

## **2008-2009 Haywood Elementary School Handbook**

**SCHOOL MOTTO: Where Great Things Happen!**

**MISSION:** As faculty and staff of Haywood Elementary School, we will equip each student to become proficient in all second grade skills and begin third grade at grade level.

### **SCHOOL BELIEFS:**

- \* We believe that all students learn, achieve, and succeed in different ways and at different rates and that regular attendance is 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 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 students 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 students's self-esteem and the learning process.**
- \* We believe that each student needs a safe and physically comfortable environment to promote student learning.**

**SCHOOL COLORS: Purple and White**

**SCHOOL MASCOT: Tomcat**

**HAYWOOD ELEMENTARY SCHOOL  
FACULTY AND STAFF**

Jean Wills, Principal  
Carolyn Caldwell, Assistant Principal  
Mary Beth Freels, Secretary  
Joyce Caldwell, Secretary

**First Grade**

Peggy Austin  
Barbara Bond  
Barbara Gavin  
Lanna Hester  
Latresa Holmes  
Ruth Hoppers  
April Horn  
Jeanna Lea  
Elizabeth Lovell  
Suzie May  
Nan Naylor  
Shalonda Pugh  
Clara Richardson  
Valerie Sceals  
Amanda Stanley

**Second Grade**

Brenda Aggreh  
Beverly Austin  
Cindy Currie  
Rita Deck  
Susan Evans  
Annette Hill  
Mary Jones  
Stacey Lefave  
Rachel Killebrew  
Anita Matthews  
Vivian Miller  
Robin Philpot  
Pamla Reagan  
Cheri Velotta

Katrina Hill- Computer  
Kathryn Patterson - P.E  
Maxine Coleman-CDC  
Patricia Gaietto-Music  
Dawn Lovelace - Librarian

Mary Marcantel-Art  
Denise Pearson - Resource  
Cindy Smith - Speech  
Michelle Brasfield - Guidance  
Diane Avery – Speech

### **Teacher Assistants**

Ragan Baumheckel  
Mary Burton  
Joyce Dancy  
Wardean Douglas  
Krystal Hawkins  
Karen Henderson  
Jenice Jelks  
Sylvia Jones  
Virginia Kimble

Cheryl McDaniel  
Anita Powell  
Diane Reid  
Aurora Sanchez  
Joyce Sanderlin  
Yvonne Shaw  
Christina Thomason  
Buffie Turner  
Juanita Williams

### **Cafeteria Staff**

Jan Scallions - Manager  
Nettie Scallions - Asst. Manager  
Mary Beshires  
Leare Bond  
Linda Maddox

Adrian Muex  
Ida Shaw  
Agnes Smith  
Rhyshalle Tyus  
Mary Walker

## HAYWOOD COUNTY SCHOOL CALENDAR 2008-2009

August 5 .....	Begin School (1/2 Day for Students)
August .....	Open House at <b>TBA</b>
September 1 .....	Labor Day Holiday
September 16 .....	End 1st Six Weeks
September 29.....	Parent Conferences
September 30.....	Staff Development for Teachers
October 13-17 .....	Fall Break
November 5 .....	End 2nd Six Weeks
November 26-28 .....	Thanksgiving Holidays
December 2-4 .....	Gateway Test
December 19 .....	1/2 day for students
	End 3rd 6 wks/1st sem.
December 22-Jan 2.....	Christmas Holidays
January 1.....	New Years Holiday
January 5 .....	Staff Development for Teachers
January 6.....	Students Resume Classes
January 19 .....	Martin Luther King, Jr. Holiday
January 22 .....	Parent Conferences (3:15 – 6:15)
January 26 .....	Parent Conferences (3:15 – 6:15)
February 3 .....	Writing Assessment
February 16 .....	President’s Day Holiday
February 17 .....	Staff Development for Teachers
February 18 .....	End 4th Six Weeks
March 23-27.....	Spring Break
April 8.....	End 5th Six Weeks
April 10 .....	Good Friday Holiday
April 20-24 .....	Achievement Test (Grades 1-8)
May 5-7.....	Gateway Test
May 21. ....	Administrative Day for Teachers
May 23 .....	1/2 day for students
	End 6th Six Weeks/2nd Semester

**Schedule of Reports**  
**2008-2009**  
*(Tentative)*

**Progress Reports**

**1<sup>st</sup> – Aug. 25 (Grade 2)**  
**2<sup>nd</sup> – Oct. 8**  
**3<sup>rd</sup> – Nov. 25**  
**4<sup>th</sup> – Jan. 23**  
**5<sup>th</sup> – Mar. 11**  
**6<sup>th</sup> – Apr. 30**

**End of Six Weeks**

**1<sup>st</sup> – Sept. 16**  
**2<sup>nd</sup> – Nov. 5**  
**3<sup>rd</sup> – Dec. 19**  
**4<sup>th</sup> – Feb. 18**  
**5<sup>th</sup> – Apr. 8**  
**6<sup>th</sup> – May 22**

**Report Cards**

**1<sup>st</sup> – Sept. 29**  
**2<sup>nd</sup> – Nov. 14**  
**3<sup>rd</sup> – Jan. 12**  
**4<sup>th</sup> – Feb. 27**  
**5<sup>th</sup> – Apr. 17**  
**6<sup>th</sup> – May 22**

**Award Programs**

**1<sup>st</sup> Sem. – Jan. 16**  
**2<sup>nd</sup> Sem. – May 20**

## **ATTENDANCE POLICIES AND PROCEDURES**

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

### **ABSENTEES**

If your child is absent, please make sure he/she brings a written excuse the day he/she returns to school. If you do not have a doctor's excuse, please be sure to tell why your child was absent.

### **UNEXCUSED ABSENCES**

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.

### **EXCESSIVE ABSENCES**

Students who are excessively absent during the academic year face the possibility of being retained. Excessive absences will be reported to the Attendance Supervisor at the Board of Education.

### **TARDIES**

Students are considered tardy if they arrive after 8:00 a.m. Tardy students must be signed in at the office by a responsible adult.

### **PERSONAL DAYS**

All students have two days of personal leave. **Such leave must be requested to the principal in writing at least one day in advance.**

## **ARRIVAL**

School hours: 8:00 a.m. - 3:00 p.m.

The school will be open for children at 7:00 a.m.

Students may enter the school by these entrances:

- Gym entrance for bus riders
- Circle drive entrance for car riders and walkers
- Second grade end, under awning

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.

Second grade students may be dropped at the north entrance under the covered area. Other doors will be locked for security reasons.

## **DISMISSAL**

Walkers, car riders and early bus riders will be dismissed from their classrooms at 3:00 p.m.

Parents who pick up their children should wait for them outside the main doors. Please do not go to the classrooms or wait in the hallways.

Parents may pick up first grade students at the main entrance. Second grade students may be picked up at the covered walkway at the far end of the building. Please display your pick-up number on your rearview mirror.

As a safety precaution we ask that parents form only ONE line of traffic. Your child will be called and directed to your car. Please do not allow your child to cross in front of other cars.

## **CHANGE IN REGULAR TRANSPORTATION**

Parents must call the school office by 2:30 p.m. 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.

## **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.

## **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 Guidance Counselor is available for conferences also. Please call the school office to set up an appointment with the counselor.

## **CAFETERIA**

Breakfast and lunch are available to all Haywood Elementary students. Breakfast is served from 7:00 -7:45 a.m. Lunch is served from 10:45 a.m. - 12:25 p.m. depending on your child's class schedule.

Children are allowed to bring a lunch from home. Students may bring drinks that are non carbonated 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.

Ice cream and water may be purchased at lunchtime.

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. We request that parents do not bring any commercially prepared food from fast food restaurants. Adult lunches are priced at \$3.50.

## **SNACKS**

Snacks will be sold on Fridays.

Various candies - 25 cents and 50 cents

Chips - 50 cents (Friday only)

Water - 50 cents (Daily and Friday)

Crystal Light - \$1.00 (Friday only)

**\* These prices are based on last year's prices and may need to be adjusted.**

## **BOOKSTORE**

The bookstore will be open everyday from 7:00 - 7:55 a.m.

Tablets - \$1.00

Pencil - 10 cents

Crayons - 65 cents

Notebook paper - 50 cents

Eraser - 5 cents

Glue stick - 75 cents

## **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. 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.

## **GRADING SYSTEM**

Your child will receive a report card at the end of the six weeks grading period. This will contain grades for the subject areas as well as conduct. Your child will have several teachers, each of whom is responsible for the grades in their classes. If there are any questions about your child's report card, please set up an appointment with the teacher.

**The 2008-2009 grading scale is:**

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

For Handwriting, Art, Music, Social Studies, Science/Health, Physical Education and Conduct, the following codes are used:

E = Excellent

S = Satisfactory

U = Unsatisfactory

## **PROMOTION/RETENTION POLICY**

School board policy states that students who fail to master the appropriate grade level content in any one (1) of the following areas will not be promoted:

Reading

Math

Language

## **MAKE-UP WORK**

As a general rule, each teacher has specific rules and/or policies regarding homework and conduct, as well as policies for making up missed tests and assignments. Please make it a point to find out what these policies are and abide by them.

Students are responsible for seeing that make-up work is complete. Assignments that are not successfully made up will be reflected in the report card grades. Teachers are not required to provide make-up work for unexcused absences.

## **ACADEMIC RECOGNITION**

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 late arrivals or early dismissals

Additional Awards include:

Math

Reading

Language

Handwriting

Outstanding Effort

Character

Excellent Conduct

\* All subjects, with the exception of handwriting, determine Honor Roll status.

## **SCHOOL RULES**

Please take the time to explain these rules to your child. This will help in having a positive and successful school year.

1. Obey all adults and other authorities in the school.
2. Be trustworthy and honest.
3. Respect yourself and others.
4. Be responsible for having the needed supplies for your work.
5. Be fair to others; treat others the way you want to be treated.
6. Care for our school property.
7. Show good citizenship by following school rules.

## **QUIET AREAS**

There are many areas in our building where students should be quiet and respectful of others working nearby. These include:

Hallways

Restrooms

Cafeteria

Gymnasium - during arrival and dismissal time

## **DRESS CODE**

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

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

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

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

### **A. Shirts, Blouses, Sweaters**

- Shirts and blouses must have a collar – either a polo shirt or a dress shirt with a collar.
- We would like for these two years at Haywood Elementary to be a time for our students to work on the task of tucking shirts into pants and fastening belts.
- Shirts, blouses, and sweaters may have one small design or logo that can be covered with a student I. D. card.
- Vests, cardigan style sweaters, crew-neck sweaters, and sweatshirts must be (1) waist length, (2) worn over a collared shirt, and (3) one of the approved school colors with no writing or logo larger than the student I. D. card.
- Hoodies are permitted but hoods may not be pulled over the head indoors.

### **B. Pants, Shorts, Skirts**

- Pants, skorts, skirts, shorts must be worn at the waist.
- We would like for these two years at Haywood Elementary to be a time for our students to work on the task of tucking shirts into pants and fastening belts.
- Belt buckles must be no larger than a student I. D. card. (Boys/Girls)
- Sagging, bagging, or skin-tight fit is not allowed.
- Pant legs will not touch the floor and will not be frayed or cut.
- Writing, studs, or design other than one small brand logo no larger than a student I. D. card are not allowed.
- Skirts, skorts, and shorts must be knee length or longer.

**C. Footwear**

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

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

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

**E. The following are not allowed:**

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

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

**G. ROTC uniforms and Career-Technical student organization uniforms may be worn on designated days approved by the principal.**

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

## FIRST GRADE SUPPLY LIST

- School box (small size)
- 24 #2 Pencils
- 2 boxes crayons (regular size, no glitter or fluorescent colors)
- 6 glue sticks (no bottles)
- 1 pair of scissors-blunt edge (Fiskars is a good brand)
- 2 boxes of Kleenex
- 2 boxes of baby wipes
- 1 pkg. of Construction paper - assorted colors
- 1 pkg. of Computer paper
- 2 pocket folders (with fastener in the middle) -solid colors
- 1 pkg. of Cap erasers
- 1 bottle of antibacterial soap
- 1 bottle of hand sanitizer
- 1 box of gallon sized Ziploc bags (**boys only**)
- 1 box of quart sized Ziploc bags (**girls only**)
- 6 Tablets of paper -The tablets have 40 sheets and each sheet has about 8 lines with dotted lines in the middle.

## SECOND GRADE SUPPLY LIST

- 4 Tables of paper (8 lines with dotted lines in the middle) 40 sheets 9 x 11  $\frac{3}{4}$ "
- 1 package of wide-lined notebook paper (100 sheets)
- School box
- 5 #2 pencils
- 1 box of crayons 16 or 24 count
- 1 pair of scissors (Fiskars are the best)
- 2 glue sticks - no bottles, please
- 1 package Construction paper - assorted colors
- 1 package ink jet computer paper - white
- 4 folders with pockets on the bottom and prongs
- 1 large box of Kleenex
- 1 bottle of liquid antibacterial soap (**boys only**)
- 1 box of baby wipes (**girls only**)
- 1 box of gallon size Ziploc bags (**boys only**)
- 1 box of quart size Ziploc bags (**girls only**)
- 2 spiral notebooks (70 pages)
- 1 pack 3 x 5 index cards

**\*Put name on all supplies**

**\*No rolling backpacks or suitcase style backpacks**

**\*Individual teachers may require additional supplies**

## **DISCIPLINARY STRUCTURE**

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.

### **Level I**

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

#### **Examples:**

- Classroom disturbance
- classroom tardiness
- non-defiant failure to do assignments or carry out directions

#### **Procedures:**

- There is immediate intervention by the staff member who is supervising the student or who observed the behavior
- Repeated misbehavior requires a conference with the counselor and/or administrator
- A proper and accurate record of the offenses and disciplinary action is maintained by the staff member

### **DISCIPLINARY OPTIONS/RESPONSES:**

Verbal reprimand, special assignments, counseling, withdrawal of privileges, detention, corporal punishment

### **LEVEL II**

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

## **PROCEDURES:**

- The student is referred to the administrator for appropriate disciplinary action
- The administrator meets with the student and/or teacher and activates the most appropriate response
- The teacher is informed of the administrator's action
- A proper and accurate record of the offense and the disciplinary action is maintained by the administrator
- A parental conference is held in short-term- suspension

## **DISCIPLINARY OPTIONS/RESPONSES:**

Withdrawal of privileges, special assignments, restitution of property and damages, corporal punishment, short-term suspension

## **LEVEL III**

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
- Immoral or disreputable conduct
- Violence or threatened violence
- Assaulting a principal, teacher, or other persons with vulgar, obscene, or threatening language
- Theft or burglary
- Open, blatant defiance of school authority

## **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. The Director of Schools shall have the authority to modify this expulsion on a case-by-case basis. Zero-Tolerance acts are as follows:

- Students who unlawfully bring or possess any narcotic, stimulant, drug, marijuana, alcoholic beverage, or a dangerous weapon onto a school bus, onto school property or to any school event or activity will be found in violation of Haywood County's Zero Tolerance
- Any student while on the school bus, on school property, while attending any school event or activity commits a battery on a teacher or other employee of the school

To comply with the No Child Left Behind legislation, Haywood County Schools 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 with students as soon as results are returned to the school system, published in the local newspaper, posted in the Board of Education's Central Office at 900 East Main Street in Brownsville and at the state web site located at [www.connect-tn.org/](http://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 on the state web site [www.connect-tn.org/](http://www.connect-tn.org/) and the school system's Central 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. If a teacher is to be absent for four or more consecutive weeks, notification will be sent home with the student if the substitute teacher does not meet the standards for highly qualified.

### **Individual achievement on standardized assessments**

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 with students.

### **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 the criteria for this program after the beginning of the school year will be notified in a similar manner within the first two weeks of the child's placement.

## **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

## **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 (6<sup>th</sup> 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](mailto:thortons@k12tn.net).

## **REQUIRED ANNOUNCEMENTS**

### **Accessibility**

In fulfilling our parental involvement requirements, Haywood Elementary School, to the extent practical, provides full opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information and school profiles in a language and form such parents understand (i.e. translations).

### **Safe and Drug-free schools programs**

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

### **Parent Discipline Notification**

Parents will be notified if their child should become the victim of a violent crime at school. Normally, he or she would have been given the right to transfer to another school; however, since we only offer two grades at each elementary school, this transfer is not available. We will take appropriate steps to insure the safety of your child and all others.

### **School-Wide programs**

All elementary schools in our school system are designed as Schoolwide 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.

### **21<sup>st</sup> Century Community Learning Centers**

Information regarding the success and effectiveness of extended learning programs is available upon request from the Central Office located at 900 East Main Street in Brownsville.

# 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 a 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 (i) relates to each child's achievement and encouraging teachers to (ii) frequently report to parents information regarding their child's progress. At Haywood Elementary (iii) 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 students' achievement, Haywood Elementary School, through such means as written/oral communications, Partners in Education, conferences, workshops, and meetings will do the following:

- 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.
- 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 achievement.
- 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).
- 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).
- 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.
- 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.
- 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).
- Provide such other reasonable support (i.e. timely response) for parental involvement activities that may be requested by parents.

**Haywood Elementary School**  
**313 North Grand Avenue**  
**Brownsville, Tennessee 38012**  
**(731) 772-0732**

**Jean Wills, Principal**

**Carolyn Caldwell, Asst. Principal**

## **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 conferences as needed
- Have high expectations for teachers, students, and other staff
- Display respect for all
- Have an open-door policy (in which parents have reasonable access to volunteer, to participate, and to observe in their children's classrooms)
- Determine each student's educational needs and adjust the instruction to accommodate those needs
- Provide a safe environment
- Ask parents to help in school

**As a team, we will work together to carry out this agreement. I have received a copy of the Haywood Elementary Title I Parent Involvement Policy.**

**PARENT’S/GUARDIAN’S SIGNATURE \_\_\_\_\_**

**Date \_\_\_\_\_**

**STUDENT’S SIGNATURE \_\_\_\_\_**

**TEACHER’S SIGNATURE \_\_\_\_\_**

**PRINCIPAL’S SIGNATURE \_\_\_\_\_**

**Parents must sign and return this page to your child’s teacher.**