

STUDENT HANDBOOK

TENNESSEE REWARD SCHOOL



@MichiganAvenueE #MASProud

**188 Michigan Avenue School Rd.
Cleveland, TN 37323
(423) 478-8807**

Michigan Avenue School Faculty and Staff

Kindergarten: Jessica Beard, Amy Criddle, Stephanie Fields,
Taylor Fugate

Kindergarten Assistants:

Beth Maxwell (Beard), Jennifer Long (Criddle),
Dianne Hannah (Fields), Leslie Bennett (Fugate)

1st Grade: Mandy Beaty, Trisha Frazier, Jessica Morgan,
Missy Welch

2nd Grade: Jennifer Brantley, Haley Dyar, Sarah Sausville

3rd Grade: Ashley Allen, Jamie Seymour, Crystal Wessells

4th Grade: Shannon Brown, Brittany Ensminger, Debbie Walker

5th Grade: Michelle Morris, Tosha Myers, Kristin Stansell

ESL: Audra Olinger

Related Arts: Cara Rogers-Music, Jamie Fox-PE, Jennifer Hughes-
Keyboarding, Cynthia Duggan-Librarian, Wendy Seaborn-
Librarian Assistant

Special Education/Speech:

Rachel Miller, Barb Riggs, Monica Trantham, Pam Stripling

Interventionist: Jo Miles, Kris Scarborough, Kathea Coto, Lisa King`

Administration: Angela Lawson - Principal, Marcella Arp – Admin. Asst.,
Candy Wiggins-Instructional Coach,
Sha'Ree Morgan-RTI Coordinator,
Mary Crabtree- Guidance, Vince Veilleux-Custodian,
Leshia Crawley-Tech Coach, Sheri Hawkins - Nurse,
Officer Aubrey Rominger-SRO

Cafeteria: Laura Gunderson-Manager, Margaret Calfee,
Irene Green, Diane Elliott, Susan Ownby, Paula Poe,
Belvie Chasteen, Debbie Williams, Craig Pretzer

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Mission Statement

The mission of the Bradley County School System is to provide an educational opportunity for every student to excel.

Vision Statement

Growing Students – Building Futures

We Believe:

- * By inspiring excellence, all students will realize their worth and potential.
- * By inspiring excellence in learning, all students will be college and career ready.
- * By providing an academically rigorous and relevant education, all students will excel.
- * By becoming a leader, all students will develop character and confidence.

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.

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,

Angela Lawson
Principal

School Hours

7:05 a.m.	Bus & car rider arrival begins (review pg. 7 for procedures)
7:35 a.m.	Students in building on their way to their classes
7:45 a.m.	Instruction begins (all students should be in their classes)
2:30 p.m.	Early check-out ends
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.

Non-Resident (Out-of-Zone) Students

Students residing outside the transportation zone of the school system that are admitted to and enrolled in the school system may attend the schools of Bradley County for one (1) academic school year.

Students who were admitted in this manner must maintain a standard of behavior without multiple discipline events, zero tolerance offenses, out of school suspensions or disruptive behavior. The student must also maintain a standard of attendance without frequent unexcused absences.

At the end of the spring semester, within 20 business days from the last instructional day of the semester, the parent, guardian, or student, as appropriate, shall receive notice if ineligible for re-enrollment. *Bradley County Board of Education 6.204*

Class Placements

Due to the complexity of completing class rosters, we do not accept parent requests for teachers. We are very proud that Michigan Avenue School is comprised of the top performing teachers in Bradley County. Thank you for the confidence you place in the faculty, staff, and administration of Michigan Avenue School.

Teachers will send a personal "welcome letter" to students/parents in the middle of July (usually 2-3 weeks before school begins). This will also contain the school supply list and other information concerning the start of the school year.

School supply lists are made available to local stores, such as Wal-Mart and Target, and are also placed on our school website at the beginning of summer break for your convenience.

Visitors

Visitors are always welcome at Michigan Avenue School and may park in any of the lots on campus. 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 7:46 a.m. each day. All MAS staff members are on duty and the front office is open at this time.

All outer doors are locked except for the main office door. After entering the building there is a security door. Instructions for admittance are on the door.

Parents and visitors should go directly to the office and sign in. A visitor's pass should be secured **before going any further in the school building.**

Visitors need to stop by the office to sign out and surrender their passes prior to exiting the building.

Visitors and staff members are required to wear a name badge or visitor's pass while on campus.

If you desire to meet with your child's teacher, please make an appointment with the teacher **prior** to your visit. Staff members will not be called out of their rooms during instructional time.

Attendance

Truancy is defined as an unexcused absence for any portion of the school day (7:45 a.m. - 2:45 p.m.). Truancy represents a blatant, intentional violation of compulsory attendance. If tardiness/truancy (late check-ins/early check-outs) becomes a problem, the parents of the student will be referred to the Principal and Juvenile Court for appropriate action.

**** When a total of 5 unexcused absences/tardies/early check-outs (any combination totaling 5) have accumulated, parents/guardians will be sent a "warning" letter to alert you of the situation. This gives you an opportunity to turn in any overlooked excuses/notes.**

Upon notification that a student has been absent ten (10) days without adequate excuse the principal shall meet with parent/guardian in Campus Court to determine the appropriate services needed to improve the student attendance.

The importance of regular attendance cannot be over emphasized. Absences shall be classified as either excused or unexcused as determined by the principal/designee.

Excused absences shall include: Personal Illness, Family Illness, Death of a Relative, Extreme Weather Conditions, Observance of Religious Holidays, School Sponsored or School Endorsed Activities, or a circumstances, which in the judgment of the principal, create emergencies over which the student has no control.

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

Late Check-In[≈]

It is extremely important for students to arrive by 7:35 so they can 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. All late check-ins are recorded and considered as a tardy.

Early Check-Out[≈]

When it is necessary for students to leave during school hours (any time before 2:45), an adult that is on the student's check-out list must come to the office with valid identification and sign the student out. The office will call students from the classroom after the approved adult has signed them out in the office. *Anyone signing out a student will be asked for a valid ID.* Students may **NOT** leave the classrooms unless called from the office. All check-outs are recorded and viewed the same as a tardy. We request there be **no check-outs after 2:30 p.m.**

Notes and Excuses

In order for an absence/late check-in/early check out to be excused, either a **note** from a doctor or the parent/guardian is required. This should be turned in to the office or to your child's teacher. Verbal notification or a text to the teacher **is not** sufficient.

Notes should include: student's name, date(s) of absence, reason for absence, and parent's signature on parent notes.

Each student is allowed **3*** parent notes per semester. If a doctor or parent note is not received the absence(s) will remain unexcused. *Please note that the number of parent notes available for each semester has change.

Make-Up Work

All missed work, whether due to an EXCUSED absence or to an UNEXCUSED absence, must be made up to insure no **academic** penalty to the students. At the elementary level the teacher will fill the primary role in assuring that students returning from an absence will be given make-up work and assessments.

The number of school days allowed to complete the work upon return to school, shall be equal to the number of days absent.

While **academic** punishment will not be employed in response to truancy/excessive absenteeism, Bradley County Schools will take other strict measures, such as Campus Court, to address unwarranted absences. Therefore, a student who has been absent must, upon his or her return to school, provide a written explanation/excuse signed by his or her parent/guardian. The principal/designee may require a statement from a physician before an absence is excused.

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/rehabilitate responsible parties. Charges of Truancy (excessive absences or tardies) or 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 the monthly designated day and are held on the Michigan Avenue School campus.

Dress Code*

The dress code is a simple one consisting of:

1. No hats or hoods should be worn inside the building.
2. The top garment (blouse or shirt) must overlap the bottom garment; no halter tops and no bare midriffs are allowed.
3. Shoes must be worn at all times. This is in compliance with State health and safety regulations.
4. Clothing which advertises tobacco products, alcoholic beverages, or illicit drugs may NOT be worn.
5. 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. Holes in jeans should not be above the knee. Hairstyles and hair colors that cause disruptions are prohibited.* *Except on special occasions as announced by Michigan Avenue School.

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. A progress report will be sent home approximately a month prior to the issuance of report cards. The dates are listed on our school calendar.

You will be asked to sign either the report card (Kindergarten) or the holder that it came in (1st - 5th) and return this to your child's teacher.

Our grading scale is as follows: A= 100 - 93; B= 92 - 85; C= 84 - 75; D= 74 – 70; F = 69 – 0; S-Satisfactory; N-Needs Improvement; U-Unsatisfactory

Material Fees

There is a \$30 instructional materials fee for all students that is due by the end of August of the new school year. (Material fee and lunches should be paid with separate checks.) All checks should be made out to Michigan Avenue School with the student's name noted on the memo line. There is a \$25 fee for all returned checks.

Transportation/Traffic Flow

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/her family.

Morning Procedures: Car Riders:

- Students may be dropped off at the front entrance beginning at 7:05 a.m.
- There will be **no morning drop-offs** at the **gym entrance**. This area is reserved for faculty parking and bus unloading/loading.
- 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 either 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 in the designated area for their grade level in the bleachers. Teachers will direct students wanting to eat breakfast to the cafeteria. Students will remain in their designated areas until dismissal by the classroom teachers.

Afternoon Car Pick-Up Policy:

- Pick up cards will be issued to each car rider for parents that wish to use the car pick-up lanes for school dismissal. Cards should be displayed in the front windshield. If you do not have a pick-up card, you will be required to show proper identification before a student will be released.
- All students who are afternoon car riders should be picked up on the designated car lanes outside of the building. There will be no indoor pick-up of car riders. All car riders should be picked up by 3:00 p.m.
- Kindergarten through 3rd grade students will use the car lanes at 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 grades 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 sidewalk area beside the gym parking lot. Cars will then exit through the parking lot to Benton Pike.
- **4th and 5th grade parents may not begin lining up for afternoon pick-up until ALL 4 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.**

Cafeteria – Direct Phone Line (423)478-8808

Coke, Pepsi and all other soft/carbonated drinks are not permitted for students or visiting family members. Students who bring their lunch ARE NOT allowed to include soft drinks.

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

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 student's teacher or made online through the School Café system. All checks must have the student's name and meal ID number on the check. Please write a check for the student's cafeteria account separate from any other payments, made payable to MAS Cafeteria.

Students may also purchase ala carte items from their account. Please keep track of your child's lunch account and make sure there are adequate funds in the account at all times.

Free and reduced lunch applications are sent home with each student at the first of the school year for the parent to fill out and return. Michigan Avenue receives federal funds for every student who qualifies for this program. **Please return the application.** These applications are also available in the office.

Students that qualify for free or reduced price meals must bring money to school if they wish to purchase extra portions or any ala carte item.

	<u>Student</u>	<u>Staff/Faculty</u>	<u>Visitors/Visiting Children</u>
Breakfast	\$1.25	\$1.50	\$2.00
Reduced Breakfast	\$0.30		
Lunch	\$2.05	\$3.00	\$3.75
Reduced Lunch	\$0.40		

Extra Milk- \$.45; A chef salad is available for purchase instead of a lunch tray. Please note that there **is** an **additional** charge for **extra** portions.

**Visitor Holiday meal prices will be decided at each individual school.*

The breakfast serving line is open from 7:05 a.m. to 7:35 a.m. each day. A student must be in line no later than 7:30 a.m. to purchase breakfast.

Parents/Visitors wishing to have lunch with a student should notify the school cafeteria before 9:00 a.m. by calling 478-8808 or send a note with the child.

Cafeteria (continued)

Please note: **OUTSIDE FOOD FROM FAST FOOD RESTAURANTS IS NOT ALLOWED TO BE BROUGHT INTO THE CAFETERIA FOR LUNCH.** Our cafeteria serves a nutritious lunch. Exceptions will be made for birthday celebrations since this is a snack and not a complete lunch. Due to the increasing number of food allergies we ask that you do not bring homemade items. All store bought items must have the ingredients listed.

Bradley County Charge Policy: Students and staff members are NOT allowed to charge lunches in the cafeteria except in emergencies. In this case, only the school principal or designee may issue a charge slip. A maximum of three (3) cumulative charges will be allowed per person. A record of the charge(s) will be kept on file in the school. NO additional charges will be permitted without the authorization of the school principal.

Change of Address/Telephone Numbers

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

Field Trips

Educational field trips are allowed when approved by the principal and the Director of Bradley County Schools. 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. If a student is checked out from a field trip site it is still considered an early check-out.

Custody Issues

Families with specific custody issues should speak with the School Resource Officer at the beginning of the school year. Paperwork must be completed each year since custody situations change without the school's knowledge. If there is a change in custody or parent's rights to a student, please alert the school immediately.

School Website and Local Media

Students groups and school successes are pictured on the school website (www.michiganavenueschool.org) and in local newspapers.

Every student will receive a Photo and Video Release Form. Please complete and return to your child's teacher indicating whether or not your child's photo may be used in media publications.

Health Services

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 a student.**

Parents will be notified if illness or injury occurs. A student must be fever free for 24 hours without medication before returning to school.

The school nurse or staff 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 re-admitting students with diseases, other than identified as communicable, are listed below:

Impetigo: When skin is cleared.

Ringworm of the scalp: Under treatment and skull cap is worn.

Pinkeye: When eyes are clear or upon a statement from a physician saying the condition is no longer contagious.

Vincent's Infection (Trench Mouth): Upon physician's statement that the student is cured.

Lice: **Student's will not be allowed to return to school until all evidence of head lice has been eliminated. Proof of treatment will need to be provided before readmission.** One day missed from school for this reason will be excused, but, any days thereafter will not be excused.

Snacks and Birthday treats may be brought, however, due to the increasing number of food allergies we ask that you do not bring homemade items. All store bought items must have the ingredients listed.

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.

The P.T.O. sponsors many events throughout the year, including open houses, fundraisers and the annual Spring Auction, which is always a big hit! Notices will be sent home with the student regarding any upcoming events.

Officers for 2016-2017:

Becca Brnik, President
Jessica Wolfenden, Vice President
Racheal Swigert, Secretary
Angie Myers, Treasurer

All parents and teachers are invited to join the PTO. For updates on the P.T.O., please join the Michigan Avenue PTO Facebook page and follow on twitter @MASPTO.

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!!**

Textbook and Library Books

Parent/Student assumes the responsibility for proper use and return of all text and library books. Reimbursement will be required for lost or damaged books.

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. Safety Patrol assists with the guidance of the morning arrivals.

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 the Principal's 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 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 the 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 the child(ren) not be provided such access by notifying 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 Assistant in the school office, as well as your child's teacher, of any changes in student contact information.

For real-time updates please join TWITTER and follow:
@MichiganAvenueE @MASPTO @BradleySchools

Severe Weather Procedures

The Bradley County Schools District 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 them 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 school so that children are familiar with safety areas and procedures. If it becomes necessary to send students home the Director of Bradley County Schools, along with Emergency Management, Bradley County Sheriff's Department, and local weather forecasters will make that decision, not the school principal. Parents are advised to listen to local radio stations in these situations. (WCLE, WBAC, WUSY, or local TV stations.) Our Connect-Ed Phone System will make a call to your priority contact number. (Please see information provided above.)

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.

When the schools are dismissed because of inclement weather, our bus schedule is as follows: high schools, middle schools, and elementary schools. The reason for this is to start the buses in town and progress to the communities. This will eliminate the buses having to be on the road for a longer period of time with the possibility of conditions becoming worse.

Because of the road conditions, the buses may not be able to make their normal daily route. If you live in a subdivision or area where hills exist, you may need to make plans to meet your child at the entrance to the subdivision.

If we cannot get your child within a reasonable distance, we will return the child to school as a last resort. Again, please **make plans with your child for early dismissal scenarios due to inclement weather**.

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/Harassment

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

In accordance with Tenn. Code Annotated 49-9-1016, Michigan Avenue Elementary defines bullying as conduct that meets one or more of the following criteria: 1) is an act directed at one or more students that is intended to harm or embarrass; 2) **is repeated over time**; 3) 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 above*), 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.

Bullying/Intimidation

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate, haze or create a hostile educational environment for another student. Harassment, bullying, hazing and intimidation occurs if the act takes place on school grounds, at any school-sponsored activity, on school provided equipment or transportation or at any official school bus stop, if the act either physically harms a student or damages his/her property, or knowingly places the student in reasonable fear of such, causes emotional distress to a student or students, or creates a hostile educational environment. If the act takes place off school property or outside of a school-sponsored activity, the act shall be considered harassment, bullying, hazing or intimidation if it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. These acts may also take place through electronic means. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake profiles.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.

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 above*), 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.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to the individuals with a need to know.

A discrimination/harassment/hazing statement referencing this policy shall be distributed to students annually through the parent/student handbook and/or posted to each school's website.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

Bradley County Policy 6.304/T.C.A. 49-6-4501

School Incident Reporting

In furthering our efforts to keep our school system safe and secure, there is an incident reporting tool, called "TIPS", that can be utilized to address concerns.

You can find the "TIPS" reporting button on the Bradley County School's website at www.bradleyschools.org. It is highly encouraged that you voice your safety and security concerns through constant communication with the appropriate people and staff. "TIPS" provides another avenue of communication for you.

"TIPS" is an innovative platform of web-based tools designed to empower students, parents, teachers and staff to confidentially and anonymously report bullying or other potentially harmful student safety concerns, including weapons, drug/alcohol use, gangs,

harassment or intimidation, vandalism, physical/sexual assaults, threats of violence, suicide risk, abuse and other concerns.

Once reports are made, "TIPS" provides a central and secure system for school personnel and the School Resource Office (SRO) to proactively investigate the concern, objectively assess the situation, track and document all actions taken and monitor students with ongoing follow-ups and reminders.

A discrimination/harassment/hazing statement referencing this policy shall be distributed to students annually through the parent/student handbook and/or posted to each school's website.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

Bradley County Policy 6.304/T.C.A. 49-6-4501

School Incident Reporting – T.I.P.S.

The administration and staff of Bradley County Schools are dedicated to providing a safe and secure learning environment for all children, visitors and staff. We believe in partnering with our parents and community to combat bullying, school violence, and any behaviors disruptive to schools.

Bullying at school affects, and is affected by, what happens after school, at home and even on line. We must work together to take immediate actions and help our students, whether they are a bully, a victim of bullying, or a bystander.

Bradley County Schools has implemented a web-based incident reporting tool called TIPS. TIPS is a comprehensive platform for reporting, tracking and documenting incidents and concerns. TIPS empowers students, parents, teachers and community members to be heard and to anonymously report warning signs and trouble. The purpose of TIPS is prevention and to help identify red flags and warnings signs before an incident occurs or escalates.

If you or your child would like to report a concern, please visit the Bradley County Schools' website (www.bradleyschools.org) and click on the TIPS Incident Report button. All reports are confidential and your name will only be shared if you provide your contact information. As soon as a report is made, all of the appropriate school personnel will received an instant notification. The incident will then be reviewed and the appropriate actions taken.

By working together, we can help prevent incidents from occurring and ensure the safety and security of our students. With TIPS, students and parents can report:

Bullying, Cyber Bullying, Threats to Harm, Harassment, Suicidal Threats, Discrimination, Theft, Violence, Drug/Alcohol Abuse, Weapons, and, much more.

Zero Tolerance Offenses-Bradley County Schools Policy 6.309

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated:

1. Weapons and Dangerous Instruments
2. Firearms (as defined in 18 U.S.C. 921)
3. Drugs
4. Assault
5. Electronic Threats

Drug Free Schools – Bradley County Schools Policy 6.307

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug Free” community, compliance with this policy is mandatory.

Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school sponsored activity, function or event whether on or off school grounds. This includes, but not limited to, abuse of inhalants and prescription drugs.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Tobacco Use/Possession

Michigan Avenue School is a tobacco-free campus. Staff, students, parents and visitors are not to be in possession of tobacco nor use tobacco products while on campus, or during school time, or activities on school property. (Student Discipline: Juvenile Citation, 2nd Juvenile Citation, Juvenile Petition, OSS, Discipline Hearing)

In 2-14, the Bradley County Commission added that all county buildings, including schools, will prohibit the use of e-cigarettes and vapors.

Michigan Avenue School will consider these items as tobacco products and prohibit their use on campus.

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, career and technical education opportunities, 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 with 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) secondary supervisor, Danny Coggin, 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 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 40-38-111(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.
Supervisor of Elementary Education, phone: (423) 476-0620.

Student Records Annual Notification of Rights – Policy 6.601

Within the first three weeks of each school year, the school system will notify parents of each student's privacy rights. For students enrolling after above period, this information shall be given to the student's parents at the time of enrollment.

The student's parent has the right to:

1. Inspect and review the student's education records.
 2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request.
 3. File a complaint with the appropriate state and federal officials when the school system violates laws and regulations relative to student records.
 4. Obtain a copy of this policy and copy of the student's educational records.
 5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provide by law or regulations, or where the school system has designated certain information as "directory information".
- Parents of students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian shall mark the appropriate student records for which directory information is to be limited, and the designation shall remain in effect until it is modified by the written direction of the student's parents.

Student Surveys- Policy 6.4001

Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be notified of their ability to review the materials. Following such notification and prior to the administration of the survey, analysis, or evaluation, parents/guardians may opt their child out of participation.

Contact Information for Child Advocacy Groups

The following contact information is provided to parents and guardians who may need to contact the Tennessee Department of Education for information on student rights or other 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 in advocating for persons with disabilities in Tennessee. A few of these organizations are:

Legal Service Division
Department of Education
Call 1-888-212-3612 or
[http://tn.gov/education/
topic/special-education-
legal-services](http://tn.gov/education/topic/special-education-legal-services)

Disability Law &
Advocacy Center of
Tennessee
<http://www.dlactn.org/>
615-298-1080;
800-287-9636
800-342-1660
TTY: 615-298-2471

Vanderbilt University
Legal Clinic
615-322-4964

University of TN
Legal Clinic
865-974-2331

The Arc of Tennessee
<http://www.thearctn.org>
615-248-5878
800-835-7077

Support and Training for Exceptional Parents
<http://www.tnstep.org>
423-639-2464

Legal Aid of East Tennessee
Chattanooga
423-756-4013; 800-572-7457
<http://www.tennlegalaid.com/>

Tennessee Voices for Children
<http://tnvoices.org>
East Tennessee
P.O. Box 20847
Knoxville, TN 37940
Phone: 865-523-0701
Fax: 865-523-0705

A more extensive list of service organizations can be accessed via the Disability Pathfinder Database:
<http://kc.vanderbilt.edu/pathfinder>

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

2016-2017 Assessment Calendar for Testing

Assessment Name	Administration Window	Purpose	Results to Parents
TCAP-grades 3-5 State Mandated Testing	April 17-May 5	To help measure the academic growth of a student over the course of a school year	Pending guidance from TDOE
STAR Reading, STAR Math Grades 4-5 Administered 3 times a year	Benchmark 1: Aug 9 – 24 Benchmark 2: Nov. 30- Dec.15 Benchmark 3: March 23-April 7	To identify students who may benefit from RTI and guide instruction	Available 1-2 weeks <u>after</u> the testing window closes.
MAP (Grades 2-3) Administered 3 times a year	Benchmark 1: Aug 22 – 26 Benchmark 2: Dec. 5-9 Benchmark 3: May 8-16	To identify students who may benefit from RTI and guide instruction	Available 1-2 weeks <u>after</u> the testing window closes.
MAP (Grades K-1) Administered 3 times a year	Benchmark 1: Aug 29 – Sept. 2 Benchmark 2: Nov. 28 - Dec.2 Benchmark 3: May 8-16	To identify students who may benefit from RTI and guide instruction	Available 1-2 weeks <u>after</u> the testing window closes.
iReady-Math (Grades 4-5) Administered 3 times a year	Benchmark 1: Sept. 1-9 Benchmark 2: Jan. 23- 31	To identify students who may benefit from RTI and guide instruction	Available 1-2 weeks <u>after</u> the testing window closes.

There is a possibility that there will be an addition of a 2nd grade assessment. That had not been finalized at the time this handbook was printed.

2016-2017 School Calendar

August	2	Orientation/Open House-1st,3rd & 5 th Grades -4:00-6 pm
	2	Orientation/Open House-K, 2nd & 4th Grades -4:00-6 pm
	5	First Day of School- Abbreviated Day –Dismissal at 10:00 a
	8-9	Staggered Enrollment for Kindergarten Students
	16	Parent Volunteer Orientation 9 am & 1 pm
September	1	Grandparents' Breakfast-Grades K, 1, 2—7:00 am
	2	Grandparents' Breakfast-Grades 3, 4, 5—7:00 am
	5	SCHOOL CLOSED-LABOR DAY
	8	Fall Pictures
	9	Progress Report sent home
October	10-14	SCHOOL CLOSED – FALL BREAK
	21	1 ST Report Card Issued
November	8	Election Day-No SCHOOL for Students-Staff Development for Teachers
	11	Progress Report sent home
	23-27	SCHOOL CLOSED-Thanksgiving Break
December	16	Abbreviated Day-Dismissal @ 10 am
	19-Jan 2	SCHOOL CLOSED-CHRISTMAS BREAK
January	3-4	SCHOOL CLOSED for Students-Staff Development Day for Teachers
	5	Students Return to School
	6	2 nd Report Cards Issued
	16	SCHOOL CLOSED-M.L. King Day
February	3	Progress Report sent home
	16	SCHOOL CLOSED for Students-Staff Development Day for Teachers
	20	SCHOOL CLOSED-President's Day
March	13-17	SCHOOL CLOSED-Spring Break
	24	3 rd Report Card Issued
April	14-17	SCHOOL CLOSED-Easter
	21	Progress Report Sent Home
May	24	SCHOOL CLOSED for Students-Staff Development for Teachers
	25	Last Day of School- Abbreviated Day-Dismissal @ 10am Report Cards Issued

Family Reading Nights: Tuesday 3-5 pm Thursday 5-7 pm
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Events are subject to change. Please visit our website at
www.michiganavenueschool.org
 for an up-to-date and more extensive listing of our school events.
 Refer to the "Testing" page for details in our Testing Schedule.

Miscellaneous Provisions

- Students may not walk home from school or ride home with another student without written parental permission.
- Students should not bring toys, trading cards, or electronic games to school. These items can be easily lost and are a distraction to the learning environment. Teachers may allow certain items for “fun days”, however, please use caution when sending such items. The school is not responsible for lost or stolen items of this nature.
- 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 hallways is not acceptable.
- Each student’s name must be written inside his/her coat and other personal items. This will ensure quick return to the student if the coat is lost at school.
- Personal items found in or around the school should be turned in to the office. Students may claim these items in the office. Clothing, jackets, etc. may be claimed from the Lost and Found.
- 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 principal.

SOCIAL MEDIA



@MichiganAvenueE

@MASPTO

@BradleySchools



Michigan Avenue Elementary PTO



Instagram

Michigan Avenue School



www.michiganavenueschool.org

Website



MICHIGAN AVENUE SCHOOL 188 Michigan Avenue School Road Cleveland, TN 37323