to inclement weather, the before and after-school programs will not meet.

Attendance

If a student misses 4 consecutive days of the AAA program, he/she will be placed on a waiting list to return to the program.

Field Trips

Field trips will enhance the after-school program. Transportation will be arranged with the knowledge and consent of parents and will follow transportation rules for field trips. A field trip parent information sheet will be provided, and a permission sheet must be signed.

We are excited about the opportunities this program has to offer your child. Let's be involved together and make exciting things happen!

Suzanne Wallace, Project Director of 21st Century Community Learning Centers Program

EXCESSIVE ABSENCES- Students with more than 10 unexcused absences in a semester or 20 unexcused absences for the school year have the possibility of being retained. They will also be reported to the Attendance Supervisor at the Board of Education.

TARDIES- Students are tardy if they arrive at school after 8:00 AM. Students who are tardy must be signed in at the office by the adult responsible for bringing them to school. Students who leave school before dismissal are also considered tardy. If your child receives 3 tardies in a six weeks period, it will result in 1 unexcused absence.

PERSONAL DAYS- Students may take 2 personal days during the school year for absences other than those normally excused for illnesses and death. The parent/guardian must make a request in person to the school prior to the day of such absence. Students, who have missed six days in a semester, may NOT take a personal day. Personal days may not be requested during state-mandated exams.

SCHOOL CLOSINGS

School closing due to inclement weather will be announced on Brownsville Radio (95.3 FM) and area television stations. It will also be posted on the Haywood County Schools website (www.haywoodschoools.com).

ARRIVAL

School hours: 8:00 AM-3:00 PM

The school will be open for children at 7:00 AM
Students may enter the school by these entrances:

- Gym entrance for bus riders
- Circle drive entrance for first grade car riders
- North entrance under awning for second grade car riders

As a safety precaution, parents should form one line of traffic and drop off children on the sidewalk near the front doors. Please accompany your child when crossing the drive in front of other cars.

Students go to the cafeteria for breakfast after arrival and then move to the gym for Morning Meeting.

DISMISSAL

Early bus riders will be dismissed from their classrooms at 2:40 PM and 2:45 PM.

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

All students are to walk down the right side of the hall. Bus riders go to the gym. 1st grade car riders go to the cafeteria. 2nd grade car riders go to the 2nd grade hall next to the north entrance.

1st grade parents who pick up their children should enter the circle drive at the main entrance. 2nd grade parents who pick up their children should enter the far entrance to the FRC and pick up their students under the awning. Please display your car rider decal on your rearview mirror.

Car rider parents- Please stay in line and do not pass other cars. Your students will exit the school as their name is called. If you do not have your car rider decal and need to come into the building to sign your student out, please park in a parking space.

CAR RIDER DECALS ARE AVAILABLE FREE OF CHARGE. A SECOND DECAL IS \$5.00. DECALS ARE AVAILABLE IN THE MAIN OFFICE.

CHANGE IN REGULAR TRANSPORTATION

Parents must call the school office by 2:00 PM to change a child's transportation plan. This will allow office personnel time to deliver the message before dismissal. If you send a note concerning changes, please remind your child to give the note to the teacher in the morning. Please include in the note a name, address where the student is going, and phone number where someone can be reached if we have a question about the change.

CHANGE IN ADDRESS/TELEPHONE

It is extremely important that every student maintain an up-to-date home, work and emergency telephone number. Please notify the school office if you have a change during the year.

SCHOOL COUNSELOR

Haywood Elementary's School Counselor, Mrs. Michelle Brasfield, is available to all students and parents. She meets with all students during the school year to study the six pillars of character as well as other important topics. The six pillars include respect, responsibility, citizenship, fairness, caring, and trustworthiness. Other topics include

feelings, careers, drug awareness, safety, bullying, and violence prevention. The counselor is also available for individual and group counseling with children who have special needs such as dealing with a death, divorce, etc. The counselor is responsible for referral to Special Education and Section 504 (health impairment). Please contact her, by calling the school office, if you have any concerns regarding your child's social, emotional, and educational development. She will be glad to provide services to your child or help you find beneficial services in the community.

PTO

The Haywood Elementary Parent-Teacher Organization (PTO) is an important part of the school community. It serves the students in so many ways. In order to be effective, the PTO needs participants with a broad range of skills and talents. Joining the PTO is a great way to support your child and our school. We urge ALL parents to get involved. PTO fees are \$3.00 a student or \$5.00 for a family with more than one student. All money paid to and/or raised by PTO goes directly to purchasing things that will benefit our students and school.

VISITORS

All visitors must sign-in at the office before going to other parts of the building. Visitors will receive a badge to wear during their visit. If a parent is bringing something to a student, the parent should come to the office. We will assist in getting items to the student. Parents who need conferences with teachers must call the school office to set up appointments during their daily planning time. Instructional time is vital for the academic success of our students. Please **do not** ask to meet with a teacher during her instructional time.

PARENT-TEACHER CONFERENCES

Haywood County Schools have scheduled two Parent-Teacher Conferences during the year. We encourage you to participate in these opportunities. Any other conferences are welcome, but should be planned in advance so as not to interrupt instruction. Haywood Elementary's Counselor is available for conferences also. Please call the school office to set up an appointment with her.

CAFETERIA

Breakfast and lunch are available to all Haywood Elementary students at no charge. Breakfast is served from 7:00-7:45 AM. Lunch is served from 10:45-12:25 PM depending on your child's class schedule.

Children are allowed to bring a lunch from home. Students may bring drinks that are noncarbonated and not in glass containers. All students are encouraged to drink milk. A doctor's note must be sent to the school verifying any food allergies.

Parents are invited to have lunch with their children any day. Please call the school office or send a note to your child's teacher in advance. If you will be eating from the cafeteria line, adult lunches are priced at \$3.50. Parents are welcome to bring lunch for themselves and their child and go to our Family Resource Center.

Ice Cream will be sold every day for 50 cents.

BOOKSTORE

The bookstore will be open every day from 7:00-7:55 AM.

School box	.60
Fiskars brand scissors	.74
24 box of Crayola crayons	.30
Glue stick	.35
#2 pencil	.10
Cap eraser	.05
Tablet	1.00

ASSISTING STUDENTS WITH MEDICATION

Medications must be limited to those required during school hours and necessary to maintain a child in the school setting. We will no longer give ANY medications at school without a signed "Physician's Order and Parental Consent Form". This includes over-the-counter medications such as aspirin, Tylenol, cough medications, eye and ear drops, and all forms of lotions and topical preparations. The only medications allowed to be used at school without a parent's consent are those used in first-aid care such as alcohol, hydrogen peroxide and antibiotic ointments. Medications for fever, pain, nausea, vomiting, diarrhea, and topical medications for rashes can no longer be given at school.

All prescription medication must be brought to the office by the parent or guardian. It must be in the original container with dosage instructions and be accompanied by the signed Physician's order and Parental Consent Form. No medication may be kept in the classroom.

Please do not send your child to school if they have the following conditions:

- Fever
- Head Lice
- Conjunctivitis-Pink Eye
- Impetigo
- Chicken Pox/Measles
- Ringworm

It is important that the school have emergency contact telephone numbers in case your child needs to leave for medical attention. Please notify the office of phone number and address changes.

ACADEMIC PEP RALLY

At the end of each six weeks Haywood Elementary will have an awards ceremony in the gym at 9:00 AM for 2nd grade and at 1:00 PM for 1st grade. These will be pep rallies to award students for various achievements for the six weeks.

First Honor Roll:

A's and E's in all subjects including conduct

Second Honor Roll:

A's, B's, E's, and S's in all subjects including conduct

Perfect Attendance:

Present all day, everyday-No tardies

Additional Awards include: Math, Reading, Language, Handwriting, Outstanding Effort, Character, and Excellent Conduct

On Pep Rally days students are allowed to wear their Haywood Elementary School T-shirt and jeans. Show your school spirit! We hope to see you there!

MORNING MEETING

Each morning students will gather in the gym sitting with their class and teachers. Parents and community members are always welcome to join us. We will begin at 8:00 AM with the National Anthem. The Morning Meeting will last no more than 15 minutes each day.

TECHNOLOGY

Computers in classrooms have internet access and are used with strict supervision from teachers. Parents and students must adhere to guidelines for internet use; both must sign the Internet Use Agreement and return it to the teacher.

HEALTH NOTIFICATION

Tennessee recently passed a law that instructed all schools to inform parents about meningitis. Meningitis and meningococcal septicemia are serious diseases that can affect anyone at any time. Although uncommon, they can strike unexpectedly, especially babies and young children. Signs of this disease are not easily recognized at first. They are similar to flu symptoms and can include fever, headaches, vomiting, and general tiredness. Other complaints are stiffness in the neck, joint pain, drowsiness, and difficulty looking at bright lights. There is a vaccine available to children and young adults that is NOT a required vaccine by the state, however if you have teenagers entering college, it could be a requirement at that particular institution. This letter is not meant to alarm any parent, but only to inform you of this disease and give you information about it and about the vaccine available. If you have any questions, please feel free to call me at the Haywood County Board of Education. Monday-Friday 8am to 3pm at 772-9613.

Haywood County School Nurse,
Gail Steele

HAYWOOD COUNTY SCHOOL SYSTEM'S MASS HEALTH SCREENINGS

The Haywood County School System will be conducting mass health screenings throughout the year. The school system recognizes the importance of individual health screenings to address and identify health and wellness issues that our children may face. The purpose of the health-screening program is to maintain wellness among our students and staff and remove any barriers to learning/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 Thorton, School Health Coordinator at (731) 772-9613 or email: thortons@k12tn.net.

HAYWOOD COUNTY SCHOOL DISTRICT STANDARD DRESS CODE POLICY – REVISED FALL 2010

Purpose

The School Board recognizes its obligation to provide schools where the health, safety, and welfare of the students who attend those schools are given paramount consideration and where a positive learning environment must be maintained.

The Board is aware of its obligation to make every effort to minimize the opportunities for student distraction and/or disruption in the schools.

The Board recognizes and understands that there is a strong correlation between appropriate attire and a positive learning environment.

General Information

- Beginning the first day of school, students in grades Pre K – 12 will be required to comply with the school standard dress code policy.
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- A district logo is not required to appear on clothing but is permitted.
- All colors must be solid, that is, without patterns, designs, checks, slogans, etc.
- All principals and teachers/staff must carry out the above School Board policy and all other policies of the Haywood County Board of Education and the State Board of Education.
- All standard dress code pieces must be appropriately sized for the student, that is, they must be no more than one regular size smaller or larger than the student actually measures. Extra wide, extra full, extra long, and baggy or saggy pants are NOT acceptable. No skin-tight pants are allowed. All pants and shorts must be worn waist high.
- Manufacturer or store logos that appear on clothing may be no larger than a student I. D. Card.
- Students will be exempted from the standard dress code policy on picture days.
- Striped shirts, blouses, and/or slacks [plain or corduroy] are not permitted.
- Pants and shorts with drawstrings are permitted.
- Oversized coats and large overcoats cannot be worn during school hours and trench coats are not permitted on campus.

- All male students must wear shirts tucked neatly into the waists of their pants.
- Males are not allowed to wear earrings.
- No distracting hairstyles such as Mohawks, hair carvings, and colored hair beyond natural hair color for girls and boys.

HCS Standard Dress Code Policy – Girls	COLORS	HCS Standard Dress Code Policy – Boys	COLORS
<p>A. TOPS – cannot be altered by elastic bands, clips, knots, or other means</p> <ul style="list-style-type: none"> • standard golf shirt, long or short sleeve • standard oxford style, long or short sleeve • blouse (must have collar that buttons to the neck) • standard crewneck or turtleneck (can be worn under the uniform shirt, sweater, or vest) 	<p>White, Light Pink Navy, Royal Purple</p> <p>White, Light Pink Navy, Royal Purple</p> <p>White, Light Pink Navy, Royal Purple</p> <p>White</p>	<p>A. TOPS – cannot be altered by elastic bands, clips, knots, or other means</p> <ul style="list-style-type: none"> • standard golf shirt, long or short sleeve (must be tucked in) • standard oxford style, long or short sleeve (must be tucked in) • standard crewneck or turtleneck (can be worn under the uniform shirt, sweater, or vest) 	<p>White, Light Pink Navy, Royal Purple</p> <p>White, Light Pink Navy, Royal Purple</p> <p>White</p>

<p>Standard Jumper</p> <ul style="list-style-type: none"> • No denim 	<p>Black, Khaki, Navy</p>		
<p>C. Footwear</p> <p>Footwear is required.</p> <p>Note:</p> <p>[] Footwear must be laced, tied, strapped, or hooked if applicable</p> <p>[] Spiked heels, bedroom slippers, or house-shoes are not permitted. <u>NO flip-flops.</u></p>		<p>C. Footwear</p> <p>Footwear is required.</p> <p>Note:</p> <p>[] Footwear must be laced, tied, strapped, or hooked if applicable</p> <p>[] Spiked heels, bedroom slippers, or house-shoes are not permitted. <u>NO flip-flops.</u></p>	
<p>D. Optional Attire</p> <ul style="list-style-type: none"> • crewneck/v-neck sweater (must be worn with a uniform top) • standard cardigan or vest (must be worn with a uniform top) • jacket (light) – must be unzipped • No hooded jackets/sweaters will be allowed above 2nd grade 	<p>White, Light Pink, Navy, Royal Purple</p> <p>White, Light Pink, Navy, Royal Purple</p> <p>White, Light Pink, Navy, Royal Purple</p>	<p>D. Optional Attire</p> <ul style="list-style-type: none"> • crewneck/v-neck sweater (must be worn with a uniform top) • standard cardigan or vest (must be worn with a uniform top) • jacket (light) – must be unzipped • No hooded jackets/sweaters will be allowed above 2nd grade 	<p>White, Light Pink, Navy, Royal Purple</p> <p>White, Light Pink, Navy, Royal Purple</p> <p>White, Light Pink, Navy, Royal Purple</p>

E. At the principal's discretion with district office approval:

- Students may wear school t-shirt and/or uniform shirt along with denim (School Spirit Day).
- Organizations may wear uniforms for induction programs.
- Sports teams may wear approved uniforms on game days.
- Students may dress out of standard dress code for certain programs.

F. Uniform Violation Consequences

- 1st Offense Office Referral - A Dress Code letter will be sent to the parent(s). Contact will be made with parent(s) to find out if there is need for assistance.
- 2nd Offense Office Referral - Parent notification and student will be changed into proper dress code from uniform closet.
- 3rd Offense Office Referral - Appropriate action as determined by the principal following School Board Policies (parent conference, in-school suspension, out-of-school suspension)

Repeat violations of this policy will result in appropriate action, including, but not limited to, referral to court for violation of the compulsory attendance laws.

**STUDENT
CODE OF BEHAVIOR
HAYWOOD COUNTY SCHOOL**

Philosophy

The school is a community and the rules or regulations of that school are the laws of that community. Each member enjoying the rights of citizenship in the community must also accept the responsibility of citizenship. School staff, students, and parents must all assume the responsibility for appropriate behavior in the school. The school should be seen as a symbol of opportunity where right and responsibilities are emphasized equally and human dignity is protected.

Student Rights:

Each student has the right to:

- Have the opportunity for a free education in the most appropriate learning environment
- Be secure in his/her person, papers, and effects against unreasonable searches and seizures; privacy in regard to his/her personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law
- Expect that the school will be a safe place with no fear of bodily harm
- Expect an appropriate environment conducive to learning
- Not to be discriminated against on the basis of sex, race, color, religion, national origin, or handicap
- Expect to be fully informed of school rules and regulations

Student Responsibilities:

Each student has the responsibility to:

- Know and adhere to reasonable rules and regulations established by the local board of education and implemented by school administrators and teachers
- Respect the human dignity and worth of every other individual
- Refrain from libel, slanderous remarks, and obscenity in verbal and written expression
- Study diligently and maintain the best possible level of academic achievement
- Be punctual and present in the regular school program
- Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety
- Help maintain and improve school environment, preserve school property, and exercise the utmost care while using school facilities
- Refrain from gross disobedience, misconduct, or behavior which would lead to any physical harm or that disrupts the educational process
- Respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

HAYWOOD COUNTY SCHOOL BOARD DISCIPLINE POLICY

If the recommended disciplinary measure involves suspension from school for ten (10) days or less, the principal, assistant principal or principal-teacher shall immediately suspend the student consistent with the procedure as stated in the Board policy. If the recommended disciplinary measure involves suspension from the school transportation service, the principal, the assistant principal or principal-teacher shall immediately suspend the student from the service and shall give notice in writing of the decision to the student's parent or guardian.

If the recommended disciplinary measure involves suspension from school for more than ten (10) days, the student shall be informed of the rights of a hearing pursuant to the procedure set forth above this policy. The officer shall present the case for the administration at such hearing.

The student may appeal the decision of the Disciplinary Hearing Authority to the Board, but such appeal is discretionary with the Board. If the board refuses to hear the appeal, the decision of the Disciplinary Hearing Authority shall be final.

LEVEL I OFFENSES

Definition: Minor misbehavior, which impedes orderly classroom procedures or interferes with the orderly operation of the school

Examples:

- Minor classroom disturbances
- Classroom tardiness
- Non-defiant failure to do assignments or carry out directions

Haywood Elementary Disciplinary Responses: (all steps are documented by teacher)

Step 1: Verbal Warning:teacher-student conference

Step 2: Teacher-Parent Contact (verbal, written, or in person)

Step 3: Withdrawal of privileges (teacher or administrator)

Step 4: Parent-Teacher-Student-Administrator Conference

Step 5: Corporal Punishment

Step 6: Suspension Home with follow up conference

LEVEL II OFFENSES

Definition: Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school but poses no real danger to other persons

Examples:

- Continuation of Level I misbehavior
- Smoking
- Damaging school property
- Cutting class
- Skipping school
- Use of profanity or abusive language
- Fighting (simple)
- Gambling
- Disrespect to adult staff members
- Willful disregard for school rules and policies
- Possession of obscene literature or pornography

Haywood Elementary Disciplinary Reponses

Student is referred to the administrator. The administrator meets with student and teacher and executes the most appropriate disciplinary response and notifies the teacher and parent. Possible action- Corporal Punishment, Suspension Home, Restitution of property or damages.

LEVEL III OFFENSES

Definition: Misbehavior, which has major consequences relative to the operation of the school and/or endangers the health and safety of personnel

Examples:

- Willful and persistent violation of school rules **NOTE:** The third time per semester a student is sent to the office in one academic year will cause that student to be classified as a willful and persistent violator of school rules.
- Immoral or disreputable conduct
- Violence or threatened violence **NOTE:** Tennessee law requires that acts of assault and battery that endangers life, health, or safety committed by a student on school property be reported to the appropriate law enforcement agency.
- Assaulting a principal, teacher, or other persons with vulgar, obscene, or threatening language
- Theft or burglary
- Open, blatant defiance of school authority

Haywood Elementary Disciplinary Reponses

Parent Contact and Suspension Home and any other action required or deemed necessary by the school administration.

ZERO TOLERANCE

Drugs, Alcohol, Weapons, and Battery

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subjected to expulsion for a period not less than one (1) calendar year. All students charged with Zero-Tolerance offenses will appear before the Disciplinary Hearing Authority. The Director of Schools shall have the authority to modify this expulsion on a case-by-case basis. Zero-tolerance acts are as follows:

1. Student(s) who unlawfully possess, use, distribute or sell any narcotic, tobacco, stimulant drug, marijuana, alcoholic beverage, or possess a dangerous weapon on a school bus, on school property or to any school event or activity will be found in violation of Haywood County's Zero Tolerance.

NOTE: Tennessee law requires that drug violations on school property be reported to the appropriate law enforcement agency. If any student is suspected of being under the influence of drugs or alcohol, a parent or guardian will be contacted for permission to administer a drug test off campus. Testing will be conducted by trained juvenile authorities.

2. Any student while on the school bus, on school property or while attending any school event or activity commits a battery on a teacher or any other employee of the school.

For purpose of this regulation, "expulsion" means removed from the pupil's regular school or remove from school attendance altogether, as determined by the school officials. Nothing in this regulation shall be construed to prohibit the assignment of such students to the Justice Academy.

FIGHTING:

Students may be "EXPELLED" (removed from the regular school program and sent to the Alternative school, or removed from school altogether) for fighting.

All fights that take place on school property must be referred to the principal for disciplinary action. The principal will determine the severity and circumstances of a fight and decide whether or not to request a DHA hearing. Students involved in major fights that require hearings shall be disciplined by the DHA. The DHA will follow the steps in making disposition of the cases:

1. Determine if the student is innocent or guilty
2. Determine if the offense is of "Zero-tolerance" magnitude
3. Determine punishment for the student

Selected punishment in "Zero-tolerance" cases shall include expulsions from the regular school program for a period of up to one year.

INTERNET ACCEPTABLE USE POLICY

OVERVIEW

The internet is an electronic communications network which provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff and ultimately students is to promote educational excellence at Haywood Elementary School by facilitating resource sharing, innovation and communication.

With access to computers and the people all over the world also comes the availability of material that many may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications that are not suitable for school aged children. Haywood Elementary School views information gathered from the Internet in the same manner as reference material identified by the schools. Specifically, Haywood Elementary School supports resources that will enhance the learning environment with directed guidance from the faculty and staff. Exploration and manipulation of resources is encouraged. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information.

In the school, student access to and use of the Internet will be available only through a teacher/staff account and as such should be under teacher direction and monitored as any other classroom activity. Direct supervision is required.

GUIDELINES

The operation of the Internet relies heavily on the proper conduct of the users, who must adhere to strict guidelines. Internet access is a privilege, not a right. If a user violates any of the acceptable use provisions outlined in this document, future access will be denied. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Internet access is provided for students to conduct research and communicate with others in relations to schoolwork. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Based on the guidelines outlined in this document, the school staff will deem what is appropriate use and their decisions are final. School staff may revoke privileges at any time.

NO CHILD LEFT BEHIND LEGISLATION

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

Report cards on statewide academic assessment

Results of state testing will be sent home by students as soon as results are returned to the school system, published in the local paper, posted in the Board of Education's central office at 900 E. Main St. in Brownsville, Tennessee and at the state web site located at www.connect-tn.org/ These reports will reflect school improvement status and adequate yearly progress.

Teacher and Paraprofessional qualifications

The information regarding teachers' qualifications may be found at the following locations: on the state web site (www.connect-tn.org/), available at the school system's Central Office (900 E. Main Street in Brownsville), and at the individual school's Principal's office. Paraprofessional information can be found at all of the above sites except the state web site. You may request the individual qualifications of your child's teacher(s) and any paraprofessional who works with your child from the Central Office.

Individual achievement on state assessment

Test results are sent to the students' school as soon as they are returned to the school system. Upon receipt at the individual school they are prepared and sent home by students. If a teacher is to be absent for four or more consecutive weeks, notification will be sent home by the student if the substitute teacher does not meet the standards for highly qualified.

Limited English proficiency program

Parents of students identified as meeting the criteria for Limited English Proficient Program will be provided with all required information at the initial placement meeting. Parents of any student identified as meeting 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.

Parent Involvement Policy

A written Parent Involvement Policy, including requirements of No Child Left Behind, is part of the school board policy manual located at each school and the central office at 900 E. Main Street in Brownsville, TN. Open House is held at each school at the beginning of each school year for the purpose of informing parents. Meetings are held throughout the year for the purpose of school improvement planning which includes the Title I Program, curriculum, assessment and school-parent compact. Parent Teacher Conferences are scheduled in the fall and spring to discuss academic and educational assessment. Annual school surveys will be distributed in the spring to parents, students, and school staff to determine needs for the upcoming school year.

Safe and Drug Free School Programs

Text 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. Parents will be provided written notification that if their child should become the victim of a violent crime at school he/she will have the right to transfer to another school within the district.

21st Century Learning Centers

Information regarding the success and effectiveness of extended learning programs is available upon request from Mrs. Marjorie Vaulx at the Central Office located at 900 E. Main St. in Brownsville, TN.

School wide programs

All elementary schools in our school system are designated as school wide schools. This designation provides the opportunity to use federal, state, and local funding to upgrade the entire educational program. These schools are Anderson Early Childhood Center, Haywood Elementary, East Side Elementary, and Sunny Hill.

SCHOOL PARENT INVOLVEMENT POLICY

GENERAL

This school parent involvement policy has been jointly developed and agreed upon by parents, teachers, and administrators. Names of these individuals involved in the development of this policy are on file. The policy will be reviewed and adjusted periodically to meet the changing needs of parents and the school. The policy will be distributed to parents during the school year.

POLICY INVOLVEMENT

Presently a Title I School-wide School

1. a. An annual Open House for all parents is held each fall. All parents are invited by personal invitation and encouraged to attend. This is often in conjunction with the first PTO meeting in order to encourage and promote membership. At this meeting, parents will be informed of the school's participation in Title I, the requirements of Title I, and their rights to be involved in the school. The meeting is held at a time convenient to parents.
- b. In addition to Open House, several other meetings for parents are held as needed throughout the school year. This includes PTO meetings, Parent Teacher Conferences, and Parent Involvement Committee Meetings held in mornings, afternoons, and evenings.
- c. Parents are involved in an organized, ongoing, and timely way in planning, reviewing, and improvement of the programs, including the Parental Involvement Policy, through such means as conferences, meetings, written and oral communications, the Title I Needs Assessment Survey, and Parent Involvement Committee Meetings.
- d. The Title I school will provide parents timely information about the programs under Parent Involvement. These include the following: Open House, Parent-Teacher Conferences, Parent Involvement Committee Meetings, written/oral communications, school newsletters, local newspaper articles, formal and informal contacts, school report cards, computer records, and state reports.
 - i. The Tennessee Comprehensive Curriculum Guide serves as the basis for the school curriculum. Objectives for each domain are addressed at the appropriate grade level. Assessment is measured through teacher-made tests, DIBELS, basal textbook assessments, Success Maker Reports, and the Tennessee Comprehensive Assessment Program. Students are considered to be proficient if they master the state standards at the appropriate level, and they maintain a grade of D or above in the subject areas of Reading, Language, or Math.
 - ii. Opportunities for regular meetings to share experiences, offer suggestions, and as appropriate, participate in decisions relating to the education of their children are provided through an annual Open House, Parent Seminar, Parent/Teacher Conferences, and PTO Meetings. In addition, the school practices an Open Door Policy that welcomes parents to come and ask questions at any time or to schedule conferences with teachers.
 - iii. Comments and suggestions made by parents will be responded to in a timely manner and may include any of the following: written response, verbal response, and/or appropriate changes.

- e. Haywood Elementary School has jointly developed, through the Parent Involvement Committee, a Parent-Student-Teacher Compact that outlines how parents, the entire school staff, and students share the responsibility for improved student academic achievement and how the school and parents will develop a partnership to help students achieve the state's high standards.
2. a. The compact describes the school's responsibility to provide a high quality curriculum and instruction in a supportive and effective learning environment that enables all children to meet the state's student performance standards.
- b. The compact describes the ways in which each parent will be responsible for supporting his/her child's learning.
- c. The importance of communication between teachers and parents on an ongoing basis is stressed in the compact through such means as encouraging parents to attend Parent-Teacher Conference during which the compact will be discussed as it relates to each child's achievement and encouraging teachers to frequently report to parents information regarding their child's progress. At Haywood Elementary parents are given reasonable access to staff and are provided opportunities to volunteer and participate in the child's classroom, and are encouraged to observe classroom activities.
3. Haywood Elementary has distributed the written School Level Parent Involvement Plan.
4. Haywood Elementary has notified parents of the written School Level Parent Involvement Plan in an understandable and uniform format in a language the parents can understand.

BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student's achievement, Haywood Elementary School, through such means as written/oral communications, Partners in Education, conferences, workshops, and meetings will do the following:

1. Provide assistance to participating parents in such areas as understanding the National Education Goals, the state's content standards and student performance standards, how to monitor a child's progress and work with educators to improve the performance of their children, as well as information on how they can participate in decisions relating to the education of their children.
2. Provide materials and the necessary literacy training from other sources (i.e. availability of Reading Intervention) and provide training (i.e. Head Start and Anderson Early Childhood Center), and Parent Involvement Activities (i.e. in-service and workshops) to help parents work with their children to improve educate teachers, pupil services personnel, the administration, and other staff with the assistance of parents in the value and utility of contributions of parents and in how to reach out, communicate with, and work with the parents as equal partners, implement and coordinate parent programs, and build ties between home and school (i.e. Home-School Connection).
3. Coordinate and integrate parent involvement programs and activities to the extent feasible with Anderson Pre-School Program and UT Haywood County Extension Services (i.e. Circle Time).
4. Develop appropriate roles for community-based organizations and businesses in parent involvement activities including providing information about opportunities for

- organizations and businesses to work with parents and schools and encouraging the formation of partnerships between schools and businesses that include a role for parents.
5. Conduct other activities, as appropriate and feasible, that are designed to help parents become full partners in the education of their children, such as a Parent Resource Center, and providing opportunities for parents to learn about child development and child rearing issues.
 6. Ensure, to the extent possible, that information related to school and parent programs, meetings, and other activities is sent to the homes of children in the language used in such homes (i.e. translation).
 7. Provide such other reasonable support (i.e. timely response) for parental involvement activities that may be requested by parents.

PARENT-STUDENT-TEACHER COMPACT

School Philosophy (Belief): We believe that every child has potential. Our job is to challenge each child to reach that potential.

School Motto: WHERE GREAT THINGS HAPPEN!

School Goal: To develop in each student a greater sense of self-esteem, a respect for fellow human beings, and an appreciation for learning.

School Objective: To provide each student with the opportunity to reach his/her fullest learning potential.

PARENT/GUARDIAN AGREEMENT

Any adult who is interested in helping this student may sign the agreement.

IT IS IMPORTANT TO HAVE MY CHILD REACH HIS/HER FULL ACADEMIC POTENTIAL. THEREFORE, I WILL ENCOURAGE HIM/HER BY DOING THE FOLLOWING:

- Support my child's learning by participating in decisions relating to my child's education
- Show support for my child and the school staff by attending school conferences and meetings
- Volunteer in my child's classroom as time permits
- Get my child to school regularly and on time with his/her supplies
- Communicate with the teacher frequently to find out how my child is doing in school on an ongoing basis
- Monitor my child's homework
- Check with my child for information sent home, promptly read, sign, and return it
- Teach social skills to promote positive interactions
- Monitor television and movie viewing

STUDENT AGREEMENT

IT IS IMPORTANT THAT I DO THE BEST THAT I CAN. THEREFORE, I WILL DO THE FOLLOWING:

- Always try to work to the best of my ability
- Come to school each day on time, with my homework completed, and have the supplies that I need
- Show respect for myself, my school, and other students and have consideration for cultural differences
- Conform to the rules of conduct at my school
- Believe that I can learn, and I will learn

TEACHER/SCHOOL AGREEMENT

STUDENTS MUST BE GIVEN THE OPPORTUNITY TO SUCCEED. THEREFORE, I WILL DO THE FOLLOWING:

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the state's student academic achievement standards
- Communicate effectively and frequently with my students and parents regarding their progress through newsletters, calendars, phone calls, progress reports, etc.
- Hold formal parent-teacher conferences (a minimum of two per year) and other

