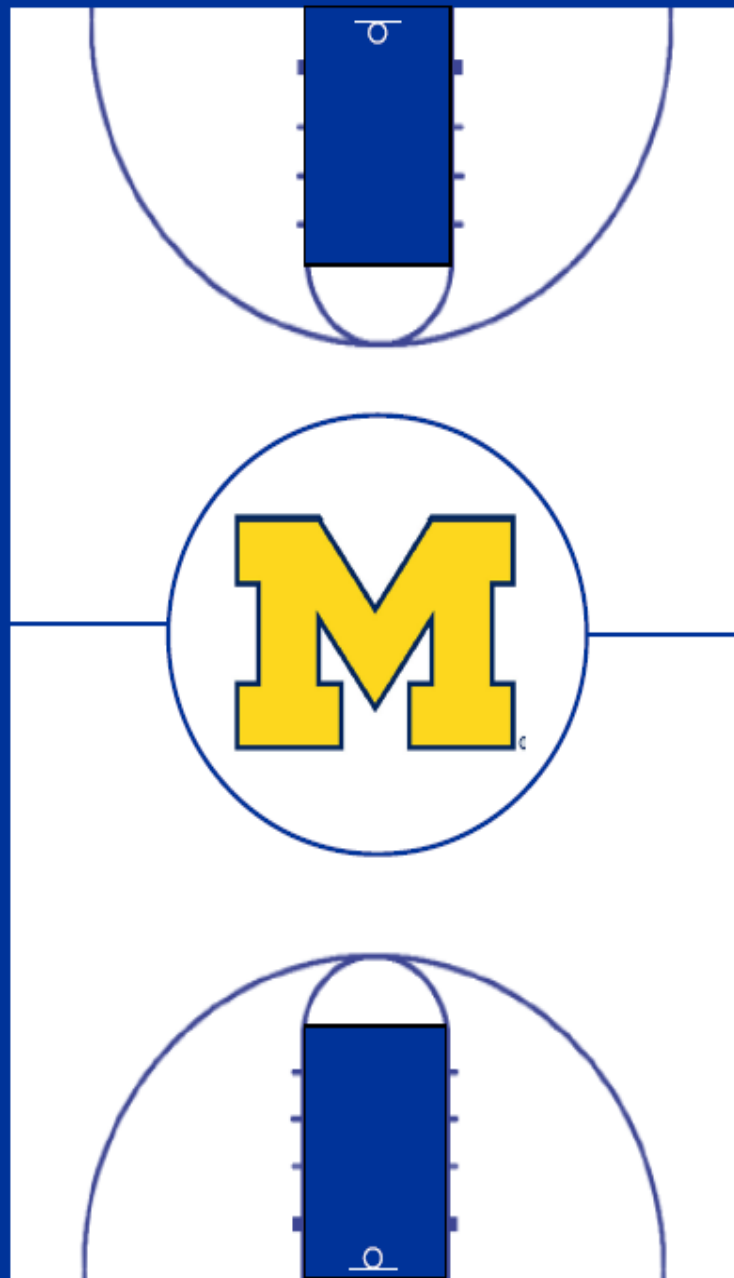


Michigan Avenue School



Student Handbook





Principal

Angela Lawson



Administrative Secretary

Marcella Arp



Phone

(423) 478-8807

Fax

(423) 478-8856

Website: <http://michiganavenue-es.bradleyschools.org>

Accredited by
Southern Association of Colleges and Schools

Michigan Avenue School

Mission Statement

As supporters of lifelong learning, the Michigan Avenue School community is dedicated to providing a challenging, nurturing environment where students excel through the use of appropriate curriculum, instruction, time and other required resources.

We Believe

- ❖ Michigan Avenue School's purpose is to create a positive, safe environment with a curriculum that supports and challenges the development of all students.
- ❖ High expectations for learning are established through the use of appropriate data and research-based tools to achieve proficiency for all students.
- ❖ Decisions are made through a process of collaboration among all stakeholders, including students, parents, faculty, staff, and community members.
- ❖ Student learning goals are best achieved when policies and procedures are aligned and effectively communicated to all staff and stakeholders.
- ❖ Every child is given the opportunity to achieve his/her greatest potential through the development of a high-performing learning culture.
- ❖ Michigan Avenue School responds to the changing needs of the local, national and world community by preparing students to think creatively.

Vision Statement

Michigan Avenue School will be a data-driven, research-based center of educational excellence with a continued commitment to the total development of every child.

"Shaping the future . . . one child at a time"

Welcome to Michigan Avenue School!

It is my pleasure to greet you on behalf of the faculty and staff of Michigan Avenue Elementary School. It is our goal to provide the very best educational opportunities and experiences for your child. We work every day to be a *welcome center of educational excellence* with a determined focus on the development of your child.

We are committed to partnering with you to provide a safe and nurturing environment where children discover through academics, leadership, character development, technology, the arts, health and wellness. Ours is a *partnership in discovery!!*

Throughout the year you will have multiple opportunities to participate in family engagement activities on our campus. Your participation in your child's formal education is invaluable. When we work together to make decisions that are rooted in what is best for children it is a win-win experience. Michigan Avenue Elementary is a well established school and we want to continue to build upon partnerships that have been formed over the years. You are important to the success of our school.

We look forward to joining forces to continue to impact your child's educational, emotional, physical, and social development. On behalf of the entire staff we thank you for your support and cooperation. Michigan Avenue Elementary is a great school and together we will continue to see forward progress. We sincerely extend a welcome to you!

Together, we will "*shape the future...one child at a time.*"



Sincerely,

A handwritten signature in black ink that reads "Angela Lawson". The signature is written in a cursive, flowing style.

Angela Lawson
Principal



Michigan Avenue School

Attendance

The importance of regular attendance cannot be over emphasized. Students are expected to be in school each day, except as outlined below:

- A. Personal Illness
- B. Family Illness
- C. Death of a Relative
- D. Observance of Religious Holidays
- E. Emergencies

All excused absences require a note from the parent/guardian including: student's name, date(s) of absence, reasons for absence, and parent's signature. If such a note is not received, the absence(s) will be unexcused. Each student is responsible for completing all work missed.

BCBOE Policy states all schools will require a doctor's excuse for students with more than 5 absences. When a student has five unexcused absences, the attendance supervisor and Juvenile Court will be notified for appropriate action.

Make-Up Policy

If a child misses **2 or more consecutive** school days, a parent/guardian may request make-up work. Please allow 24 hours for teachers to gather the necessary work. Assignments may be picked up in the office after 12 noon.

Campus Court Program

In partnership with the Juvenile Court, MAS will establish a service of Campus Court Hearings. A legal referee will be appointed by the Juvenile Judge empowered with all authority to determine appropriate measures to punish and rehabilitate students. Charges of Truancy, excessive absences or tardies, and unruly behavior will result in the order to attend Juvenile Campus Court. Parents are required to attend. Most sessions occur from 1:00–2:30 p.m. on a given school day.

School Hours

- | | |
|-----------|--|
| 7:15 a.m. | Bus & car rider arrival begins (review pg. 7 for procedures) |
| 7:30 a.m. | Building open to visitors/ must sign-in and receive a pass |
| 7:45 a.m. | Instruction begins (all students should be in their classes) |
| 2:30 p.m. | Early check-outs end |
| 2:45 p.m. | Instruction ends, afternoon dismissal begins |
| 3:00 p.m. | All students should be off campus unless involved in an after school activity. |

Check-In (Tardiness)

It is extremely important for students to be in their rooms by 7:45 a.m. to begin the day. Students who arrive after the 7:45 a.m. bell, for any reason, must report to the office to sign in before going to class. If tardiness (truancy) becomes a problem, the student will be referred to the Principal and Juvenile Court for appropriate action.

Truancy is defined as an unexcused absence for any portion of the school day or any portion of a particular class.

Check-Out

When it is necessary for students to leave during school hours, a parent/guardian must come to the office and sign them out. All check-outs are recorded and viewed the same as a tardy. If early checkouts become excessive, the student will be referred to the attendance supervisor and Juvenile Court for appropriate action. We request that there are **no check-outs after 2:30 p.m.** The office will call students from the classroom after the parent/guardian has signed them out in the office. Students may *not* leave the classrooms unless called from the office.



Materials Fee

There is a \$30 instructional materials fee for all students that is **due during the first two weeks of school.** (Material fee and lunches should be paid with separate checks.) All checks should be made out to Michigan Avenue School. There is a \$20 fee for all returned checks.



Parent Conferences

Each year Parent-Teacher Conference Day is scheduled as a part of the Bradley County Schools' Official Calendar. All parents are encouraged to schedule a conference at this time. Other conferences may be scheduled as needed.

Report Cards

Parents will receive a Report Card every nine weeks during the school year.

Michigan Avenue School

Visitors

Visitors are always welcome at Michigan Avenue School. It is important, however, that we maintain a level of safety during school hours and abide by all state and county policies. The building is open to parents and visitors beginning at 7:30 a.m. each day. All MAS staff is on duty and the front office is open at this time. Parents and visitors must sign in and secure a visitor's pass prior to entering the hallways of the school building. Visitors need to stop by the sign-in desk (**at the office entrance hallway**) and surrender their passes prior to exiting the building. Visitors and staff members are required to wear a name badge or visitors pass while on campus. If you desire to meet with your child's teacher, please make an appointment prior to your visit.

Dress Code *

The dress code is a simple one consisting of:

- A. No hats or hoods should be worn inside the building.
- B. The top garment (blouse or shirt) must overlap the bottom garment; no halter tops and no bare midriffs are allowed.
- C. Shoes must be worn at all times. This is in compliance with state health and safety regulations.
- D. Clothing which advertises tobacco products, alcoholic beverages, or illicit drugs may not be worn.
- E. Any form of dress that is immodest or disruptive to the learning atmosphere may not be worn. Shorts and skirts should reach one's fingertips when arms are held to his/her side.

** Except on special occasions as announced by Michigan Avenue School*

Bus Transportation

Bus transportation is a privilege granted to the students in our zone. Should a student act recklessly, impair the safety of others, or distract the driver's attention from his/her driving responsibilities, bus privileges will be revoked. Any damages incurred will be the responsibility of the student and his or her family.

Traffic

Morning Procedures: Car Riders

- Students may be dropped off at the front entrance beginning at **7:15 a.m.**
- There will be **no morning car drop-offs** at the **gym entrance**. This area is reserved for faculty parking and bus loading/unloading.
- Car riders will enter the building each morning through the front entrance. Students eating breakfast will report directly to the cafeteria upon entering the building. Students entering the building who are not eating breakfast must report directly to the gymnasium. Upon entering the building, all students are required to be in the gym or cafeteria under the supervision of the MAS faculty.

Morning Procedures: Bus Riders

Students will exit the bus and walk directly into the gym and sit by grades in the bleachers. Teachers will direct students eating breakfast to the cafeteria. Students will remain in their designated areas until dismissal by the classroom teachers.

Afternoon Car Pick-Up Policy:

- Cards will be issued to each car rider so that parents may use the car pick-up lanes for school dismissal. Cards should be displayed in the front windshield. All students who are afternoon car riders should be picked up in the designated car lanes outside of the building. All car riders should be picked up by 3:00 p.m. There will be no indoor pick-up of car riders.
- Kindergarten through 3rd Grade students will use the car lanes in the front of the school. Students will exit the side cafeteria doors when their names are called and will load cars in the turn-around area beside the cafeteria. Parents will then exit the campus onto Michigan Avenue School Road.
- 4th and 5th Grade students and their siblings will be picked up outside the gym entrance. Students will exit the gym when their names are called and will load cars along the new sidewalk area beside the gym parking lot. Cars will then exit through the new parking lot to Benton Pike.
- **4th and 5th Grade parents may not begin lining up for afternoon pick-up until ALL buses have pulled onto campus. Cars may then pull behind the buses. All buses are scheduled to arrive no later than 2:40 p.m.**

Visitor Parking:

Visitors may park in any of the lots on campus. There are several reserved visitor parking spots in the front lot by the main entrance of the school. Faculty parking will be in the parking lot beside the gymnasium.

Michigan Avenue School

Cell Phone Policy

Bradley County Board of Education Policy 6.312

Students may possess personal communication devices, such as cell phones, while on school property. However, the personal communication device must be in the off mode and must be kept in a backpack, purse or similar personal carry-all and may not be used during school hours. The principal or his/her designee may grant a student permission to use a personal communication device at his/her discretion.

A device used outside these parameters shall result in confiscation of the device until such time as it may be released to the student's parent or guardian. A student in violation of this policy is subject to disciplinary action.

Use of cameras on personal communication devices is strictly prohibited on school property is strictly prohibited on school property or at school functions. A student in violation of this policy is subject to disciplinary action. Parents accept full responsibility for cell phones brought to school by their children.

Enforcement Standard

- ◆ 1st violation – Confiscation and warning: Parent may pick up the phone.
- ◆ 2nd violation – 30 day confiscation: parent may pick up the phone at the end of the 30-day period.
- ◆ 3rd violation – 60 day confiscation: parent may pick up the phone at the end of the 60-day period.
- ◆ 4th violation – Confiscation for the remainder of school year: parent may pick up the phone on the last day of school.

Technology and Internet Policy

Bradley County Schools provides network services to assist in preparing students for success in life and work in the 21st century. Students are provided with electronic access to a wide range of information and the ability to communicate with people from throughout the world. Network privileges include access to the internet. These privileges are not without responsibilities and Bradley County Schools has developed an acceptable use policy. Students and parents are expected to have read and be aware of the acceptable use policy. Violations will be dealt with appropriately. To view this policy, you can go to <http://www.bradleyschools.org> or ask for a copy of the policy. Parents may specifically request that their child(ren) not be provided such access by notifying the Principal in writing.

School Website and Local Media

Student groups and school successes are pictured on the school website and in local newspapers. If you do not want your child(ren) included in any of these pictures, please notify the Principal in writing.

Connect-Ed Automated Calling

In order to foster better communication and provide parents with up-to-date information, Michigan Avenue School employs the use of the Connect-Ed automated phone service. This service may be used for school closings, school events, attendance, nutrition, and promotional activities. Please notify our Administrative Secretary in writing of any changes in student contact information.

Health Services

Parents will be notified if illness or injury occurs. A Medication Administration Form must be completed by the parent/guardian for all medications including over-the-counter and prescription medicines. All medications (including cough drops, ibuprofen, etc.) must be in the original container and brought in by a parent/guardian.

Do not send any type of medication with the student.

The school cannot remove splinters or ticks; treat old wounds, cuts or diseases.

Bradley County Board of Education Policy on Communicable Diseases

No student with a communicable disease, or who comes from a home where such prevails, will enter or remain in school except by certificate from the attending physician or the County Health Department. Conditions for readmitting students with diseases, other than identified as communicable, are listed below:

Impetigo: To be readmitted when skin is cleared. Ringworm of the scalp: May be readmitted if under treatment and skull cap is worn. Pinkeye: To be readmitted when eyes are clear or upon a statement from a physician saying the condition is no longer contagious. Vincent's Infection (Trench Mouth): To be readmitted upon physician's statement that the student is cured. Head Lice: **Students will not be allowed to return to school until all evidence of head lice and nits have been eliminated.** One day missed from school for this reason will be excused, but any days thereafter will be unexcused.

Michigan Avenue School

Cafeteria - Phone 478-8856

Students are expected to remain in their seats and keep their eating area clean. Shouting, throwing or flipping food, and running are not acceptable.

- A. Each student has a cafeteria account in which parents may deposit money to cover the cost of meals as needed. All deposits should be turned in to the child's teacher. All checks must have the student's name and meal I.D. number on the check. Students may also purchase a la carte items from their account.
- B. Please keep track of your child's lunch account. Please make sure there are adequate funds in the account at all times.
- C. Free and reduced lunch applications are sent home at the first of the school year. These applications are also available in the office.
 Reduced Breakfast--\$.30 and Reduced Lunch--\$.40
- D. **Coke, Pepsi and all other soft/carbonated drinks are not permitted.**

	Student	Staff/Faculty	Visitors & Visiting Children
Breakfast	\$1.25	\$1.50	\$2.00
Lunch	\$2.05	\$3.00	\$3.75
	<i>Extra Milk - \$.45</i>		

A chef salad is also available for purchase instead of a lunch tray.

The breakfast serving line is open from 7:15 a.m. to 7:35 a.m. each day. Student must be in line no later than 7:35 a.m. to purchase breakfast.

Every child is given a form at the beginning of the school year for the parent to fill out to verify eligibility for free or reduced price breakfast and lunch fees. Michigan Avenue receives federal funds for every student who qualifies for this program, **please return this form.** Students who qualify for free or reduced price meals must bring money to school if they wish to purchase ice cream, extra portions, or extra milk. Students are not allowed to charge lunches in the cafeteria except in emergencies. If it becomes necessary for a child to charge his or her lunch, we ask that you pay the next day or as soon as you are notified of the charge. A maximum of 3 charges will be allowed per person. Students who bring lunch to school are not allowed to bring soft drinks from home.

Parents wishing to have lunch with their children should notify the school cafeteria before 9:00 a.m. Parents may call 478-8856 or send a note with the child.

Physical Education Rules

1. On PE days, students are expected to wear socks and rubber soled shoes with laces.
2. Walk in and sit quietly in your assigned area.
3. When you hear the signal–STOP.
4. Always show good sportsmanship.
5. Line-up quietly before leaving.
6. *Have fun!*

Restrooms

Proper hygiene is always expected. Talking should be kept to a whisper. Shouting and horseplay are not acceptable.

Severe Weather Procedures

The principal's office will be in constant contact with the Civil Defense by way of emergency weather radio. This will insure that warnings can be received concerning possible severe weather. Students will be sent home only if we are sure there is sufficient time to get there before severe weather strikes. Parents are urged not to come to the school for children if the severe weather is already in the immediate area, since students would be safer at school than traveling under these conditions.

Disaster drills are held regularly at the school so that children are familiar with safety areas and procedures. If it becomes necessary to send students home, that decision will be made by the Director of Bradley County Schools and not the school principal. Parents are advised to listen to local radio stations in these situations. (WCLE, WBAC, WUSY or local TV stations)

Please make plans with your children in case of early dismissal due to inclement weather.

Make sure they know how they will be getting home.

Textbooks and Library Books

The parent and child assume the responsibility for proper use and return of all text and library books. Reimbursement will be required for lost or damaged books.

Michigan Avenue School

Change of Address

It is required that each student have the correct address on file in the office. Two additional phone numbers, for emergency purposes, are required as well. Should you have a change of address, phone number or emergency contact, please contact the office immediately.

Field Trips

Educational field trips are allowed when approved by the principal. Written approval must be granted by the parent before a student may participate in any field trip. Due to insurance purposes, siblings are not allowed to participate in school sponsored field trips.



Custody Issues

Families with specific custody issues should speak with the School Resource Officer at the beginning of each school year. Paperwork must be completed each year since custody situations change without the school's knowledge.



Safety Patrol Program

Michigan Avenue School has a Safety Patrol consisting of 5th grade students. Students are recommended by their teachers based on grades and behavior. Final selections are made by the SRO after interviewing each candidate.

School Insurance

LIMITED Accident Insurance Coverage will be provided for students attending Bradley County Schools during school hours and/or school related trips. This will serve as a secondary accident insurance policy *only*, and is *not* meant to replace your current insurance. **You must first file with your primary insurance carrier.**

In case of injury:

1. Notify the school office immediately.
2. Secure a notification of injury form from the office.

Parent-Teacher Organization

The Michigan Avenue P.T.O. is an actively concerned group which works with the school staff for the continued improvement of the school. If you are interested in joining or helping with P.T.O. projects, please visit the school website for more information.

P.T.O. sponsors Open Houses (2 per year); Faculty/Staff snacks (monthly); and the annual Spring Auction. Notices will be sent home with the student regarding these events.

Officers for 2012-2013:

Brandi Lonas, President
Tabitha Miller, Vice President
Devin Lowe, Treasurer

Michigan Avenue School

Code of Behavior and Discipline

Michigan Avenue School Wide Rules

1. Respect yourself and others with your words and actions.
2. Walk quietly.
3. Keep hands, feet, and objects to yourself.
4. Keep our school clean.
5. Follow directions quickly and cheerfully.

Bullying/Harrassment

While every child must learn to interact with otehhrs and deal with difficult situations they do not have to tolerate being bullied or harassed. Addressing bullying is important to all students involved. Studnet avoiding school because of bullying will suffer academically as well as socially.

In accordance with Tenn. Code Ann. 49-9-1016 Michigan Avenue Elementary defines bullying as conduct that meets one or more of the following criteria: is an act directed at one or more students that is intended to harm or embarrass; **is repeated over time**; and involves an imbalance of physical, emotional, or social power.

Physical – involves harm to another person or his/her property (i.e. hitting, kicking, spitting)

Emotional – involves harm to a person’s self-esteem (teasing, name-calling, insulting gestures)

Social – involves harm to a person’s group acceptance (gossiping, spreading rumors, intimidation)

The implementation of this policy falls under the umbrella of our School Wide Rules. The school counselor and classroom teachers use the School Wide Second Step Program and the Character Education Program in conjunction with other appropriate grade level presentations.

When infractions occur and escalate beyond handling by the classroom teacher (*see School Wide Rules*), an Office Referral will be filled out and given to the principal. The principal will address the problem using disciplinary measures as outlined in Michigan Avenue’s School Discipline Plan or a decision may be made to involve the school’s resource officer.

Miscellaneous Provisions

- ◆ Students may not walk home from school or ride home with another student without written parental permission.
- ◆ Students should not bring toys, electronic games (DS, Gameboy, etc.), or trading cards to school. These items can be easily lost and are a distraction to the learning environment. Teachers may allow certain items for "show and tell" or "fun days"; however, please use caution when sending such items. The school is not responsible for lost or stolen items of this nature.
- ◆ The "School Store" is open each morning from 7:45–8:00 a.m. School supplies can be purchased at this time.
- ◆ Chewing gum is not permitted.
- ◆ Knives, guns, and other dangerous objects are not permitted on the campus or the buses.
- ◆ Students who vandalize or destroy school property or bus property will be required to pay for any damages incurred.
- ◆ The use or possession of drugs, alcohol, or tobacco is strictly forbidden.
- ◆ Students are expected to walk courteously in the halls at all times. Running and shouting in the halls is not acceptable.
- ◆ Personal items found in or around the school should be turned in to the office. Students may claim these small items in the office. Clothing, jackets, etc. may be claimed from the Lost and Found in the gym.
- ◆ Students may use the phone only in the case of an emergency and with the permission of the office personnel.
- ◆ Subjects of concern not mentioned in this handbook can be discussed by making an appointment with your child's teacher or the principal.
- ◆ Each student's name must be written inside his/her coat and other personal items. This identification will ensure quick return to the student if the coat is lost at school.



Michigan Avenue School

No Child Left Behind

In accordance with the Federal Act, *No Child Left Behind*, Michigan Avenue School is required to inform all parents/guardians of how to access the professional qualifications of your child's teacher. You may locate this information by going to the Parent Information section of the Bradley County School's Home Web Page - www.bradleyschools.org.

Also, in accordance with the *No Child Left Behind Act*, please be advised that Michigan Avenue School will not release information concerning your child to military personnel without your consent. If you have any questions concerning the above matters, please feel free to contact the school.

Adequate Yearly Progress

Michigan Avenue School has consistently met Adequate Yearly Progress (AYP) goals as determined by the Federal Benchmarks set forth by No Child Left Behind.



Family Engagement



The Family Engagement Program of MAS is designed to promote positive school and community relationships and to enrich the existing school program.

Goal: To encourage and maintain effective relationships between school and community.

- ★ **Objective 1** – Provide timely communication concerning school curriculum, assessments, and events.
- ★ **Objective 2** – Promote family and community participation in school activities.
- ★ **Objective 3** – Provide curriculum-based activities to be utilized at home to enable and encourage parents to participate in their child's education.
- ★ **Objective 4** – Provide parent and community opportunities to give input concerning school needs and goals.
- ★ **Objective 5** – Coordinate community services with students' needs.

Two Parent Volunteer Orientation Meetings are held at the beginning of each year. If you are unable to attend, Parent Volunteer Handbooks are available in the office. Here are just a few ways you can be involved with your child's education either at home or at school: making copies, laminating, AR testing, preparing boxtops for shipment, assisting with Fall Festival, Spring Auction, and Field Day, etc.

If you would like additional information on how you can be a volunteer, please contact 478-8807.

"Shaping the future . . . one child at a time"

Calendar 2012-2013

<i>August</i>	2	Teddy Bear Social for Kindergarten Students & Parents--6 PM
	7	Kindergarten Orientation/Parents 9 AM & 1 PM
	8/9	Staggered Enrollment for Kindergarten Students
	20	Open House 6:30 PM for K-2
	21	Open House 6:30 PM for 3-5
	23	Parent Volunteer Orientation 9 AM & 1 PM
<i>September</i>	3	SCHOOL CLOSED--Labor Day
	5	RTTT Early Release Day (12:30 PM for Elementary)
	6	Grandparents' Breakfast Grades K,2,4--7:00 AM
	7	Grandparents' Breakfast Grades 1,3,5--7:00 AM
	11	Parent Tech Nigh w/Mrs. Crawley 6 PM
<i>October</i>	3	RTTT Early Release Day (12:30 PM for Elementary)
	19	1st Report Cards Issued
<i>November</i>	8-12	SCHOOLS CLOSED--FALL Break
	6	SCHOOL CLOSED for Students--Staff Development Day for Teachers
	15	Thanksgiving Luncheon for Grades K,2,4
<i>December</i>	21-23	SCHOOL CLOSED--Thanksgiving Break
	11	Christmas Luncheon for Grades 1,3,5
	13	Santa Social Grades K,1,2 in the Library from 5-6PM
	20	Abbreviated Day--Dismissal 10 AM for Elementary
	21-January 6	SCHOOL CLOSED FOR CHRISTMAS BREAK
<i>January</i>	8	Students Return to School
	11	2nd Report Cards Issued
	21	SCHOOL CLOSED-M.L.King Day
<i>February</i>	5	Writing Test
	6	RTTT Early Release Day (12:30 PM for Elementary)
	18	SCHOOL CLOSED-President's Day
<i>March</i>	6	RTTT Early Release Day (12:30 PM for Elementary)
	19	3rd Report Card Issued
	25-29	SCHOOLS CLOSED-SPRING BREAK
<i>April</i>	1	SCHOOL CLOSED
	22-29	Mandated State-Wide Testing-TCAP
<i>May</i>	20	Abbreviated Day--Dismissal 10 AM for Elementary
	21	SCHOOL CLOSED for Students-Staff Development for Teachers
	22	Last Day of School Abbreviated Day--Dismissal 10 AM for Elementary



Michigan Avenue School

State and Governmental Regulations

Non-Discrimination Policy for Students and Employees

It is the policy of the Bradley County School System not to discriminate on the basis of sex, national origin, creed, age, marital status, or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendment, Section 504 of the Federal Rehabilitation Act of 1973, and Americans with Disabilities Act of 1990.

Students and employees shall be provided a learning and working environment free from sexual, racial, ethnic, and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature.

Inquiries regarding compliance with the non-discrimination policy may be directed to the principal coordinator (complaint manager), Dan Glasscock, or the Office of the Director of Schools. (Refer to policy 6.304, 6.305, 5.500 and Memorandum of Agreement, Teachers Contract Section IG Grievance Procedure).

Transfer Option for Students Victimized by Violent Crime at School

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-11 (g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting the appropriate grade-level supervisor.

Mrs. Sheena Newman Supervisor of Elementary Instruction
(423) 476-0620

Tennessee Department of Education Contact Information

The answers to many questions and a lot of helpful information may be obtained from the State Department of Education by calling: **1-800-212-3162** or visiting www.state.tn.us/education/spced/index.htm.

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

Legal Service Division

Division of Special Education - Tennessee Department of Education
710 James Robertson Parkway - Andrew Johnson Tower, 5th Floor
Nashville, Tennessee 37243-0380
Phone: (615) 741-2851
Fax: (615) 253-5567 or (615) 421-5077

East Tennessee Original Resource Center

2763 Island Home Blvd
Knoxville, TN 37290
Phone: (865) 594-5691 Fax: (865) 594-8909

Child Advocacy Group Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help to advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

The ARC of Tennessee is on the internet at: [//www.thearctn.org/](http://www.thearctn.org/)
Phone: (toll-free) 1-800-835-7077

Support and Training for Exceptional Parents (STEP)

website: <http://www.tnstep.org>

These are but a few of the organizations available to help with information, training and advocacy. For a more extensive list, visit the Tennessee Disability Services - Disability Pathfinder Database: <http://mingus.kc.vanderbilt.edu/tdir/dbsearch.asp>

*If you have any questions concerning this handbook, please contact MAS.
To translate call 478-8807. Para traducir la llamada 478-8807.*

Michigan Avenue School

Faculty and Staff

Principal	Angela Lawson	S.R.O.	Aubrey Rominger
Administrative Sec.	Marcella Arp	Nurse	Lana DeVaney
Kindergarten	Jessica Beard Cynthia Duggan Stephanie Fields Jessica Morgan	Kindergarten Assistants	Beth Maxwell Jennifer Long Dianne Hannah Leslie Bennett
First Grade	Mandy Beaty Beth Pennington Missy Welch Novella Williams	Second Grade	Jennifer Brantley Rebecca Jones Kathy Karnes Morgan Mizer
Third Grade	Ashley Allen Jamie Seymour Kristin Stansell Candy Wiggins	Fourth Grade	Stephanie Jones Dennis Shroyer Debbie Walker
Fifth Grade	Dean Heller Michelle Morris Tosha Myers Amber Winters	Music	Cara Rogers
Guidance	Mary Crabtree	Physical Education	Jamie Fox
Title I Title I Assistant	Sha'Ree Morgan Kris Scarborough	Librarian Library Asst.	Brittany Ensminger Wendy Seaborn
Reading Coach Reading Asst	Dana Yost April Gatlin	Speech Speech Asst	Monica Trantham Pam Stripling
Computer	Rene Garner	Special Education	Rachel Miller Barbara Riggs

Index

A

Adequate Yearly Progress	16
Attendance	4

B

Bullying	14
Bus Transportation	6

C

Cafeteria	10
Campus Court Program	4
Cell Phone Policy	8
Change of Address	12
Check-In	5
Check-Out	5
Code of Behavior	14
Connect-Ed Automated Calling	9
Custody Issues	12

D

Discipline	14
Dress Code	6

F

Faculty and Staff	22
Family Engagement	16
Field Trips	12

F

Faculty and Staff	22
-------------------------	----

H

Health Services	9
-----------------------	---

M

Make-Up Work Policy	4
Materials Fee	5
Miscellaneous	15
Mission Statement	2

N

No Child Left Behind	16
Non-Discrimination Policy	18

P

Parent Conferences	5
Parent-Teacher Organization	13
Parking	7
Physical Education Rules	11

R

Report Cards	5
Restrooms	11

S

Safety Patrol Program	12
School Calendar	17
School Hours	4
School Insurance	13
School Website & Local Media	9
Severe Weather Procedures	11

T

Tardiness	5
Technology & Internet Policy	8
Tennessee Department of Education	19
Textbooks	11
Traffic	7

V

Vision Statement	2
Visitors	6





Accredited by
Southern Association for Colleges and Schools