

2010 – 2011

PARENT AND STUDENT HANDBOOK
SUNNY HILL ELEMENTARY SCHOOL

Don Sims, Principal
Jacqueline Whitten , Assistant Principal

Sunny Hill School
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SUNNY HILL ELEMENTARY SCHOOL

Sunny Hill School prides itself on being one of Haywood County's finest educational facilities. Supported by a dedicated professional staff, Sunny Hill serves all fifth and sixth graders in Haywood County.

Among the many things that Sunny Hill offers to its student body are the latest in computer technology, the Beta Club for honor students, a special education program, a recycling program, Choir, an annual yearbook, and the Holiday Mart for students at Christmas. Our student body enjoys tremendous support from its PTO which coordinates its activities with community agencies.

Sunny Hill has been recognized for achievement in a variety of areas. In 1995, 1996, and again in 1999 our school was awarded incentive grant money for its high academic achievement by the Governor's 21st Century Schools Program. The University of Tennessee and Eastman Chemical Company recognized Sunny Hill as one of the Top Ten schools in Tennessee for its recycling program. In 1998 Sunny Hill earned initial accreditation by the Southern Association of Schools and Colleges, the first of Haywood County's elementary schools to earn this special recognition. In addition, Sunny Hill received the Silver level USDA Healthier US Schools for 2004 – 2006, and the Tennessee Distinguished Title I School Award 2005-2006. Sunny Hill also has a total of 10 e-classes (Exploring Communicative Language Arts through Scientific Studies) classrooms. The classrooms are non traditional classrooms with hands-on activities and technology based on independent student learning.

Sunny Hill is noted for its strong administrative staff headed by Mr. Don Sims. Mr. Sims believes in high academic standards, structured discipline, and strong parental involvement, which provide a safe learning environment for all students. His basic belief is that the staff, student body, and parents are a TEAM where Together Everyone Achieves More. He rewards students during the year with games, programs, and treats. The biggest event comes at the end of the year, May Day. The students look forward to the fun and excitement that are planned for them throughout the year.

For quality education, strong discipline, fun and excitement, meet us on the hill. Sunny Hill School is the place to be.

SCHOOL RULES

“Show respect”
“Have responsibility”
“Stay safe”

INTRODUCTION

The Sunny Hill handbook will serve as a guide for parents and students throughout the year. It contains the basic information governing the academic programs, discipline, attendance, special programs, activities, and student services at Sunny Hill School. Policies and procedures are consistent with those of the Haywood County Board of Education and in many cases, are taken directly from the Board of Education Policy manual.

MISSION STATEMENT

The mission of Sunny Hill School is to meet the academic needs of our students, while providing for them experiences that are socially, intellectually, emotionally, physically, and morally beneficial to achieve their fullest potential and advance to the next level of learning.

VISION STATEMENT

Our Vision is for Sunny Hill School to be regarded as an institution of excellence, providing the necessary components for students to be prepared for the future.

SCHOOL SAFETY

Safety is a priority for our students. For this reason we have a very structured environment with strict rules and procedures, and close student supervision in every part of our school day. Requirements for students help this age group to be able to complete each school day successfully. We teach respect, responsibility, cooperation, and we stress the golden rule for life and living and expect each person to “do unto others as you would have them do unto you”. Each child is expected to take responsibility for his/her own actions and behavior and to accept any resulting rewards or consequences. When students do their best and act their best, every day is a good day.

SUNNY HILL OFFICE STAFF

Principal	Don Sims
Asst. Principal	Jacqueline Whitten
Instructional Facilitator	Rita Matheny
Guidance Counselor	Dorothy Jackson
Secretary/Receptionist	Jordan Clagg
Bookkeeper	Victoria Harvell

2010-2011 CALENDAR OF EVENTS

August 2-6	In-Service Training for teachers and staff
August 9	Begin School
September 6	Labor Day Holiday
September 20	End 1 st six weeks
September 27	Parent Teacher Conference (Time 9-5) Report Cards Issued
October 4-8	Fall Break
November 9	End 2 nd six weeks
November 17	Report Cards Issued
November 24-26	Thanksgiving Holidays
December 9-12	End of course tests (grades 9-12)
December 17	1/2 Day Students & Teachers
December 20-31	Christmas/ New Year's Holidays
January 3	Staff Development Stockpile Day (Students Do Not Attend)
January 4	Students Resume Classes
January 10	End 3 rd Six Weeks/1 st Semester
January 17	Martin Luther King Holiday
January 18	Parent Teacher Conferences Report Cards Issued
February 1	Writing Assessment (Grades 5, 8, 11)
February 21	President's Day Holiday
February 22	Staff Development Stockpile Day (Students Do Not Attend)
February 25	End 4 th Six Weeks
March 7	Report Cards Issued
March 15	ACT Test (Grades 9-12)
March 21-25	Spring Break
April 11-15	Achievement Test (grades 1-8)
April 15	End 5 th Six Weeks
April 22	Good Friday Holiday
April 25	Report Cards Issued

May 3-5	End of course tests (grades 9-12)
May 25	Staff Development Stockpile Day (Students Do Not Attend)
May 21	Administrative Day for Teachers (no students)
May 26	End 6 th six wks/2 nd Semester (1/2 day for students)/Students Pick up Final Report Card

SUNNY HILL ELEMENTARY SCHOOL
 PROGRESS REPORT – REPORT CARD SCHEDULE
 2010 – 2011

The following is a list of the dates on which progress reports and report cards will be sent home to parents. If you do not receive these reports on the day designated below, please call the school office or contact your child’s homeroom teacher.

Six Weeks	Progress Report Sent Home	Six Weeks Ends	Report card Sent Home
1 st	August 30	Sept. 20	Sept. 27 PTC
2 nd	October 20	Nov. 9	Nov. 17
3 rd	December 6	Jan. 10	Jan. 18 PTC
4 th	Feb. 3	Feb. 25	March 7
5 th	March 28	April 15	April 25
6 th	May 10	May 26	May 26

PTC is Parent Teacher Conferences.

SCHOOL RULES

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“Stay safe”

GENERAL INFORMATION

ARRIVAL AND DISMISSAL

Students are to arrive at school after 7:00 A.M. and before 8:00 A.M. Parents who bring their children to school should drop them off at the gym entrance. Parents should not enter the teacher parking area for student drop off. Students are to go directly to the gym or cafeteria with books, paper, and pencil. All students are to enter the building at the gym doors. Only those students who arrive after 8:00 A.M. are to use the front entrance. Parents of students who are late must come to the school office to sign them in.

Dismissal begins at 2:50 P.M. Early bus riders report to the gym at 2:50. Late bus riders will report to the gym study hall at 2:55 with books, paper, and pencils to work quietly while bus numbers are called.

Car riders report to the cafeteria at 3:00. Students whose parents pick them up must report to the designated area and wait quietly for their parents to arrive. They will be dismissed in an orderly manner by authorized school personnel through the front doors of Sunny Hill School. Parents are asked to pick up students in a timely manner so that school personnel may leave at their designated time.

All parents are asked to wait inside their vehicles for students and to have their Sunny Hill School vehicle hang tag visible. Student safety is a primary area of concern.

The following procedure will be observed with regard to dismissal of students:

- No student will leave prior to regular dismissal hours, except with the approval of the principal and parent. Elementary students will be permitted to leave prior to regular dismissal time only in the company of a parent, legal guardian, school employee, police, court officer, or a person designated in writing by the parent(s).
- No student will be sent from the school during school hours to perform an errand or act as a messenger.
- When dental and medical appointments cannot be scheduled outside school hours, parent(s) must send a written request for dismissal or call for the student in person.
- Students will be released only upon request of the parent whom the court holds directly responsible for the child, or who is the parent/guardian registered on the school record.

ILLNESS

We do not give any medication at school without a signed **“Physician’s Order and Parental Consent form”** (See appendix). This policy includes over-the-counter medication such as aspirin, Tylenol, cough medicine, allergy medication, and all types of lotions and topical preparations. The only medications allowed to be used at school without the parents’ consent are those used in first-aid care, such as alcohol, hydrogen peroxide, and antibiotic ointments. Medications for fever, pain, nausea, vomiting, or diarrhea, and topical medications for rashes can no longer be given at school. In these cases the parent or guardian must be contacted to pick up their child, or if the condition is such that the child may remain at school, the parent may bring medication to school and administer it. A student who is too ill to remain in class is to receive permission from the teacher and report to the office. Office personnel will call the parent to arrange transportation home.

In case of serious illness, school personnel will notify the parent. If contact with the parent cannot be made, the school will make a judgment within the allowable limits. When an accident occurs, the supervising teacher will fill out an accident report for any student under his/her supervision. No matter how small the accident may seem, the student must be sure to report it to the teacher at the time of the accident.

Students identified by the principal or school nurse with head lice, ringworm, pink eye, etc., will not be permitted to remain at school. The student will be picked up by a parent and treated with special medication. The parent may then return the child to school with proof of treatment.

INCLEMENT WEATHER

School closing due to inclement weather will be announced on Brownsville Radio and area television stations. In the event of unscheduled closing, each child should know where to go if an emergency arises and school is dismissed early. (95.3 FM Radio)

ATTENDANCE POLICIES AND PROCEDURES

Students are expected to be present for school each day that school is in session. Attendance is an important part of the elementary experience. Studies have shown a high correlation between attendance, personal reliability, and grades. It is the responsibility of the parent or guardian to see that each student is present. The following policies regarding attendance are approved by the Haywood County Board of Education.

Excused and Unexcused absences

Excuses may be granted for personal illness, illness in the immediate family which requires temporary help from the student, death in the immediate family, some religious holidays, and some county health office visits. Each visit to a doctor’s office or health office, establishing the time and date of such absence, should be provided. Students fulfilling doctor’s and health office appointments must return to school after their appointment, if possible.

Excuses are not granted for students' minor illness or for those of family or friends. Excuses are not granted for youth encampments or other situations not beyond the student's control.

Upon returning to school after being absent, the student must present a written excuse signed by the parent or guardian stating the reason for the absence. The parent or guardian may appear in person to readmit the student but must present a written statement. Unexcused absences will result in a three point deduction from the six weeks average for each unexcused absence. Students who return without a written excuse from a parent will be charged with an unexcused absence which must be cleared the following day by submission of a written excuse from a parent or guardian. If a student is absent a full day on which there is a night activity, the student will not be allowed to participate.

Make-up Work

It is the responsibility of the student to make up all class work assigned or tests missed during absence, excused or unexcused. A student with an unexcused absence may make up work only at the discretion of the teacher. Work not made up within five days of an absence will result in a grade of zero for the assignment(s). Each classroom teacher uses his/her own method of making up homework assignments. Procedures are explained to students in each class at the beginning of the year and to parents at Open House. Every teacher is required to post assignments in the classroom for a reasonable period of time.

Excessive Absences

When a student accumulates three unexcused absences in one semester, a parent will be notified and asked to come to the school for a conference with the teacher and the school principal. Failure to appear for the conference will mean that the student will not be allowed to return to class until a conference is held. The attendance supervisor will be notified after a student has accumulated five unexcused absences in one semester. After the sixth unexcused absence, the student must appear before the Attendance Hearing Board. Legal action can be taken against parents if their children do not follow Haywood County Board of Education Attendance policy (See Appendix for BOE policy)

Personal Leave Days

Students at Sunny Hill are allowed to take two personal days during the year which are counted as excused absences from school. Prior arrangement must be made by a parent or guardian of the student who must come to the school office in person to request the personal day and to sign the personal leave form for the student. Personal days may not be approved five days prior to or during semester exams or state-mandated testing.

Students who have missed six days in the semester may not take a personal day. Students who have been placed in alternative school or in in-school suspension will also not be

allowed to take personal days. Cases with extenuating circumstances such as hospitalization must be reviewed on an individual basis.

SCHOOL TRIPS AND ACTIVITIES

On occasion students are excused for a day for a school trip or other school related activity. Before students are excused for this, they must receive the permission slip from the teacher to take home and return with a parent or guardian signature. These students are not counted absent from school. When students are excused for a school sponsored activity but circumstances arise that make it possible for them to meet one or more classes, the students are expected to meet those classes. Students may be charged for participation in non-required field trips.

WITHDRAWAL FROM SCHOOL

Parents wishing to withdraw a student from school should report to the school office to obtain a "Withdrawal Form". Before withdrawing, the student must turn in all textbooks, workbooks, and library books, along with any other school material and clear all debts. Transfer of credit to another school depends on a student's record being cleared before leaving Sunny Hill. All items owned by the school and lost by a student must be paid for by the student concerned, or the student's records will not be forwarded.

TARDY STUDENTS

A student who arrives after 8:00 A.M. is considered tardy (late). The parent is required to come into the school office with the student to sign him/her in to school for the school day. The student must then secure a late slip from the school office to give to the teacher upon arrival to the classroom.

PERSONAL INFORMATION

All students who attend Sunny Hill must keep on file in the school office a current address, home phone number, parent's work phone number, and any other numbers where parents can be reached at all times.

CAMPUS VISITORS

No pupil shall bring a visitor to school. All persons other than enrolled students and employees of the school system are required to have a visitor's pass while in the school building. These passes are required upon entrance to the facility and are available with permission from the principal in the school office. All visitors must sign in and out in the office. Parents who need conferences with teachers must call the school office to set up appointments during their daily planning time. Students whose parents come to have lunch with them will accompany them to their classroom to have lunch.

FEES

The school does not assess student fees as defined in Haywood County School Board Policy. Students will be charged for overdue library books, lost, damaged, or destroyed textbooks, library books, workbooks, or other school property. Textbooks should be kept clean and free of pencil and pen marks. A student who loses or severely damages a textbook must pay for that book. The same is true of other school materials and equipment and for damage to property of other persons.

TEACHER ASSISTANTS

Sunny Hill is privileged to have many teacher assistants in our school who serve our staff and students during early morning arrival and afternoon dismissal, in the cafeteria, and in classrooms and hallways throughout each school day. Students are required to show these adults the same respect as teachers and to respond properly to their directions.

SCHOOL RULES

“Show respect”
“Have responsibility”
“Stay safe”

ACADEMIC INFORMATION

Required Materials

Each student is required to have a three ring binder (regular notebook) with subject dividers for organization of work for each subject. Regular #2 pencils and notebook paper should be used for every class. Other requirements or restrictions are enforced at the discretion of the teacher.

Weekly assignment sheets are given by each homeroom teacher and are kept at the front of the binder. Students are to write their assignments for each subject each day on the assignment sheet. Parents are encouraged to check these nightly to help students keep up with their assignments (See Appendix).

Grading System

The grading system is based on two semesters with three six week grading periods in each semester. Each six weeks, each student's progress is reported to his or her parents or guardian. Parents and students should discuss grades each time a progress report or report card is received. If there are areas of concern, a conference with the teacher should be arranged by calling the school office (See Appendix for progress report and report card dates).

The grading scale at Sunny Hill is as follows:

93-100	A
85-92	B
75-84	C
70-74	D
0-69	F

An exponent above and to the right of a grade indicates the grade level of the work. A grade without an exponent indicates that the work is being done on the assigned grade level. Physical Education, Art, Music, Library, and Computer, for both performance and conduct, use the following: E= Excellent S= Satisfactory U= Unsatisfactory

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School Wide Positive Behavior Support

Sunny Hill School is continuing to implement our School Wide Positive Behavior Support program. This is a team based, proactive integrated systems approach for creating and maintaining a safe and effective learning environment. Sunny Hill has adopted three school-wide rules:

“Show respect”
“Have responsibility”
“Stay safe”

These rules will be taught in each of the major areas of the school: cafeteria, arrival, dismissal, restrooms, classrooms, hallways and on the busses. Our students will sign a contract that they have been taught and will follow the school rules. Our students will also be given incentives for following the school wide positive behavior rules.

Following is a list of the minor and major rules infractions. After three minor rules infractions, the student can earn an office referral. Students will be given an office referral for major infractions. Administrative actions will depend upon the infraction.

Minor Infractions:

- Lying/cheating/forgery
- Inappropriate verbal language
- Physical contact
- Defiance
- Disruption – anything that distracts from the learning environment
- Property misuse
- Theft
- Teasing-taunting
- Dress code violation

Major Infractions

- Abusive Language – swearing or cursing
- Overt defiance – non compliance- insubordination
- Disruption – continuous disruption of the learning environment
- Fighting – physical aggression
- Theft
- Harassment – bullying – threats
- Property damage
- Weapons – Zero Tolerance
- Drugs or alcohol – Zero tolerance

The options for the Administrators will be:

- Conference with the student
- Detention
- Individual intervention
- Loss of privileges
- Parental contact and meeting
- Out of school suspension
- Expulsion
- Corporal punishment utilizing the school board guidelines

The conduct grade that a student receives is based upon the following list of behaviors:

Cares for personal property	Completes assigned work on time
Follows directions	Gets along well with others
Makes good use of time	Pays attention in class
Practices politeness	Practices self-control
Respects authority	Respects property of others
Maintains verbal control	

PROMOTION AND RETENTION POLICY

Students in grade 5 and 6 who fail **READING** or any two (2) full credit subjects or four (4) half credit subjects, or any combination thereof will not be promoted.

Full Credit Subjects: Language Arts, Math, Science, Social Studies

Half Credit Subjects: Spelling, Physical Education, Art, Music

For those students who do not meet the requirements, a summer remediation program may be required. If a summer program is available, he/she must earn passing grades in all classes required in order to be promoted to the next level of learning.

HOMEWORK POLICY

Homework is a very important part of a student's education. All students attending Sunny Hill School will be required to complete assigned homework and turn it in to their teacher as the designated time. In case of illness your child should find a homework partner to call. Students are required to take home at least one textbook, their 3-ring binder complete with assignment sheet, and a pencil every night and to return with these items each day, regardless of the amount of homework assigned. Any student who does not complete homework can be assigned to a homework lab at the discretion of the classroom teacher with the approval of a school administrator.

HONOR ROLL

The following requirements must be met for students to be listed on the honor roll:

First Honor Roll: All A's and excellent conduct

Second Honor Roll: Any combination of A's and B's or all B's with satisfactory to excellent conduct.

SCHOOL RULES

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“Stay safe”

SPECIAL PROGRAMS

National Junior Beta Club

The purpose of this organization shall be to promote scholarship, leadership, good mentality, creditable achievement, and commendable attitude. Students must be approved for membership by the administrative staff, Beta sponsors, and classroom teachers, provided that these students meet the requirements set forth in the guidelines (Below) When sixth grade Beta members leave Sunny Hill, they are no longer Beta Club members. They must meet the requirements of Haywood Junior High.

I. Membership Qualifications:

A student may have no grade below a 90 in either the first or second six weeks of this school year. No conduct grade may be below a satisfactory. The student must be in the standard academic program.

II. Probation

A student on probation may not participate in any Beta Club activity for the following six weeks. Reasons for probation are:

1. Failing to maintain a 90 average
2. Having any grade below an 85 for the six weeks
3. Acquiring an unsatisfactory in conduct for one six weeks from only one teacher.

III. Dismissal:

Beta Club Members will be dismissed for:

1. Failing to maintain a 90 average in successive reporting periods.
2. Having a grade below an 85 in successive reporting periods.
3. Cheating in any form (decision determined by the teacher present at the time of offense).
4. Making an unsatisfactory in conduct in any other six weeks in the same school year or from two or more teachers during a single six weeks period.
5. Receiving in-school or out of school suspension.
6. Disciplinary decision by the principal.

ACCELERATED ACADEMIC ACADEMY

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.

STUDENT COUNCIL

The purpose of the Student Council is to enhance school pride, participate in community improvement projects, promote school involvement, and improve overall school climate by representing student views.

Our representatives are elected by members of their homeroom classes and are expected to be role models of good conduct and proper dress. We ask our students to commit to this as well as to maintain the highest grades they are capable of. These students are leaders in our school and therefore should conduct themselves in a manner that will bring pride to the Student Council. Failure to do so could result in dismissal from the Council.

The Student Council will study a unit on the flag of the United States. Each member will be part of a team responsible for raising and lowering the flag each day. Members will also be responsible for leading the school in the Pledge of Allegiance each morning. We will also help with various school projects as assigned by our principal.

CHARACTER EDUCATION

Character Education is included in our regular curriculum. Character skills, career awareness, community service, crisis management, and safety issues are included. The Character Education Program is incorporated through our Guidance Department.

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 (See Appendix for Internet Use policy).

STUDENT DRESS

HAYWOOD COUNTY SCHOOL DISTRICT STANDARD DRESS CODE POLICY – REVISED MAY 2009

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

1. Beginning the first day of school, students in grades Pre K – 12 will be required to comply with the school standard dress code policy.
2. A district logo is not required to appear on clothing but is permitted.
3. All colors must be solid, that is, without patterns, designs, checks, slogans, etc.
4. 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.
5. 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.
6. Manufacturer or store logos that appear on clothing may be no larger than a student I. D. Card.
7. Students will be exempted from the standard dress code policy on picture days.
8. Striped shirts, blouses, and/or slacks [plain or corduroy] are not permitted.
9. Pants and shorts with drawstrings are permitted.
10. Oversized coats and large overcoats cannot be worn during school hours and trench coats are not permitted on campus.
11. All male students must wear shirts tucked neatly into the waists of their pants.
12. For males, a belt must be visible and must be worn if the garment has belt loops.

HCS Standard Dress Code Policy –

TOPS

Girls

COLORS: White, Light Pink, Navy, Royal Purple

- Cannot be altered by elastic bands, clips, knots, or other means.
- 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).

Boys

COLORS: White, Light Pink, Navy, Royal Purple

- Cannot be altered by elastic bands, clips, knots, or other means.
- 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).

SCHOOL RULES

“Show respect”
“Have responsibility”
“Stay safe”

BOTTOMS

Girls and Boys:

COLORS: Black, Khaki, Navy

Long pants (cannot touch the floor or be frayed/cut)

- Pleated or plain.
- Plain or cuffed bottoms.
- Cargo pants.

Standard Shorts (must be knee length or longer)

Girls and Boys:

COLORS: Black, Khaki, Navy

- Pleated or plain front.
- Plain or cuffed bottoms.
- Cargo shorts

Capri Length Pants

Girls

COLORS: Black, Khaki, Navy

- Pleated or plain front.
- Plain or cuffed bottom.

Standard Skirt/Skort (must be knee length or longer)

Girls

COLORS: Black, Khaki, Navy

- No mini skirts
- No floor length skirts
- Tights/knee length socks may be worn with skirt/skort.

Standard Jumper

Girls

COLORS: Black, Khaki, Navy

- No denim

Footwear (Footwear is required.)

Girls and boys

- Footwear must be laced, tied, strapped, or hooked if applicable.
- Spiked heels, bedroom slippers, or house-shoes are not permitted.
- NO flip-flops.

SCHOOL RULES

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Optional Attire

Girls and Boys

COLORS: White, Light Pink, Navy, Royal Purple

- 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, or sweat shirts.

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.

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 the DHA.

Dress Code / Proper Appearance for school

In addition to the Standard Dress Policy the following rules will apply to the students at SHS.

Due to the maturity level of our students; no visible tattoos, brands, or hair carvings will be worn, no earrings for boys. Boys may wear braids, but no hair decorations of any kind. No hair decorations or styles that is extreme, distracting, or excessive, no Mohawks for example. Boys should not wear hairstyles that extend below the collar. All hairstyles for boys must be combed and neatly trimmed. Belts must be worn daily with shirts tucked on the inside. No Heelys (shoes with built in skates) will be permitted.

Jewelry

Girls may wear one pair of earrings on the ear lobe. For the safety of this age group, no dangling earrings or hoops that hang down. No earrings for boys. Boys may wear necklaces that are no longer than eighteen inches. Any other jewelry should not become detrimental to the educational environment for this age group, or it may be confiscated. Confiscated items may be returned to a parent after five school days or to the student at the end of the school year. Watches may be worn but alarms should not be set to go off during class or anytime during the school day.

Whenever a teacher or principal feels that a student's appearance is inappropriate or detrimental to a good educational atmosphere, the teacher and principal will confer, and any of the following may occur:

1. Parent/guardian will be called to come and get the student.
2. Parent/guardian will be called to bring clothes so the student may change.
3. The student may be instructed to change to appropriate clothing provided by the school office. This is in an effort not to interrupt the parent's work schedule. Nothing degrading will be provided. If this occurs, the parent should return these items properly cleaned and the student's clothing will be returned to them.
4. Students may be disciplined for repeated rule infractions according to School Board Policy.

If in doubt about the appropriateness of any item for school, then do not wear or bring it. If you need assistance or have a question about a particular item, please call the school office

Inappropriate Articles

Inappropriate articles for school include: Cell phones, tape players, head sets, tapes, PSP games, video cassettes, compact disks or DVDs, Nintendo games, hand-held games, beepers, cell phones, MP3 players, laser pointers, toys, cameras or any other inappropriate articles in the school. Any confiscated items become the property of the school.

We will hold the confiscated item in the school office for five school days before releasing the item to a parent or guardian. We also reserve the right not to return such items.

It is illegal for students to have beepers, cell phones, explosives, drugs, or any other related items

SCHOOL RULES

“Show respect”
“Have responsibility”
“Stay safe”

**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.
- Obey the law and rules so as not to be subjected to ill effects or endanger others by the possession or the use of alcohol, illegal drugs, and other unauthorized substances

Carry only those materials which are acceptable under the law and accept the consequences for the articles stored in one's locker

ZERO TOLERANCE

A. 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.

B. FIGHTING:

Students may be "EXPELLED" (removed from the regular school program) 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.

C. The Juvenile Academic and Justice Academy has been added to our disciplinary system. All “zero-tolerance” cases as well as some Level III offenses will be referred to the Academy.

STUDENT SERVICES

Bookstore

Student supplies are for sale at the school bookstore for the convenience of students. Teachers will supervise and regulate bookstore use for their classrooms.

GUIDANCE PROGRAM

Sunny Hill has the services of a full time guidance counselor. The guidance program provides individuals and small group counseling, academic screening, and direct assistance. Developmental classroom sessions are conducted for all students throughout the year.

SCHOOL LUNCH PROGRAM

The cafeteria is open to all students for breakfast and lunch during times established by the school. Both meals are provided to all students who wish to participate.

Students are permitted to bring their lunch. Students who bring their lunch may not bring soft drink products because of federal lunch program regulations. For the same reason food from fast food restaurants is prohibited.

Parents may eat lunch with their children on special occasions. Parents and students will be allowed to take lunch back to the classroom for enjoyment. Parents may eat lunch with their child but not invite other students to eat with them.

TRANSPORTATION

Transportation is provided to and from school for all students. Students using this service will be expected to adhere to all rules and regulations set forth by the Haywood County Board of Education. All Sunny Hill students either ride with their parents or on the school bus.

Book Fair

The library of Sunny Hill sponsors two book fairs fall and spring. Students may purchase books, posters, and other items during their regular library times. Additional time is allowed for those students who were absent or for those who want to return to buy something else on a class-by-class basis. This additional time is scheduled by the librarian along with the regular classroom teacher.

Sunny Hill Choir (Voices From The Hill)

The Sunny Hill Choir was organized during the 2001-2002 school year. Each fall students audition for the choir. Students who are chosen must be able to practice at least two days per week after school and purchase inexpensive uniforms. The school buys as much of what the choir needs as possible. Parents are asked to be responsible for any additional items. To be a member of the choir is a great honor for Sunny Hill students and their parents.

ADDITIONAL INFORMATION

Student use of phones in the building is restricted. No student will be called from class to the telephone. All personal business should be attended to before leaving home. In cases of emergency, students may use the phone with permission from principal teacher or office personnel. Emergency messages may be left with office personnel. Cellular phones for students are prohibited. If we confiscate a cell phone, we will hold the item in the school office for five school days before releasing the phone to a parent or guardian.

Book bags on rollers will be permitted—not suitcase travel bags. If at any time these items become detrimental to classroom instruction/activities, restrictions may be imposed. These and all materials brought to school are subject to search by proper authorities when the need occurs.

We strive to keep parents informed about student progress and school activities. Parents should check your child’s backpack every day to see if notices of concern, progress reports, discipline reports, notes from teachers, papers for signing, announcements, etc. have been sent home. We have found that this age group does not always give materials to you unless you ask for them!

Parents may request a conference with your child’s teacher(s) at any time by calling the school office or sending a note. We will gladly schedule a meeting for you during your teachers’ planning time, either the same day or the next day, if at all possible.

We encourage all parents to attend all scheduled conferences and to be involved in your child’s educational activities while at Sunny Hill. Even though our rules and procedures are strict, we are a “family group” and we all compose a very important TEAM. We welcome you to be a part of it.

In addition to basic information in this handbook, classroom teachers will have additional requirements that compliment the order and structure of our school program and make learning important and enjoyable for students.

One copy of the handbook is sent home to parents. A second copy is provided for students and should be kept in the 3-ring binder at all times. Students are not permitted to conduct sales for outside organizations or individuals at school. **EXAMPLE:** No candy or ticket sales for churches or items for individual profit.

State law requires that schools inform parents and students of the following:

Lockers and other storage areas, containers, and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons, or any property in the possession of the student (stolen property).

Vehicles parked on school property by visitors or students are subject to search for drugs, drug paraphernalia, or dangerous weapons.

State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (\$3000) for carrying weapons on school property.

No person shall enter onto the school grounds or into the building of any school during school hours of instruction except students assigned to the school, the staff of the school, parents of students and other persons with lawful and valid business on the school premises.

APPENDICES

PUPIL PERSONAL ABSENCE POLICY

A student may be excused for no more than two (2) days for year for absence other than those normally excused for illness and death in family provided the parent/guardian makes a request in person to the school principal prior to the day of such absences. The days (called personal days) will not be allowed five (5) days prior to nor during semester exams.

Students who have missed six days in the semester may not take a personal day. Students who have been placed in alternative school or In-school Suspension will also not be allowed personal days. Rare exceptions such as absences due to hospitalization may occur and will be reviewed on an individual basis.

All unexcused absences will result in a three (3) point deduction for the six weeks period in the subject or subjects from which a student is unexcused.

Students are expected, at the earliest possible date, to make up assignments missed during any and all absences, whatever may be their cause.

When a student has missed three days in any one semester, the student and the student's parents or guardian will be notified. A conference with the student's parents or guardian will be required after a student has missed three days in any one semester. Failure to have this conference will result in the student being placed in ISS until the conference is held. Therefore, it is suggested that parents/guardians plan to accompany their children to school to check in after the third absence in any one semester. If a student has medical problems that may require excessive absences, documentation of such problems may be presented to school officials during this attendance conference.

The attendance supervisor will be notified upon the student's sixth absence in any one semester. After the sixth absence in a semester, the student must appear before the Attendance Hearing Board.

A student with more than six absences in any one semester will receive no credit in the courses in which he/she is enrolled for that semester. Cases with extenuating circumstances will be reviewed on an individual basis by the Attendance Hearing Board.

Upon return to school, the pupil shall present to the principal or other designated person a written excuse or telephone call form the parent or guardian before he/she will be admitted to class.

Pupils absent with proper excuse shall be given reasonable time in which to make up the work lost. A pupil absent shall be given a grade of "I" until work is made up. All grades of "I" will be changed to "F" if work is not completed prior to final semester exams. In making the final evaluation of the work or a pupil of a pupil who has lost time by absence, the teacher will be guided by the results of objective tests.

**INTERNET
ACCEPTABLE USE POLICY
SUNNY HILL ELEMENTARY SCHOOL**

OVERVIEW

The internet is an electronic communications network which provides vast, diverse and unique resources. Our goal is providing this service to teachers, staff and ultimately students is to promote educational excellence at Sunny Hill 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. Sunny Hill School views information gathered from the Internet in the same manner as reference material identified by the schools. Specifically, Sunny Hill 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.

PUPIL PERSONNEL: Attendance Law 2005

The following is taken from TCA 49-6-3001 and 49-1710

Ages of compulsory attendance—Every parent, guardian, or other person residing within the state of Tennessee, having control or charge of any child or children between the ages of seven (7) and seventeen (17) years, both inclusive, shall cause such child or children to attend public or non-public school, and in the event of failure to do so, shall be subject to the penalties hereinafter provided. For the purpose of this part, public school and non public school shall be defined as follows:

Public school means any school operated by a local education agency or by the state with public funds; and nonpublic schools means a church related school, a private school or a home school. Definition of nonpublic school may be found I TCA 49-50-801 and 49-6-3050.

This means that a child must attend school until his/her eighteenth birthday unless:

1. He/she has received a diploma or other certificate of completion of high school.
2. He/she is enrolled in a course of instruction leading to a GED; or
3. He/she is enrolled in a home school and has reached his/her seventeenth birthday.

Provided, however, that for any good and substantial reason as determined by a parent or other person having legal custody of a child and agreed to by the local board of education, such parent or person may withdraw his child from a public school provided within thirty days (30) the parent or person having legal custody of the child places the child in a public school designated by such local board of education, or in a private school.

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

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.

Military recruiter access to student information

Parents of secondary school students (high school) may contact the school office to exercise their right to remove their child's name, address, and phone number from the list of students released to a military recruiter.

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, stat, and local funding to upgrade the entire educational program. These schools are Anderson Early Childhood Center, Haywood Elementary, East Side Elementary, and Sunny Hill.

MEDICATION INFORMATION (Physician's order and parental consent)

The medication administration policy of the Haywood County School System states: Medication shall be administered only when the student's health requires that they be given during school hours. Medications that are administered at school must be in the original container with pharmacy labels attached, stored in a locked cabinet in the office and administered under the supervision of the school nurse, school administrator, or his/her designee. Written authorization form the student's parents/guardian and physician is required, and is for the current school year only.

Student's Name _____ School _____

The above named student is to receive _____
(Medication and dosage)

at _____ for the treatment of _____
(time)

Physician _____

Parent _____

Parent-Student-Teacher Pact

Sunny Hill Elementary School

We are committed to providing the best education possible for each of our students. It is our goal to give every child the opportunity to reach his or her full potential in intellectual, emotional, and physical growth. We know that learning can take place if there is a combination of effort, interest, and motivation on the part of the school, the home, and the community, working together toward that end.

This is a voluntary agreement and a promise of commitment to help _____ progress in school. We believe that this agreement can be fulfilled through our team effort.

As a student I agree to:	As a parent I agree to:	As a teacher I agree to:
Attend school regularly unless I am sick	Encourage good study habits at home	Provide an environment conducive to learning
Try to do my best in all that I do—work & behavior	Keep the lines of communication open to my child and the school	Use methods and techniques that work best for my class
Respect and cooperate with other students and adults	Help my child to resolve conflicts in a positive way	Communicate effectively with my students and their parents
Not being afraid to ask for help when I need it	Limit and monitor my child's TV viewing	Provide information to the parent and the student on the student's progress
Complete all my assignments on time—class work as well as homework	Show support for my child and the school staff and respect cultural differences	Help each student grow to his/ her fullest potential

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

Student Signature

Parent Signature

Teacher Signature

Signed _____

RELEASE FOR ELECTRONICALLY DISPLAYED OR PRODUCED

STUDENT WORK, PHOTOGRAPHS, OR NAMES

I, _____, the parent / legal guardian of _____, do hereby understand and agree that _____ School will be electronically publishing various students' school work, photographs, or names on the school's internet web page for educational purposes. I understand that, in the event that my child's school work, photograph, or name is published on the school's internet web page, his/her school work, photograph, or name may be potentially accessed and viewed publicly by persons all over the world.

I further understand that pictures of groups of students, without any individual identification, may be published without my consent.

Having fully acknowledged and understood all of the foregoing as well as the potential consequences of such publication, I do hereby give my express consent and permission that [check the appropriate line(s)]:

_____ My child's work, which may be accompanied by his/her first name only, may be electronically displayed and produced on the school's web page.

_____ My child's work, which shall not be accompanied by his/her first name, may be electronically displayed and produced on the school's web page.

_____ Photographs of my child, which may be accompanied by his/her first name only, may be electronically produced on the school's web page.

_____ Photographs of my child, which shall not be accompanied by his/her first name, may be electronically produced and displayed on the school's web page.

_____ **Neither** my child's individual photograph nor his/her work shall be electronically displayed or produced on the school's web page.

In the event that my child's photograph or work is electronically displayed or produced on the school's web page in accordance with my express consent and permission as indicated above, I hereby release _____ School and the Haywood County Board of Education, including its employees and agents, from any and all liability resulting from or connected with the publication of such work and/or photographs.

_____ Date: _____

Student Name: _____

Date: _____

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Weekend</i>
<i>Math</i>						
<i>Science</i>						
<i>Writing</i>						
<i>Reading</i>						

<i>Spelling</i>						
<i>Social</i>						

Student Signature:

Parent Signature:

Teacher Signature:
