

MANCHESTER CITY SCHOOLS



Celebrating 111 Years of Educational Excellence

2016-2017

Handbook

For parents and teachers of elementary and
middle school students

Dear Parent or Guardian,

On behalf of the staff and administration of Manchester City Schools, I am happy to welcome you to the 2015-16 school year. We are looking forward to a productive partnership with you to ensure our students can achieve their highest potential. We recognize that in order to be successful in school, our students need support from both home and school. We know a close relationship with you will make a great difference in your child's education. As partners, we share the responsibility for your student's success and want you to know that we will do our best to carry our responsibilities.

We ask that you guide and support your child's learning and become visible in your child's school. Get to know your school principals and their capable competent staffs.

The Manchester City School District is proud of its legacy of strong academic performance. We look forward to continuing that tradition in a safe environment that fosters leadership, independence, and scholarship.

We are honored that you have chosen to entrust your children to us this year, and pledge that we will do our best to serve our families with kindness, integrity, and respect.

Kindly,

Lee Wilkerson
Director of Schools

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Dates of Interest

July

- 1 July 4th (District and School Offices Closed)
- 25-28 Staff In-service
- 29 Student Orientation (8-9 a.m.) This day counts as an attendance day.

August

- 1 First Full Day for Students
- 19 Teacher Staff Development (Students Dismissed at 12:30 p.m.)
- 30 Progress Reports Go Home

September

- 5 Labor Day (District and School Offices Closed)
- 22 Teacher Staff Development (Students Dismissed at 12:30 p.m.)
- 23 Fair Day (District and School Offices Closed)

October

- 3-7 Fall Break (District and School Offices Closed)
- 10 1st Grading Period Ends (Report Cards October 17)
- 20 Teacher Staff Development (Students Dismissed at 12:30 p.m.) Parent Conf. (3- 9 p.m.)
- 21 District and School Offices Closed

November

- 11 Progress Reports Go Home
- 18 Teacher Staff Development (Students Dismissed at 12:30 p.m.)
- 21-25 Thanksgiving Break (District and School Offices Closed)

December

- 16 Students Dismissed at 9:00 a.m.
- 19-30 Christmas Break (District and School Offices Closed)

January

- 2 Christmas Break (District and School Offices Closed)
- 3 Students 1st Day Back
- 4 2nd Grading Period Ends (Report Cards January 11)
- 16 Dr. Martin Luther King Jr. Day (District and School Offices Closed)
- 27 Teacher Staff Development (Students Dismissed at 12:30 p.m.)

February

- 2--27 TCAP Writing Assessment (Grades 3-8)
- 7 Progress Reports Go Home
- 17 Teacher Staff Development (Students Dismissed at 12:30 p.m.)
- 20 Presidents Day (District and School Offices Closed)

March

- 4 Preschool Screening at Westwood Elementary (8:30 a.m.)
- 10 3rd Grading Period Ends (Report Cards March 17)
- 24 Teacher Staff Development (Students Dismissed at 12:30 p.m.)
- 27-31 Spring Break (District and School Offices Closed)

April

- 14 Good Friday
- 21 Progress Reports Go Home
- 27-30 TCAP Achievement/MAPP Test (Grades K-8)

May

- 1-8 TCAP Grades 3-8 (April 17 – May 5)
- 22 Teacher Staff Development (Students Dismissed at 12:30 p.m.)
- 23 4th Grade Reporting Period Ends (Report Cards Sent Home May 23)
- 23 Last Day for Students and Teachers (Students Dismissed at 9:00 a.m.)
- 29 Memorial Day (District and School Offices Closed)

NOTE: Dates may change throughout the school year. Please call your school office if you need more information or have questions. Dates of interest are also posted to the District Website and will be updated as changes occur.

The Website is <http://www.manchestercitysch.org>

**Manchester Board of Education Members
2016-17**

Mr. Mike Lewis (cdmdad@charter.net) 905 Oak Dr.
Telephone Home 931-581-3602

Ms. Susan Parsley (sparsley@k12tn.net) 954 Emerson Street
Telephone Home 931-728-0038

Ms. Lisa Gregory (gregoryl2@k12tn.net) 127 Thomas St.
Telephone Home 931-728-0282

Ms. Susan Wood (raymondmwood@bellsouth.net) 1205 Lincoln Street
Telephone Home 931-728-4510

Mr. Travis Hillis (travishillis@bellsouth.net) 73 Oak Hollow Road
Telephone Home 931-728-1033

Board of Education Meeting Dates

The Board of Education is presently comprised of five members who are selected by popular election. In order to serve on the board, a person should have a dedicated interest in the welfare of all children and youth in our community and be a resident and qualified voter of the city of Manchester. The regular meetings of the school board are held the second Monday of each month at 4:00 P.M. The location of board meetings is the Administration Building/Level 1. A tentative schedule for regular board meetings for the 2016-2017 school year is found below. Specific dates/times for meetings may be obtained by calling 931-728-2316 between 8:00 A.M. and 4:00 P.M. Monday through Friday or by checking the District Website at <http://manchestercitysch.org>. Special meetings are called by the board when necessary. All school board meetings are open to the public.

July 11, 2016	January 9, 2017
August 8, 2016	February 13, 2017
September 12, 2016	March 13, 2017
October 10, 2016	April 10, 2017
November 14, 2016	May 8, 2017
December 12, 2016	June 12, 2017

Manchester City School District Directory
Administration Building
215 E. Fort Street
Manchester, TN 37355
<http://www.manchestercitysch.org>
PH - 931-728-2316 Fax 931-728-7075

Mr. Lee Wilkerson (lwilkerson@k12mcs.net)	Director of Schools	931-728-2316
Ms. Sandra Morris (morriss2@k12mcs.net)	Director of Instruction/Curriculum	931-728-2316 Ext 2008
	Director of Accountability/Testing	
Ms. Dana Morris (morrisd5@k12mcs.net)	Director of Attendance	931-728-2316 Ext 2012
	Director of Food Service	
	Director of ELL	
Mr. Mark Howell (howellm1@k12tn.net)	Director of Technology	931-728-2316 Ext 2200
	Director of Safe Schools	
Ms. Carolyn Davidson (davidsonc3@k12mcs.net)	Executive Admin. Assistant	931-728-2316 Ext 2000
	School Board Secretary	
Ms. Colette Chaffin (chaffinc@k12mcs.net)	Payroll/Emp. Benefits Specialist	931-728-2316 Ext 2004
Ms. Cyndi Sublett (sublett@k12mcs.net)	Insurance/Leave	931-728-2316 Ext 2011
Ms. Beverly Myers (bmyers@k12mcs.net)	Chief Finance Officer	931/728-2316 Ext 2003

Special Education/Federal/Preschool Department
Manchester, TN 37355
PH – 931-728-2316 Fax 931-723-3252

Ms. Jenny Thomas (jthomas4@k12mcs.net)	Director Special Education/Federal	931-728-2316
Ms. Beth Marchesoni (marchesonim@k12mcs.net)	Diagnostician/Speech Therapist	931-728-2316
Ms. Tina Niederhauser (niederhauset@k12mcs.net)	Special Education/Title Secretary	931-728-2316
Ms. Cari Pugh (cpugh@k12mcs.net)	School Psychologist/RTI	931-728-2316
Ms. Christina Geary (cgeary@k12mcs.net)	School Counselor & Behavior Specialist	931-728-2316

Technology Department
129 Cat Creek Road
Manchester, TN 37355

PH – 931-728-2953 Fax – 931- 728-2544

Mr. Mark Howell (howellm1@k12mcs.net)	Director of Technology	931-728-2953
Mr. Travis Buckner (tbuckner1@k12mcs.net)	Technology Technician	931-728-2953
Mr. Chris Nee	Technology Technician	931-728-2953

Maintenance/Transportation/Facilities Department
141 Cat Creek Road
Manchester, TN 37355
PH – 931-728-9461 Fax – 931-723-3657

Mr. Donnie Turner (turnerd15@k12mcs.net)	Director of Maintenance Facilities/Transportation	931-728-9461
Mr. Johnny Morris (jmorris5@k12mcs.net)	Maintenance/HVAC	931-728-9461
Mr. Danny Bryant (dbryant2@k12mcs.net)	Maintenance/Transportation	931-728-9461

School Directories

College Street Elementary School

<http://www.cses.manchestercitysch.org>

405 College Street
Manchester, TN 37355

Phone: 931-728-2805, Fax: 931-728-5100

Mr. Tom Jacobs (jacobst@k12mcs.net)	Principal	931-728-2805Ext. 2802
Ms. Julie Green (jmiller7@k12mcs.net)	Assistant Principal	931-728-2805 Ext. 2803
Ms. Mindy Jones (jonesm18@k12tn.net)	School Secretary/Bookkeeper	931-728-2805 Ext. 2820
Ms. Kim McAfee (kmcafee@k12mcs.net)	Office Assistant	931-728-2805 Ext. 2820
Ms. Mary Gilbert (mgilbert2@k12mcs.net)	Guidance	931-728-2805 Ext. 2836
Ms. Mary Ann Thompson	Nutrition Manager	931-728-3430Ext. 2804
Ms. Callie Millaway (cmillaway@k12mcs.net)	School Nurse	931-728-2805Ext. 2819
Ms. Regina Watts (wattsr3@k12mcs.net)	EIS Clerk	931-728-2805Ext. 2820
	Family Resource Director	931-728-2805Ext. 2851
Ms. Leslie Brasfield (lbrasfield@k12mcs.net)	Coordinated School Health	931-728-8527 Ext. 2851
B.J. Fann (fannb@k12mcs.net)	ESP Site Director	931-728-8527

Westwood Elementary School

<http://www.wes.manchestercitysch.org>

912 Oakdale Street
Manchester, TN 37355

Phone: 931-728-3412, Fax: 931-723-0221

Ms. Melissa Glenn (mglenn@k12mcs.net)	Principal	931-728-3412Ext. 2402
Ms. Lori Watson (watsonl1@k12mcs.net)	Assistant Principal	931-728-3412Ext. 2404
Ms. Monica Trail (trailm@k12mcs.net)	School Secretary/Bookkeeper	931-728-3412Ext. 2405
Ms. Sylvia Sliger (sligers@k12mcs.net)	Office Assistant/Translator	931-728-3412Ext. 2400
Ms. Rachel Sain (rsain@k12mcs.net)	Guidance	931-728-2556Ext. 2450
Ms. Debra Hall (halld@k12mcs.net)	Cafeteria Manager	931-728-4080Ext. 2459
Ms. Jennifer Banks (banksj1@k12mcs.net)	School Nurse	931-728-3412Ext. 2021
Ms. Regina Watts (wattsr3@k12mcs.net)	EIS Clerk	931-728-3412Ext. 2406
Ms. B. J. Fann (fannb@k12mcs.net)	Family Resource Director	931-728-2556Ext. 2436
	ESP Site Coordinator	931-728-0171

Westwood Middle School

<http://www.wjh.manchestercitysch.org>

505 Taylor Street

Manchester, TN 37355

Phone: 931-728-2071, Fax: 931-728-0962

Mr. Chad Fletcher (cfletcher@k12tn.net)	Principal	931-728-2071Ext. 2603
Mr. Jonthan Graf (jgraf@k12mcs.net)	Assistant Principal	931-728-2071Ext. 2602
Ms. Pam Fleenor (fleenorp@k12mcs.net)	School Secretary/Bookkeeper	931-728-2071Ext. 2604
Ms. Becky Harden (hardenb@k12mcs.net)	Office Assistant	931-728-2071Ext. 2600
Ms. Christina Geary (cgeary@k12mcs.net)	School Counselor/Behavior	931-728-2071Ext. 2621
Ms. Sherri Platt (platts@k12mcs.net)	Cafeteria Manager	931-728-7905Ext. 2634
Ms. Joyce Crites (jcrites@k12mcs.net)	School Nurse	931-728-2071Ext. 2633
Ms. Melady Sherrill (msherrill@k12mcs.net)	EIS Clerk	931-728-2071Ext. 2601

Attendance/Absences/Truancy/Tardies/Check-Out

Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session. **In order to be counted present, a student must be in attendance for a minimum of one-half the school day.**

TCA 49-6-3007(e)(f) (Tennessee Law) is as follows:

(e) (1) It is the duty of the principal or teacher of every public, private or parochial school to report promptly to the director of schools, or the director of schools' designated representative, the names of all children who have withdrawn from school, or who have been absent five (5) days without adequate excuse. This means an aggregate of five (5) days during the school year and not necessarily five (5) consecutive days. Each successive accumulation of five (5) unexcused absences by a student shall also be reported.

(2) The director of schools shall thereupon serve, or cause to be served, upon the parent, guardian or other person in this state in parental relation to such children unlawfully absent from school, written notice that attendance of the children at school is required. A new notice shall be sent after each successive accumulation of five (5) unexcused absences.

(3) If it appears that, within three (3) days after receipt of the notice, any child, parent, guardian or other person in parental relation has failed to comply with this part, the director of schools, in the name of the local school system, shall report the facts of the unlawful attendance to the sheriff, constable, city police officer, district attorney general or the foreman of the grand jury, who shall proceed against the parent, guardian or other person in parental relation in accordance with this part, unless the parent, guardian or person having charge and control of the child shall at once place the child in some day school.

(f) The director of schools of any local school system, after written notice to the parent or guardian of a child, shall report any child who is habitually and unlawfully absent from school to the appropriate judge having juvenile jurisdiction in that county, each case to be dealt with in such manner as the judge may determine to be in the best interest of the child, consistent with §§ 37-1-132, 37-1-168 and 37-1-169 and in the event the child is adjudicated to be unruly, the judge may assess a fine of up to fifty dollars (\$50.00) or five (5) hours of community service, in the discretion of the judge, against the parents or legal guardians of children in kindergarten through grade twelve (K-12) if the child is absent more than five (5) days during any school year.

Absences shall be classified as either excused or unexcused as determined by the principal or his designee. The Manchester City Schools recognizes the following as excused absences:

- personal illness;
- serious illness in the immediate family;
- death in the immediate family;
- extreme weather conditions;
- religious observances; and
- circumstances in which the judgment of the principal create emergencies over which the student has no control.

We ask that a parent phone the school prior to 10:00 A.M. on the date your child is absent and let us know the reason the child is out of school. All absences will be considered unexcused until a note is brought to school stating the reason or reasons for his/her absence. The student **MUST** bring a signed note to his/her homeroom teacher within 5 days of the absence. Only medical excuses will be accepted after the 5th day of his/her return to school. The teacher will keep all written excuses for the duration of the school year. If a student misses a total of ten (10) days with parental excused notes, the parent will be required to provide a doctor/dental note for all future absences. This is for the health and well-being of the chronically ill child and those with whom he/she comes in contact. Chronic absences from school will be referred for possible homebound services or appropriate court action.

Truancy is defined as an unexcused absence for an entire school day, a major portion of the school day or the major portion of any class or activity during the school day for which the student is scheduled. The system guidelines are as follows:

- When a student commits his/her third unexcused absence, a letter will be sent to the parents or guardian by the school in which the student is enrolled. A copy is forwarded to the school system's Director of Attendance.
- When a student commits his/her fifth unexcused absence, he/she will be reported to the school system's

- Director of Attendance and a letter of final warning will be sent to the student's parent/guardian.
- When a student commits his/her tenth unexcused absence, he/she will be reported to the school system's Director of Attendance and the student's name and the facts of such unlawful absence will be reported to the juvenile authorities for violation of the Tennessee Compulsory Attendance Law. This can result in the parent and student being cited into a hearing with the Truancy Board or to appear before the Coffee County Juvenile Judge.

All make-up work must be completed within two days multiplied times the number of days absent. Example: a student is absent three days. The student will be allowed up to six school days to complete the missed work. The individual teacher may extend make-up time if extenuating circumstances exist. This decision is at the discretion of the teacher. It is the student's responsibility to check with his/her teacher to make arrangement for all make-up work.

Absences for religious observances are excused, but the student is absent from school and will not be eligible for an attendance certificate. The student is excused for the day or days of absences, but not for the material covered in his/her classes.

When a student is tardy to school, the student must report directly to the office to sign-in and receive an admittance slip to class. A student is allowed three excused tardies for personal reasons per nine weeks without penalty. If a student has been to a doctor, dentist, or orthodontist, or has administrative approval, he/she is excused, and the tardy is not counted against the three allowed per nine weeks. However, for the excuse to be granted, a note must be brought from the doctor certifying that the student has been in his/her office that morning. Each school may have reward incentives that are based on different criteria than the allowable tardies/ absences. Check with building principal for these circumstances.

Students, who, because of illness or other acceptable reasons, find it necessary to check out of school early must be checked out by a person whose name appears on the Authorization Release Card in the office. A student is allowed three excused check outs for personal reasons per nine weeks without penalty. If a student has an appointment with a doctor, dentist, or orthodontist, or has administrative approval, he/she is excused, and the checkout is not counted against the three allowed per nine weeks. However, for the checkout to be excused, a note must be obtained from the doctor certifying a doctor's visit and presented to the school office staff no later than the day following the checkout.

All tardies and check-outs beyond three, during a nine-week period, without a doctor's note will be unexcused. Unexcused tardies and check-outs may result in department cuts (Westwood Middle), after-school detentions, and/or other appropriate actions. Each school may have reward incentives that are based on different criteria than the allowable tardies/ absences. Check with building principal for these circumstances.

Alcohol and Drug Use

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a "Drug Free" community, the use of alcoholic beverages and/or drugs shall not be permitted on school premises at any time. Students or other persons will not possess, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds. Students or other persons will not market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings to a controlled substance in school buildings or on school grounds, in school vehicles or buses, or at any school sponsored activity at any time, whether on or off school grounds. Upon information that a student or other person is suspected of violating this policy, the principal of the school shall be notified immediately. If it is determined that this policy has indeed been violated, the principal shall notify the student's parent or guardian and/or the appropriate law enforcement officials, and take appropriate action as afforded through the board disciplinary policy.

Notify Me Communication System

The NotifyMe System is one method that may be used to send important information to staff and parents. Every parent and staff member will be given the opportunity to sign up for this service. Messages are delivered by text

message or email. To sign up for information such as school closings, parent meetings, or other important information, visit the District web page at <http://manchestercitysch.org> and click on the Notify Me Icon. If you have any questions about the Notify Me System please contact your school office.

Alternative School Program

The Board shall operate an alternative school program for students in grades 3-8 who have been suspended or expelled from regular school programs. Attendance in alternative school programs shall be mandatory, and students attending an alternative school located other than at their home school shall provide their own transportation. Teachers in alternative schools shall be certificated and shall be selected on the basis of interest and ability to work in alternative situations. Student-teacher ratios shall be small enough to allow for adequate instruction and shall be determined by the age, behavior, and academic achievement of students in the program. Textbooks, equipment, and supplies shall be provided by the home school. Parents will be notified of student placement in Alternative School. Students in grades 3-5 assigned to alternative school are to report to Westwood Elementary school no later than 8:00 A.M. and will be dismissed at 3:00 P.M. Students in grades 6-8 assigned to alternative school are to report to Westwood Middle School no later than 8:00 A.M. and will be dismissed at 3:00 P.M.

Americans with Disabilities Act/ 504 Grievance

A grievance shall mean a complaint by an individual that he/she has been discriminated against because of some real or perceived disability. All grievances must be presented either orally or in writing to the ADA/ Section 504 Coordinator located at 215 East Fort Street, Manchester TN 37355 (931-728-2316). For more information concerning the Americans with Disabilities Act/ Section 504 Grievance Procedure please refer to Manchester School Board Policy 1.802.

Animals Used in Building Search

To facilitate a search which is found to be necessary, dogs or other animals trained to detect drugs or dangerous weapons by odor or otherwise may be used in conducting searches, but such animals shall be used only to pinpoint areas needed to be searched and shall not be used to search the persons of students or visitors.

Asbestos Inspection Results

In accordance with Federal Regulation 40 CFR 763 the Asbestos Hazard Emergency Response Act (AHERA), Manchester City Schools have undergone a thorough inspection for asbestos containing materials within our school facilities. The results have been compiled in a document referred to as our Management Plan. A copy of the Plan has been submitted to the Governor's appointed representative as required by law and prior to the established deadline. The Plan is available for your review, upon request, at each school and the Administration Building during regular office hours. There was a limited amount of asbestos found within our facilities. However, these materials are of a non-friable (not easily crumbled) nature, in excellent condition, and pose no health hazards to our students, faculty or staff. Rather than spending a considerable amount of money on removing building materials that by nature are very durable and difficult to break up enough to release any asbestos fibers, the School Board has decided to leave it in place. There will be constant monitoring of the durable material. A considerable amount of money has been spent over the past few years in removing asbestos from our schools in order to provide a healthy environment for our students and staff. Rather than having to implement costly and burdensome operations and maintenance programs to manage friable (easily crumbled) asbestos, or pay the ever-increasing rates for removal, we can now use our funds for improving the quality of education for our students.

Awards and Certificates

The Manchester City Schools are pleased to present the following awards and certificates and hope that parents will encourage students to work toward receiving these honors:

- **ATTENDANCE CERTIFICATES** will be awarded to students who have attended every day of the current school year/without an absence or unexcused tardy.
- **READING CERTIFICATES** may be awarded to elementary students who have met the requirements for extra reading/established by their school and/or teacher(s).

- **SCHOOL BOARD ACADEMIC EXCELLENCE AWARD (ELEMENTARY LEVEL)** is presented to each fifth grader who has maintained grades of all A's with no more than one B in their last three years of elementary school. The yearly average of the prior two years and the average of the current year through the 3rdth nine weeks will be used to determine eligibility.
- **SCHOOL BOARD ACADEMIC EXCELLENCE AWARD (MIDDLE LEVEL)** is presented to the top 10% in each grade based on the student's current grade level average through the 3rdth nine weeks.
- **SCHOLASTIC ACHIEVEMENT AWARD (ELEMENTARY LEVEL)** is presented to the 5th grade student at each school with the highest academic average through the last three years of elementary school. The yearly average of the prior two years and the average of the current year through the 3rdth nine weeks will be used to determine eligibility.
- **SCHOLASTIC ACHIEVEMENT AWARD (MIDDLE SCHOOL LEVEL)** is presented to the 8th grade student with the highest cumulative academic average through grades 6, 7, and 8. The yearly average of the prior two years and the average of the current year through the 3rd nine weeks will be used to determine eligibility.
- **PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE (ELEMENTARY LEVEL)** is presented to students who have a grade point average of at least 90 on a 100 point scale over the 4th and 5th and the first semester of the 5th grade and achieve in the 85th percentile or higher in math or reading on the most recently administered standardized achievement test.
- **PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE (MIDDLE SCHOOL LEVEL)** is presented to students who have a grade point average of at least 90 on a 100 point scale over the 6th and 7th and the first semester of the 8th grade and achieve in the 85th percentile or higher in math or reading on the most recently administered standardized achievement test.
- **SCHOOL BOARD ATTENDANCE AWARD:**
 - **Grades K - 5:** awarded to students who have attended every day in grades K through 5 without an absence or unexcused tardy.
 - **Grades K - 8:** awarded to students who have attended every day in grades K through 8 without an absence or unexcused tardy.

Each principal may authorize such additional awards as are deemed appropriate for his/her school.

Bicycles and Other Vehicles

For those children who ride bicycles to school, the following rules must be observed:

- Bicycles are to be parked immediately upon arrival at school inside the bicycle enclosure.
- Bicycles cannot be ridden on campus. Bicycles must be walked to the bicycle enclosure not ridden.
- A lock must be provided for every bicycle brought to school.
- Bicycles are not to be ridden at any time during the school day, other than arrival and dismissal times.
- Students must be aware of the rules regarding bicycle travel and courtesy in their use.
- The school does not assume responsibility for the loss or damage of any bicycle on the school grounds.

Because of safety concerns, students shall not bring or ride skate boards, roller skates, scooters or in-line skates on the school campus at any time. Students shall not bring or operate any type of motorized vehicle on the school campus at any time. Students observed using skate boards, roller skates, in-line skates, scooters, or motorized vehicles will be subject to being reported to law enforcement agencies.

Child Internet Protection Act

The (CIPA) was signed into law on December 21, 2000. To receive support for Internet access and internal connections services from the Universal Service Fund (USF), school and library authorities must certify that they are enforcing a policy of Internet safety that includes measures to block or filter Internet access for both minors and adults to certain visual depictions. The relevant authority with responsibility for administration of the eligible school or library must certify the status of its compliance for the purpose of CIPA in order to receive USF support. The Manchester City School District is in compliance with the provisions of the Child Internet Protection Act.

Compulsory School Attendance Ages

Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or private school. A parent/guardian who believes that their child is not ready to attend school in the Manchester City School District at the designated age of mandatory attendance may make application to the Principal of the public school which the child would attend for a one (1) semester or one (1) year deferral in required attendance. Any such deferral shall be reported to the Director of Schools by the Principal. Under certain circumstances the Manchester Board of Education may temporarily excuse students from complying with the provisions of the compulsory attendance law.

The public schools shall be free to all persons residing within the state who are above five (5) years of age or who will become five (5) years of age on or before August 15. Any child residing within the state who is five (5) years of age on or before August 15 may enter at the beginning of the school term designated by the Board; provided that the child enters within thirty (30) days after the opening day of the term.

No child shall be eligible to enter first grade without having attended an approved kindergarten program. Any transfer student applying for admission who was legally enrolled in an approved kindergarten in another state and who will be five years of age no later December 31 of the current school year, shall be enrolled. A child entering a special education program shall be no less than three (3) years of age. For Pre-Kindergarten enrollment, a student must be four (4) years of age on or before August 15 and meet eligibility criteria.

Communicable Diseases

No student will be denied an education solely because of a communicable disease. A student's educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease. Parents or guardians of infected students shall inform appropriate school officials of the infection so the proper precautions for the protection of other students, employees, and the infected student shall be taken. No student with a communicable disease which may endanger the health of either himself/herself or others will enter or remain in the regular school setting. If a school principal has reason to believe a student has a communicable disease which may endanger the health of either himself/herself or other individuals in the regular school setting, the principal shall:

- Assign the student to a setting which will protect other students, employees, and the student himself/herself; or
- Exclude the student from school until certification is obtained from a physician or the County Health Department by either the parent or principal stating that the disease is no longer communicable.

If the principal has reason to believe that the student has a long-term communicable disease, the principal must require confirmation from a physician or the County Health Department as to the student's condition. If the student is confirmed to have a long-term communicable disease, the principal shall refer the student for homebound services. The principal may request that further examinations be conducted by a physician or County Health Department and may request periodic re-examination after the student is readmitted to the school. Expenses incurred from examinations requested by school officials shall be paid by the School Board.

Conduct

School staffs are authorized to take reasonable measures to establish appropriate school behavior. Any employee shall have the authority to control the conduct of any student while under the supervision of the school system. This authority shall extend to all activities of the school, including games and public performances of athletic teams and other school groups, trips, excursions, and all other activities under school sponsorship and direction. Such measures may include the use of reasonable force to restrain or correct students in order to maintain order.

Corporal Punishment

Any principal, assistant principal, or teacher may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools. A disciplinary record shall be maintained and filed in the school office and made available to parents or a student who has reached the age of majority, whichever is appropriate.

Criminal Activities by Students

Every teacher observing or otherwise having knowledge of any assault and battery or vandalism endangering life, health, or safety committed by a student on school property shall report such action immediately to the principal of such school. Every principal having direct knowledge of an assault and battery or vandalism endangering life, health, or safety committed by a student on school property or receiving a report of such action, shall report such action immediately to the municipal or metropolitan police department or sheriff's department having jurisdiction. Any fight not involving the use of a dangerous weapon as defined in TCA 39-17-1309, or any fight not resulting in serious personal injury to the parties involved shall be reported only to the school administrator.

Detention

Students may be detained beyond the regular school day as a means of disciplinary action. The following guidelines will be followed:

- The student will be given at least one (1) day of notice before detention;
- Parents will be informed before detention takes place;
- Students in detention will be under the supervision of certified staff members;
- Detention may be administered several days in succession;
- Teachers must have the approval of the principal before detaining a student

Directory Information

Statistical information not identified with a particular student may be released to any person, agency, or the public. Directory information is defined as the information relating only to an individual's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, the most recent or previous educational agency or institution attended by the student, photograph, and e-mail address. Directory information may also be released to any person, agency, or the public. Parents have two weeks after the opening of school to advise the school district of any or all of the items they desire not to be designated as directory information on their child (ren). The request to withhold information must be written and addressed to the Director of Schools. The school principal is the authorized custodian of student records and is responsible for their confidentiality. Specific requests to exercise the rights and guarantees afforded parents and students by this law shall be directed by the Director of Schools to the principal of the school where the child is enrolled.

Discipline Procedures

Classroom teachers shall be responsible for classroom discipline based upon rules and regulations for student behavior in the classroom. Reasonable rules and regulations for each school for student behavior in the school classroom and at school activities shall be developed by the principal for his/her school with input from the faculty. The rules and regulations shall be approved by the Board and shall be reviewed annually. Copies shall be distributed to each pupil. The principal shall have the responsibility of insuring that the enforcement of these rules and regulations are fair and uniform throughout the school.

The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their legal rights and duties.

MISBEHAVIORS: Level I (Classroom Teacher Level)

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

Examples (not an exclusive listing):

Classroom disturbances
Classroom tardiness
Cheating and lying

Abusive language
Non-defiant failure to do assignments or carry out directions
Harassment (Sexual, Racial, Ethnic, Religious if not continuous or severe)
Bullying/Cyber-Bullying/Intimidation/Extortion (if not continuous or severe)
Violation of Student Dress Code (if not continuous or severe)

Disciplinary Procedures:

Immediate intervention by the staff member.

Determine what offense was committed and its severity.
Determine offender and that he/she understands the nature of the offense.
Employ appropriate disciplinary options.
Record of the offense and disciplinary action maintained by staff member.
Provide notice to parent/guardian.

Disciplinary Options:

Verbal reprimand
Special assignment
Restricting activities
Assigning work details
Counseling
Withdrawal of privileges
Issuance of demerits which might affect citizenship or department grades
Strict supervised study
Detention
Corporal punishment
In-school suspension
Out-of-school suspension
Saturday school
Parent/guardian conference

MISBEHAVIORS: Level II (Principal or Principal Designee Level)

Misbehavior because of the *frequency* or *seriousness* tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but the educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing):

Continuation of unmodified Level I behaviors
School or class tardiness
School or class truancy
Use or possession of tobacco
Using forged notes or excuses
Disruptive classroom behavior
Insubordination/Defiance
Harassment (Sexual, Racial, Ethnic, Religious)
Bullying/Cyber-Bullying/Intimidation/Extortion
Violation of Student Dress Code

Disciplinary Procedures:

Student is referred to principal for appropriate disciplinary action.
Principal meets with student and teacher.
Principal hears accusation made by teacher, permits student the opportunity of explaining his/her conduct, denying it, or explaining any mitigating circumstances.
Principal takes appropriate disciplinary action and notifies teacher of action.
Record of offense and disciplinary action is maintained by principal and a copy forwarded to the Director of Attendance as required.

Provide notice to parent/guardian

Disciplinary Options:

Counseling
Teacher/schedule change
Modified probation
Behavior modification
Social probation
Peer counseling
Referral to outside agency
In-school suspension
Transfer
Detention
Suspension from school-sponsored activities or from riding school bus
Corporal punishment
Restricting school related honors the student is otherwise due
Out-of-school suspension not to exceed ten (10) days
Saturday school
Parent/guardian conference

MISBEHAVIORS: Level III (Principal or Principal Designee Level)

Acts directly against persons or property but whose consequences *do not seriously endanger* the health or safety of others in the school.

Examples (not an exclusive listing):

Continuation of unmodified Level I and II behaviors
Fighting (simple)
Minor Graffiti/Vandalism
Stealing
Threats to others
Harassment (sexual, racial, ethnic, religious)
Bullying/Cyber-Bullying/Intimidation/Extortion
Violation of student dress code

Disciplinary Procedures:

Student is referred to principal for appropriate disciplinary action.
Principal meets with student and teacher.
Principal hears accusation by accusing party and permits offender the opportunity of explaining conduct.
Principal takes appropriate disciplinary action.
Principal may refer incident to director of schools and make recommendations for consequences.
If student's program is to be changed, adequate notice shall be given to the student and his/her parents of the charges, his/her right to appear at a hearing, and to be represented by a person of his/her choosing.
Any change in school assignment is appealable to the school board.
Record of offense and disciplinary action is maintained by principal or director of schools.
Provide notice to parent/guardian.

Disciplinary Options:

Counseling
In-school suspension
Detention
Corporal punishment
Restitution from loss, damage or stolen property
Out-of-school suspension not to exceed ten (10) days
Social adjustment classes
Transfer

Expulsion
Saturday school
Parent/guardian conference

MISBEHAVIORS: Level IV (Principal or Principal Designee Level)

Acts which result in violence to another's person or property or which *pose a threat* to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and action by the Board of Education.

Examples: (not an exclusive listing):

Unmodified Level I, II and III behaviors
Death threat (hit list)
Extortion
Bomb threat
Possession/use/transfer of dangerous weapons *
Assault
Battery on a teacher or other employee of the school system *
Battery on a student resulting in serious bodily injury
Major Graffiti/Vandalism
Theft/possession/sale of stolen property
Arson
Possession/use/transfer of unauthorized substances *
Consumption, possession, use, sale, distribution of or being under the influence of alcohol
Use/transfer of unauthorized substances
Harassment (sexual, racial, ethnic, religious)
Bullying/Cyber-Bullying/Intimidation/Extortion
Violation of Student Dress Code

Disciplinary Procedures:

Student is referred to principal for appropriate disciplinary action.
Principal confers with appropriate staff members and with the student.
Principal hears accusation by accusing party and permits offender opportunity of explaining conduct.
Parents are notified and have conference with principal or principal designee.
Law enforcement officials are contacted.
Incident is reported and recommendations made to the director of schools.
Complete and accurate reports are submitted to the director of schools or designee.
Student and/or parent is given an opportunity for a hearing before disciplinary hearing authority.

Disciplinary Options:

Expulsion
Alternative school
Other hearing authority or Board action which results in appropriate placement

* Expulsion/Remand for a period of not less than one (1) calendar year subject to modification by the director of schools on a case-by-case basis. Remand to an alternative program shall not be allowed for students expelled for bringing or possessing a firearm on school property, or a school bus, or while attending any school event or activity.

ADDITIONAL GUIDELINES:

- A student shall not be suspended solely because charges are pending against him/her in juvenile or other court; however, off-campus criminal behavior resulting in felony charges may result in suspension when behavior poses a danger to persons or property or disrupts the educational process.
- A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the

same offense.

- A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in department or citizenship.
- A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.
- A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
 - pay any activity fee;
 - pay a library or other school fine; or
 - make restitution for lost or damaged school property.
- Students eligible for special education shall be served in accordance with the laws and rules relating to special education.

Discrimination Grievance Procedure

Should you have reason to believe that you or your child has been discriminated against on the basis of sex, race, color, national origin, creed, disability, age, marital status in his/her educational program, you should take the following steps:

- A complaint may be filed by the student or parent/legal guardian who believes discrimination has been practiced against him/her.
- A complainant shall meet with and discuss the complaint first with the immediate person or persons responsible for such alleged discrimination in an effort to resolve the complaint informally. If the complainant is a student, he/she may be accompanied by his/her parents/legal guardian.
- Should efforts to resolve the complaint not be successful at the informal level, the complainant shall within five (5) work days file a formal written complaint with the building principal. The building principal shall, within three (3) work days, schedule a meeting with the parties involved.
- In the event a complaint cannot be resolved as provided in 3 above, the complaint shall be submitted to the Director of Schools by the complainant within three (3) work days. All complaints must be in writing and include specific evidence of discrimination and shall be signed by the complainant.
- The Director of Schools shall conduct an investigation. The Director of Schools may render judgment on the validity of the complaint within ten (10) work days. The Director of Schools shall notify the complainant within three (3) work days after conducting the investigation.
- In the event the complaint is not resolved through the Director of Schools, the complainant may appeal the decision to the School Board.
- The Board of Education shall within ten (10) work days meet and review the complaint. The School Board shall within three (3) work days decide that no hearing is warranted or notify the complainant of the schedule of a hearing. In the event of a hearing, members of the School Board, those accused of discrimination, and any witnesses of the alleged discrimination are also notified of the scheduled hearing.
- The School Board shall meet within three (3) work days after notice of referral to hear testimony and study all evidence. Their written recommendation will be presented to the Director of Schools or his designee within three (3) days of the hearing.
- The complainant and/or person accused of discrimination may bring legal counsel or an advisor to the hearing.
- The Director of Schools will review the recommendations of the School Board and take appropriate steps as expeditiously as possible. If the complainant is not satisfied with the action, he/she may appeal the decision to the Tennessee Department of Labor.
- In case of appeal, the Executive Director of the Department of Labor shall provide the complainant with information on appeal procedures.

Discrimination/Harassment and Bullying/Cyber-Bullying/Intimidation of Students

Definitions

- Cyber-bullying means bullying undertaken through the use of electronic devices by intentionally communicating with another person, or transmitting or displaying an image without legitimate purpose, with the intent that the image is viewed by the victim by electronic communication, including text messaging, fax, electronic mail or internet services with:
 - The malicious intent that the communication be a threat of harm to the victim; and
 - That a reasonable person would perceive the communication to be a threat of harm.
- Electronic devices include, but are not limited to telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites;
- Harassment, intimidation or bullying means any act that substantially interferes with a student's educational benefits, opportunities or performances taking place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop including but not limited to physically harming a student or damaging a student's property, knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property, causing emotional distress to a student or students, or creating a hostile educational environment.

Discrimination/Harassment

Students shall be provided a learning environment free of 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 related to sex, race, national origin, ethnicity, religion or disability.

Student discrimination/ harassment will not be tolerated. Discrimination/ harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

- Unreasonably interferes with the student's work or educational opportunities; or
- Creates an intimidating, hostile or offensive learning environment; or
- Implies that submission to or rejection of such conduct will be used as a basis for determining the student's grades, course credit and/or participation in a student activity.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature. Examples include, but are not limited to:

- touching oneself sexually or talking about one's sexual activities in front of others;
- coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- sexually dirty jokes or gestures;
- graffiti of a sexual nature or notes or cartoons of a sexual nature;
- forcing or attempting to coerce or force sexual intercourse or a sexual act on another person;
- unwelcome touching, patting, pinching or physical contact other than necessary restraining of pupil(s) by school personnel to avoid physical harm to persons or property;
- violent acts; or
- unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status.

Harassment Because of Race, National Origin, Ethnicity, Religion or Disability

Harassment of a student may consist of verbal and/or physical conduct relating to an individual's race, national origin, ethnicity, religion or disability. Examples include, but are not limited to:

- graffiti containing offensive language that is derogatory to others;
- name calling, jokes, or rumors;
- threatening or intimidating conduct;
- notes or cartoons;

- slurs, negative stereotypes, and hostile acts;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of race, national origin, ethnicity, religion or disability; and
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race, national origin, ethnicity, religion or disability.

Intimidation/Bullying/Cyber-Bullying

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, cyber-bully, intimidate or create a hostile educational environment for another student. Bullying, cyber-bullying, and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, causing emotional distress to a student or students, or creating a hostile educational environment. This policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following de-boarding.

Harassment/Intimidation/ Bullying/ or Cyber-Bullying Off School Property

Any act of harassment, intimidation, bullying or cyber-bullying which takes place off school property or outside of a school-sponsored activity, which 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 educational environment or learning process shall be treated the same as similar conduct taking place on school property.

Student Protection Guidelines

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher or building administrator. Allegations shall be fully investigated by the building principal (See 6.305 Student Concerns Complaints and Grievances) and the results reported to the Director of Schools or Designee. Central office administrators will investigate allegations against the building principal.

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 individuals with a need to know.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension (**See 6.300 Student Code of Behavior and Discipline**).

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

An employee disciplined for violation of this policy may appeal the decision by contacting the Director of Schools or Designee. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

This policy shall be published in the parent/student handbook annually and made available at the Manchester City Schools website (www.manchestercity.org) or a paper copy will be available upon request.

Building principals 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.

Education and Notifications

At the beginning of each school year, each staff member will be provided a copy of this policy along with information on the policy's implementation, bullying prevention and strategies to address bullying and harassment when it happens. Training will be provided to each staff member regarding the policy and appropriate procedures relative to implementation of the policy using the Safe Schools training portal.

At the beginning of each school year, information will be made available to students and parents relative to bullying prevention programs which promote awareness of the harmful effects of bullying and to permit discussion with respect to prevention policies and strategies.

Information is provided annually to the Department of Education concerning the number of bullying cases brought to the attention of school officials during the preceding year, the manner in which they were resolved, or the reasons they are still pending.

Investigation

The principal or his designee shall investigate any act of harassment, intimidation, bullying or cyber-bullying when a student reports that physical harm or a threat of physical harm to the student's person or property has occurred.

Following any such required investigation, the principal or the principal's designee shall report the findings, along with any disciplinary action taken, to the director of schools and the local board chairperson.

Disruption and Interference of School Activities

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system. This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction. Such measures may include the use of reasonable force to restrain or correct students and maintain order. A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall he/she urge other students to engage in such conduct. Harassment, intimidation, and other conduct that may be considered "bullying" will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment. A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.

Dress Code

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school. When a student is attired in a manner which is likely to cause disruption or interferes with the operation of the school, the principal shall take appropriate action, which may include suspension. The wearing of gang-related clothing or accessories, clothing which advertises or promotes the use of drugs, alcohol, and/or tobacco is expressly prohibited while on school property or at any school sponsored activity not on school property. Students are expressly prohibited from wearing, while on school property or at any school sponsored activity not on school property, any type of clothing, apparel or accessory that denoted students' membership in or affiliation with any gang associated with criminal activity. More specific guidelines appropriate for each level of school (elementary or middle) are found in the school sections of this handbook.

Emergency Information

In case of all emergencies occurring at school, the parent/guardian will be notified immediately. No medical services will be authorized by the school personnel unless--in the opinion of the school principal or his designee-- immediate medical attention is absolutely necessary and the parent/guardian cannot be located. It is essential for the

school to have current home and emergency telephone numbers and addresses so that parents/guardians may be notified immediately in case of an accident or illness. Please contact the principal's office immediately should this information change. Parents/Guardians cooperation is of vital importance. If a legal custodian cannot be contacted in the event of a medical emergency and/or it is the opinion of a school official that the child must be immediately transported to a medical facility, any expense incurred will be the responsibility of the legal custodian.

Enrollment Requirements

Any student entering Manchester City Schools for the first time must present the following documents to a representative at the student's zoned school, or if registering during the summer, in order to begin the enrollment process:

- A birth certificate or officially acceptable evidence of date of birth at time of registration;
- Evidence of a current (within a year) medical examination;
- Evidence of state-required immunizations (recorded on State Health Department form);
- Proof of legal custody and legal residence;
- A social security number

The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If medical conditions exist that school personnel should be aware of, parents shall make such conditions known when the student is enrolled. Students enrolling for the first time in Manchester City Schools shall be assigned to a school through this procedure:

- After the parent/guardian has completed the initial application for enrollment, the Director of Attendance will check for proper zone and make sure that space is available in the appropriate grade level for the student.
- The student shall then be accompanied by his/her parent/guardian to the school in his/her zone. The building principal or designee will complete the enrollment process.

If a student's residence within the city limits of Manchester changes during the school term, causing the student to be attending a school out of zone, he/she may complete the year in the school in which he/she is enrolled. Students who move into another school zone when school is not in session; e.g., summer vacation, will attend the school in the zone in which he/she lives. Students residing outside the city limits of Manchester must pay tuition before enrolling in the Manchester City Schools. If for some reason the parent/guardian wishes the child to attend school out-of-zone, a form is available from the Administration Office. Such applications must be filed each year that the student wishes to attend school out of his/her zone. No policy will conflict with the placement of children in special education classes or the moving of children for adjustment purposes even though children of the same family might be placed in different schools. When it is necessary to transfer students from one school zone to another in order to meet state maximum class size requirements, the transfer will be made, insofar as possible, in the following order:

- Students whose parents volunteer for their child or children to be transferred.
- Students whose parents/guardians live outside the Manchester School District.
- Students whose parents/guardians live out of zone of the school they are attending.
- Children of employees of the school system who attend school out of zone.
- The shortest geographical distance from residence of parents/guardians to the school, as measured by automobile odometer.

The Manchester Board of Education reserves the right to transfer students from one school zone to another.

Extra-Curricular Activities Participation

Extra-curricular activities shall be defined as any organization or activity that extends beyond the regular classroom in whole or in part and for which participation in the activity is not "graded" as a component of a student's class grade. These activities shall include, but not be limited to, certain band or choral activities or performances, athletic events, publication groups, clubs, school plays or cheerleaders. Activities which restrict participation because of race, color, religion, sex, disabilities, or national origin are forbidden. Activities sponsored by outside groups or agents will be approved only if they are co-sponsored by the school. A student on out-of-school suspension shall not be permitted to participate in school sponsored activities. For specific criteria for participation in extra-curricular activities at Westwood Middle School, note the school section of this handbook.

Extended School Program

The objective of the Extended School Program is to provide an enriching and flexible program with concerns for the safety and health of children while properly utilizing existing school facilities. The Manchester City Schools Extended School Program (ESP) will operate during the regular school year for the students of the city school system enrolled in grades K - 5 on the following schedule:

Regular School Day	6:00 A.M. - 7:30 A.M. 3:00 P.M. - 6:00 P.M.
Fair Day	6:00 A.M. - 6:00 P.M.
Fall Break	6:00 A.M. – 6:00 P.M.
November 23-24	6:00 A.M. – 6:00 P.M.
Staff Development Day	6:00 A.M. - 7:30 A.M. 12:30 P.M. - 6:00 P.M.
Inclement Weather/Snow Days	Listen to your local Radio Station/TV Channels or sign up for Notify Me for openings and/or closings <u>If open, ESP will close at 3:00 p.m.</u>
Summer	6:00 A.M. - 6:00 P.M.

The Extended School Program will be closed the following days: July 4 (Independence Day), the last two weeks in July (Building Preparation for Starting School); September 1 (Labor Day); November Wednesday, Thursday, and Friday (the week of Thanksgiving); December (Christmas Break); January (New Year's Eve and New Year's Day) Good Friday; and last day for ESP during the regular school year is the last day of school. Summer ESP will begin the first week in June. Registration for summer will start the first Monday in February. We will accept the first 68 applicants that apply.

Only students properly registered for ESP will be allowed to attend. There is an annual non-refundable registration fee of \$10 per child. The fee for mornings and afternoons is \$40.00.00 (non-refundable) per child. The registration fee and first week must be paid in advance. If you register your child for ESP, you are responsible for weekly payments. Information concerning ESP and the ESP fee schedule can be obtained by calling each school site at 728-0171 or 728-8527. The ESP program operates at College Street Elementary (728-8527) and at Westwood Elementary (728-0171) during the regular school year. If open, both College Street and Westwood Elementary will be in operation during inclement weather days until 3:00 p.m. For changes in the ESP schedule due to inclement weather, listen to WMSR 1320 A.M. and Fantasy 101.5 FM radio stations. Students in grades K - 5 who are not picked up by 3:15 (on regular school days) 12:45 (on staff development days) and 9:15 (on abbreviated days) will be sent to ESP. Students who are eligible to ride the Special Education bus and who do not have anyone at home to receive the child will be sent to ESP. If your child is sent to ESP you will be assessed the non-refundable registration fee(s) and the regular attendance fee(s). Failure to pay this fee will result in this account being turned over to a collection agency. **ESP DOES NOT ADMINISTER ANY MEDICATION.**

Family Resource Centers

The Family Resource Center operates sites at all schools including College Street Elementary, Westwood Middle School and Westwood Elementary School, where it serves students and/or families who are deemed "at risk." The Family Resource Center also sponsors **WE CARE (Children's Assistance and Resource Event)**. Anyone needing services available through the center may contact the Westwood Middle Family Resource Center Office (728-5145), the Westwood Elementary School Family Resource Center (728-0171), or the College Street Elementary School Family Resource Center (728-2805). Information about the Family Resource Centers may also be obtained by contacting the school offices at Westwood Middle School (728-2071), Westwood Elementary School (728-3412), or College Street Elementary (728-2805).

Grade Level Curriculum Information

The partnership between parent and teacher has been greatly improved through advancements in technology. It is now possible for parents to go to the world-wide web and view the TN Core Curriculum online. Parents are better equipped to assist their child when they can readily identify expectations at a given grade level. Parents can access this information by going to the following website: <http://www.tncore.org>. Our district report card can be accessed at <http://www.tn.gov/education/reportcard>. The staff and administration of the Manchester City School District want to work with all parents in the education of their child. It is our belief that this information will strengthen our partnership in educating a child to the highest degree possible.

Grading System

The uniform grading system shall be expressed by letters with corresponding values

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

Board approved honors courses may include the addition of 3 points to the grades used to calculate the semester average. Grades may also be expressed in ways other than letters with corresponding values. Eighth grade students must have a passing grade for the entire year in the designated course in order to receive credit.

These expressions are as follows:

INC	Incomplete
E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory
I	Improving

Skills checklists in grades K-2 may be used with or instead of letter grades when deemed appropriate by the building principal and with the approval of the Director of Instruction. Attendance records **will not** be used in determining the awarding of grades, the passing of a course, promotion, or retention. Grades given at the end of each nine (9) weeks period will be determined from daily work, homework, written assignments, and tests. The teacher will weigh the value of grades given for various assignments and the tests within the applicable period in computing the grade. This procedure will enable the teacher to allow for individual student differences in the grading process. Any assignments and tests required of a student must be considered in the computation of his grade. First semester grades will be determined by an average of grades from the first and second nine weeks. Second semester grades (for grades 3-8) will be determined by the calculation of 85% from third and fourth nine weeks and 15% from TCAP Quick-scores. The final grade of the year will be determined by averaging the two (2) semester grades. The work of a student whose grades are satisfactory but are withheld because of failure to complete the required work shall be reported as incomplete (INC). If the incomplete is not removed in the time designated by the teacher, it will then become an "F." The Director of Schools shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3.

Guidance Program

Each school shall provide a guidance program for all students through the cooperative efforts of the principal, teachers and guidance counselor. The program of guidance services shall include such services and activities as:

- Orientation of parents and student to the school program;
- Preventative and developmental counseling to students in order to prepare them for their school responsibilities and their social and physical development;

- Student referral and/or welfare provisions;
- Collection and maintenance of student data and record systems;
- Student program planning and placement;
- Educational and occupational information for use by students, parents and teachers; and
- Scheduling student courses and resolving conflicts.

The classroom teacher, because of close contacts with the students, shall be a key person in the guidance program. The middle school guidance department shall provide leadership to teachers in the guidance area and help them in the selection of guidance tools and materials and in the administration and interpretation of individual or group tests. All three schools have full-time guidance counselors. Guidance counselors may be reached by calling the school office.

Head Lice/Pediculosis

No student shall be denied an education in the Manchester City School District solely by reason of head lice infestation, and his educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation.

In all matters concerning head lice infestation, the following procedure will be followed:

- To prevent the spread of head lice infestations, school employees shall report all suspected cases of head lice to the school nurse.
- The school nurse or designee shall inspect the student to confirm the head lice infestation.
- Upon confirmation of head lice infestation, the building principal and the student's parent and/or guardian shall be notified.
- The student may return to the classroom (at the discretion of the school nurse) and remain at school until dismissal at the end of the day.
- The parent and/or guardian shall be given a copy of the Head Lice Checklist and a copy of the District Head Lice Policy. Treatment procedures should take no more than two (2) days. Children who are out of school for more than two (2) days will be considered truant.
- Students found to have head lice should be treated promptly by their parent/guardian to minimize the infestation. It is the parent/guardian responsibility to ensure correct application of the head lice product and follow through with treatment upon the recommendation as provided by the pharmacist, physician, or school nurse.
- The student may return to school upon verification of treatment, (medication box top is acceptable) and signed Completion of Head Lice Checklist. The parent/guardian of the student must accompany the child to school and deliver the signed Head Lice Check List to the school nurse or designee.
- The student's head shall be checked by the school nurse/designee to ensure no live lice are found after treatment.
- Cases of repeated infestation and failure to follow instructions for re-admittance to school shall be reported to the Director of Attendance.
- Chronic or continual head lice infestation may be referred to the Department of Human Services and/or juvenile authorities. (MCS Policy 6.4031)

Health Procedures

A school nurse at each school is assigned to our general student population. Administration of medication during school hours MUST be arranged through the nurse acting as the principal's designee by completing the **Permission for Medication** form. This gives permission for authorized personnel to administer medication to your child and is kept on file in the school office. A child with an elevation in temperature and/or other signs of illness should be kept at home. Please report any contagious disease your child may experience to school personnel. If a student is sick and is too ill to remain at school, he/she may phone a parent to check him/her out of school. The administration shall reserve the right to question the authenticity of an illness if the student has established a pattern of absenteeism, truancy, or frequent checkouts. Any student who has a fever shall always be allowed to immediately phone his/her parent. It is very important that we have an emergency phone number for each student. Any changes in address, phone number, or work location of either parent must be immediately reported to the school office.

Internet and File Server Use Terms and Conditions

Internet and File Server access is available to students in the Manchester City School District. Our goal in providing this service to students is to promote educational excellence in the Manchester City Schools by facilitating resource sharing, innovation, and communication. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The File Server allows programs and files to be shared by students and staff. Through the Internet and File Server students and staff have access to:

- Electronic mail communication with people all over the world;
- Information and news from research institutions;
- Public domain information and software of all types;
- Discussion groups on a variety of topics;
- Access to many University Library Catalogs, the Library of Congress, CARL and ERIC; and
- Educational software available on school district file servers.
- Online textbooks and virtual field trips

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Available precautions will be taken to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information, but the valuable information and interaction available on the worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this school system. Internet and File Server access is coordinated through a complex association of government agencies, regional and state networks, and local school districts. In addition, the smooth operation of the network relies upon the proper conduct of the end user who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a user violates any of these provisions, his/her access may be terminated and future access could be denied.

Acceptable Use - Your access to the Internet and File Server must be in support of education and research and consistent with the educational objectives of the school district. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state regulation is prohibited. Prohibited or illegal activities include but are not limited to the following:

- Sending or displaying offensive messages or pictures
 - Using obscene language or harassing, insulting, threatening, or attacking others
 - Damaging computers, computer systems, or computer networks
 - Violation of copyright laws
 - Trespassing in other's folders, work, or files
 - Intentional misuse of resources
 - Using another's password
 - Use of the Internet or File Server for commercial purposes
 - Use of the Internet or File Server for product advertising or political lobbying
 - Revealing your personal address or phone number or that of another person
- **Privileges** - The use of Internet and File Server is a privilege, not a right, and inappropriate use will result in cancellation of these privileges. (Each student who accesses the Internet and File Server will be part of a discussion group with a faculty member pertaining to the proper use of the network.) The building principal will deem what is inappropriate use and the decision is final. Also, the building principal shall have the authority to prohibit the use of the Internet and File Server by individuals or groups at any time as necessary. The building principal may request the Director of Technology to deny, revoke, or suspend user access to the Internet and File Server.
 - **Net Etiquette** - You are expected to abide by the generally accepted rules of Internet and File Server etiquette. These include (but are not limited to) the following:
 - Avoid offensive or inflammatory speech.
 - Be courteous and polite.
 - Use appropriate language.
 - Profanity or obscenity is not permitted at any time.
 - Do not reveal your personal address or phone numbers of students or colleagues.
 - Electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to

- mail.
 - Messages relating to or in support of illegal activities shall be reported to the authorities.
 - Do not use the Internet and File Server in such a way that you would disrupt the work of others.
 - All communications and information accessible via the Internet and File Server should be assumed to be private property.
 - Do not quote personal communications without the author's prior consent.
- ***Vandalism*** - Vandalism will result in a cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, the Network, the Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
 - ***Security*** - Security is a high priority, especially when the system involves many users. Never share your password with anyone. You have full responsibility for the use of your password and are held responsible for any policy violations that are traced to you.

Exception of Terms and Condition - These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral and written agreements and understandings of parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Tennessee and the United States of America.

For more information concerning the use of the Internet please refer to the Manchester City Schools Policy Manual Policy 4.406.

Lockers

Lockers are the express property of Manchester City Schools and are provided for students subject to inspection, access for maintenance, and search. Locks may be placed on lockers; however, if the lock has a key a second key must be left in the office, and if the lock is a combination lock the combination must be on file in the office. Lockers containing locks which do not meet these guidelines shall have those locks removed.

Lunch/Breakfast Program

Cafeteria Operation: The goal is to provide nutritious and healthy meals in a friendly, relaxed environment. Each school has a manager who is responsible for the day-to-day operation of the cafeteria. The Manchester City School system adheres to a traditional, food-based lunch menu. The lunch menu offers all five USDA required items: One serving of the meat/meat alternate, milk, grain, and $\frac{3}{4}$ cup serving of vegetables and $\frac{1}{2}$ cup serving of fruit daily. Although students have the option of declining items, they must select at least $\frac{1}{2}$ cup of fruit or vegetable daily. A complete meal is encouraged. Each school has the latitude to place additional items on the menu.

National School Lunch Program: Free and reduced price meals are provided for eligible children. Application forms are given to all students on the first day of school and to all enrolling students during the school year. All eligible applications are maintained in a confidential file that can be viewed only by the building principal, school secretary, cafeteria manager, and the School Nutrition Director. The free and reduced lunch/breakfast applications are held in strict confidence. If you think your child/children are eligible and you have not received an application, contact the building principal for an application and/or further information. Eligibility is determined according to guidelines established by the State.

National School Breakfast Program: A breakfast program is available at each school. Free and reduced price breakfast meals are provided for eligible students. Students approved for free or reduced price lunches are also approved for free or reduced price breakfast. Serving begins at 7:30 A.M. Westwood Middle students have the option to purchase milk, juice, pastries, biscuit/meat choices, etc. These items are considered ala-carte items and are not eligible for the free/reduced program. Students are not allowed to charge ala-carte items.

Student Accounts: The Child Nutrition Program is self-supporting and oversees the collection of all cash

transactions at each school site. The cafeteria uses a software program for cash collection. Each student is assigned an individual account number that is used throughout the school year. When a student's account number is entered into the register, the account information appears on the register screen for the cashier. Pre-payments are appreciated but single purchases are also welcomed. Individual account information is available from the cafeteria manager at each school. A student who does not have lunch/breakfast money will be permitted to charge the meal(s) provided that he/she does not owe money for more than five (5) unpaid meals.

School Lunch/Breakfast Prices

- Breakfast K-5 \$1.35
- Breakfast 6-8 \$1.35
- Breakfast Employees \$1.75
- Reduced Breakfast \$0.30
- Lunch Elementary \$2.25
- Lunch Middle \$2.50
- Reduced Lunch All Schools \$0.40
- Extra Milk \$0.50
- Employee Lunch \$3.75
- Visitor Lunch \$3.75
- Adult Visitor Holiday Meals \$5:00
- Child's Visitor Holiday Meals \$3:00

Medical Excuses for Physical Education

No one should be excused from physical education classes. Pupils who have a permanent or long-term disability should be assigned to the adapted program on the basis of medical recommendation. Students who have a temporary health condition such as a cold, menstruation, or muscle strain should be encouraged to participate moderately in activities of a less strenuous nature. Students who have a temporary health condition which will prohibit participation in physical education must have a statement from a physician stating the length of non-participation. Students who have not participated in physical education due to a physician's statement verifying a medical condition shall bring a release from the physician prior to resuming physical education activities. This release shall contain any limitations or restrictions which would prevent the student from full participation in the regular activities of the class.

Medicines

No school official or teacher will routinely dispense medication to students except in unique situations in which a child's health is dependent upon medical aid. If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee will administer the medication in compliance with the following procedure:

- Prescription Medication: All prescription drugs given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the child's health status.
 - Prescription medication must be brought to school in the original, pharmacy labeled container.
 - Written orders from the student's parent and physician (if requested) must be on file in the school stating:
 - Student's Name
 - Name of and purpose of drug
 - Name of physician
 - Time to be administered
 - Dosage and directions of administration
 - Possible side effects, if known
 - Pharmacy Name, Address and Phone Number

- Anticipated number of days the medication needs to be given at school
- All prescriptions for long-term medications shall be renewed at least annually.
- Changes in prescription medication shall have written authorization from the licensed prescriber.
- No more than one month's supply of any medication should be brought to school
- Non-Prescription Medication: All non-prescription drugs given in school shall:
 - Be brought in with the manufacturer's original labeled container with the ingredients listed and the child's name affixed to the container.
 - Require a written parental/guardian request which shall include:
 - Child's Name
 - Name and Signature of Parent/Guardian
 - Name of Medication
 - dosage
 - route of administration
 - frequency and time of administration
 - Discontinuation Date
 - Reason Medication is Needed
 - Parent's/Guardian's Phone Number in Case of Emergency
- For all prescription and non-prescription medicines, a written request shall be obtained from the parent/guardian Requesting that medication be given during school hours. The request must include the following:
 - Parent's/Guardian's Name
 - Home Phone Number
 - Work Phone Number
 - Emergency Phone Number
 - Statement that the child is competent to self-administer the medication with assistance.
 - It is the parent's/guardian's responsibility to ensure that the written request and medication are brought to the school. Parent request forms are available from the school office upon request.
- When the duration of a medication use is complete or the medication is out-of-date, the parent/guardian shall be advised to pick up any unused portions of medication. The parent or guardian shall be responsible at the end of the treatment regimen for removing from the school any unused medication.
- Children with asthma may keep prescription, metered-dose inhalers with them and readily accessible for self-Administration with parental authorization.
- A permission slip to administer Tylenol to a student when his/her temperature is above 101.5 F. may be submitted to the school by the parent or legal guardian.

Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to a student based on the student's Individual Health Plan (IHP).

No Child Left Behind

Student Directory Information: Statistical information not identified with a particular student may be released to any person, agency, or the public. Directory information is defined as the information relating only to an individual's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, the most recent or previous educational agency or institution attended by the student, photograph, and e-mail address. Directory information may also be released to any person, agency, or the public. Parents have two weeks after the opening of school to advise the school district of any or all of the items they desire not to be designated as directory information on their child (ren). The request to withhold information must be written and addressed to the Director of Schools. The school principal is the authorized custodian of student records and is responsible for their confidentiality. Specific requests to exercise the rights and guarantees afforded parents and students by this law shall be directed by the Director of Schools to the principal of the school where the child is enrolled. Parents have the right to request that their child's directory information not be released to a military recruiter without prior written consent.

Highly Qualified Teacher Notification: As a parent, you may request information about the professional qualifications of your child's classroom teacher. All teachers in the Manchester City School District are certified and presently meet the highly qualified requirement of the law. However, if you would like to request information

concerning the qualifications of your child's teacher, please contact the office of the Director of Schools (931-728-2316 Ext. 2000). As a parent, you will receive notification if the Manchester City School District employs a teacher for over four weeks who does not meet the highly qualified requirements.

Parental Involvement:

- Each individual Title 1 school shall encourage the involvement of parents through active solicitation of their Participation. Each parent shall be invited to participate in the review and creation of the school-based parent Involvement policy. This shall be done in written form and the meeting held prior to the district-wide meeting.
- Parents will also be viewed as active and contributing partners in their child's learning. Because of this partnership, parents shall be informed of staff development opportunities and shall be offered opportunity to share their perceptions of staff development needs with the staff development planning staff. A survey shall be conducted annually to determine parents' view of strengths and needs for staff training. Parents shall be allowed to participate in staff development activities if they should desire to do so.
- Written and/or personal contact with other parent involvement programs shall be initiated by the LEA. The focus of this dialogue will be to promote consistency through the utilization of compatible teaching strategies between agencies. This information can be accessed through the Title 1 office.
- On a yearly basis, the evaluation (by written survey) of the parent involvement program and the relevance of the Parent involvement policy shall occur. This information will be used in the needs assessment for the coming year and shall be used to revise the program and/or policy for school and parent involvement.
- The annual district-wide meeting shall be held at a time when attendance is most convenient for the majority of parents. This meeting shall focus upon the Title 1 program in the school, how legislative guidelines govern its implementation, and how parents can participate in their child's learning.
- Other parent involvement meetings shall be held at varying times in order to allow parents whose work or home Schedules prohibit attendance at traditional meeting times to attend. At these meetings, pertinent and up-to-date information regarding Title 1 activities shall be discussed. Reasonable support, such as child care for Title 1 parents' children during meeting times, can be implemented. The policy for parent involvement shall be held as a benchmark by which to measure the effectiveness and relevance of parent involvement activities.
- Parents shall be informed in a reasonable amount of time of information regarding the school's available programs and overall performance. Both the interpretation of testing profiles regarding the school as a whole and their child's individual profile shall be explained to parents.
- Parents will be notified that their suggestions regarding the parent involvement program and the Title 1 program are valued and may be implemented if it is determined that this will enhance the productiveness of the Title 1 program. If a suggestion is made, a response shall be given to the parent as to whether or not the suggestion will be implemented and the rationale behind the decision.
- As a group, both parents and staff shall agree on a school-parent compact which outlines the responsibilities that staff and the parents(s) play in improving the students' achievement. Each group will have specific responsibilities that relate to their role in promoting student achievement and mastery of the state's performance standards. The school shall explain/delineate their responsibility to provide a high quality curriculum. The responsibility of the parent and the actions a parent can take at home to support learning in the home setting are listed. Continued communication is paramount, and parents shall be encouraged to discuss their student's progress with the teacher through letters, telephone calls, visitation in their child's classroom, and through volunteer work at school. A formal conference time shall be arranged annually and every Title 1 parent shall be invited to set a conference time with the teacher.
- Activities, pamphlets, meetings, and/or other means to disseminate information to parents regarding the National Performance Goals and the state's content and performance shall be utilized by the LEA to educate parents as to the overall purpose of instructions. Also, state and local assessments shall be explained and how they determine a measure of the student's growth. This information will be linked to strategies which are implemented at the student's level of learning and work toward improving the performance of the student. As parents need basic skills to enable them to support and work with their child as he/she learns, coordination of Educational opportunities shall be effected and information regarding these opportunities shall be communicated to the parent. As a part of this coordination endeavor, local businesses and community organizations shall be encouraged to allow parents who work for them the opportunity to become an active participant in their child's learning. Businesses will be encouraged to foster the involvement of their employer-parents in their child's education, as this student is a future employee of our society.
- The School will be available to provide parents information on best practices in child-rearing and/or child development in order to provide a knowledge base for parents to work effectively with students.

- All parents, regardless of limited English proficiency or disability, shall be encouraged to participate in Title 1 Parent activities. Accommodations shall be made to enable their active involvement and understanding of parent involvement activities.
- Scheduled meetings shall be conducted to review and seek parental involvement and input in the development of the annual schoolwide plan and the process of school review and improvement.
- The Manchester City School District web site (<http://www.manchestercitysch.org>) informs parents and the community of student progress, including assessment results and overall district and building performance.
- Parents will be notified in writing of their rights to transfer to another school within the LEA if a school is considered unsafe or if their child should become the victim of a violent crime at school.
- Parents will receive written notification of schools identified for school improvement, their right to choice, supplemental services and more effective involvement.
- Parents will participate in annual district surveys which assist the district in selecting and developing programs and services under Title IV-A (Safe and Drug Free).
- Parents participate in advisory councils for special programs to assist in the decision-making process of program implementation.
- The Manchester City School District promotes parental and community participation in programs for Limited English Proficient (LEP) students. The Title I Program provide numerous opportunities for parental and community participation. The ESL Program (English as a Second Language) provides participation opportunities district-wide.
- In communicating with parents the district uses an understandable and uniform format, and to the extent practicable, expresses in a language parents can understand. Technology is used as applicable in this process.
- All parents of children in the School-Wide Title 1 Program receive a monthly Parent Newsletter designed to help parents assist their children with achieving academic success. These newsletters are printed in English and Spanish.
- Parents are informed of their child's eligibility for services in specific programs including: Title 1-Part A: Migrant; Title 1-Part C: Homeless; Title 1-Part D; and Title III.

The Title 1 program shall comply with the Civil Rights Act of 1964 (P.L. 88-352) and shall not exclude individuals from participation in Title 1 activities/programs on the grounds of race, color, nationality, origin, or otherwise be subjected to discrimination under any program receiving Federal financial assistance.

Nondiscrimination in Education Programs & Activities

Applicants for admission and employment, students, parents, employees, sources of referral for applicants for admission and employment, and all unions or professional organizations holding collaborative conferencing or professional agreements with the Manchester City School District are hereby notified that this District does not discriminate on the basis of race, creed, color, national origin, sex, age, or handicap in the admission or access to, or treatment or employment in, its programs and activities. School programs and activities are in compliance with the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992. Any person having inquiries concerning the Manchester City School District's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 may be directed to the Director of Federal Programs at 931-728-2316, or by contacting the Administrative Office. Inquiries in regard to compliance with the Americans with Disabilities Act and Title IX may be directed to the Director of Federal Programs at 931-728-2316 or by contacting the Administrative Office. Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- Has mental or physical impairment which substantially limits one or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working).
- Has a record of such impairment.
- Is regarded as having such an impairment. The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.
- Inquiries regarding compliance with Section 504 of the Rehabilitation Act of 1973 are to be directed to the Director of Federal Programs at 931-728-2316 or by visiting the Manchester City Schools Board of Education Administrative Building. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer. The Family

Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parents or guardian the right to:

- Inspect and review his/her child's records,
- Make copies of these records,
- Receive a list of all people having access to these records,
- Ask for an explanation of any item in the records,
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights,
- Ask for a hearing on the issue if the school refuses to make an amendment.

It is also the policy of this district that the curriculum materials reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life-styles open to women as well as men in our society. One of the curricular objectives is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Personal Possessions

Students should not bring items to school that are not part of the educational program unless specifically requested by the teacher. Parents are urged to put names on items such as backpacks, coats, sweaters, and lunch boxes. Toys are especially not allowed unless they are part of a "Show and Tell." Items should be stored in the child's backpack or other container until needed. Radios or jam boxes, CD or tape players are not allowed.

Physical Examinations and Immunizations

Anyone entering the Manchester City Schools for the first time must show evidence of a physical examination conducted by a physician or other qualified health professional. This includes any student transferring from another school outside the district or from another state. A complete medical examination is required annually prior to participation in the school athletic programs. A complete medical examination is also recommended as a prerequisite to participation in physical education. This is essential to developing and conducting a program to meet the individual needs of students. Cost of the physical examinations shall be borne by the parent or guardian of the student. The American Medical Association, the American Alliance for Health, Physical Education, and Recreation, and the President's Council on Physical Fitness in Sports have recommended a minimum of four medical examinations during the school career of the child. The suggested schedule is: just prior to entrance to school; intermediate grades; middle school; and, before leaving high school. No students entering school, including those entering kindergarten or first grade, those from out-of-state and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization recorded on a State Health Department form, as determined by the Commissioner of Public Health. It is the responsibility of the parents or guardians to have their children immunized and to provide such proof to the principal of the school that the student is to attend. Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any child whose parent or guardian shall file with school authorities as signed, written statement that such measures conflict with his/her religious tenets and practices; or due to medical reasons if such child has a written statement from his/her doctor excusing him from such immunization. Proof of exceptions will be in writing and filed in the same manner as other immunization records.

Pick-Up of Children after School

Students in grades K-5 who are not picked up by 3:15PM (on regular school days) 12:45PM (on staff development days) and 9:15AM (on abbreviated days) will be sent to ESP. Students who are eligible to ride the Special Education bus and who do not have anyone at home to receive the child will be sent to ESP. If your child is sent to ESP you will be assessed the non-refundable registration fee(s) and the regular attendance fee(s). Failure to pay this fee will result in this account being turned over to a collection agency.

Promotion & Retention

Students will normally progress annually in sequential order from grade to grade. The professional staff will place students at the grade level best suited to them academically, socially and emotionally. Retentions may be made

when, in the judgment of the teacher, such retentions are in the best interest of the students. Decisions to retain are subject to review and approval of the principal after consultation with the teacher. In order to enhance the opportunity for remediation, students with problems shall be identified as early as possible in the school year. Parents shall be notified when problems are identified and shall be informed periodically of remedial efforts and given progress reports. Before a student is retained, the parents shall be informed in writing and shall be requested to participate in a conference at least nine (9) weeks before the end of the school year. The following factors shall be considered in making a decision on promotion and retention:

- **Mastery of essential competencies.** Students shall have mastered essential skills sufficiently to ensure a likelihood of success at the next grade level.
- **Special procedures for special students.** Students who have been identified as having special problems, including high risk students and others with special needs, shall be given special consideration. Placement of students with IEP's shall be determined by the IEP Team.
- **Flexible placement.** Use of conditional promotion, remedial summer programs, assignment to transitional classes, and other approaches to meeting the needs of students shall be given consideration.
- **Attendance.** Attendance shall become a relevant factor only when excessive absenteeism becomes an educational problem.
- **Conduct.** Retention shall not be used as a disciplinary measure.
- **Previous retention.** Except under unusual circumstances, students shall not be retained more than once in the same grade.
- **Grade level.** Retention shall be considered more appropriate in grades K-3.

Once the decision to retain has been made:

- A report of each student retained shall be made to the director of schools;
- Documentation verifying student deficiencies shall be placed in the student's record;
- Parents shall have the right to appeal any decision through appeal procedures established by board policy; and
- The teacher shall be consulted at each level of the appeal process.

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion. If attendance is a factor, prior to credit/promotion denial the following shall occur:

- Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
- Procedures in due process are available to the student when credit or promotion is denied.

Records Inspection and Correction Procedure

Parent(s) of students and eligible students* may inspect and review the student's education records upon written request. Parent(s) or eligible students shall submit to the records custodian a request which identifies as precisely as possible the record(s) that he/she wishes to inspect, and the records custodian will contact the same to discuss how access will best be arranged as promptly and practicable as possible. This inspection procedure must be completed within 45 days from the receipt of the request. The right to inspect and review educational records includes the right to a response from school officials concerning requests for explanation and interpretation of the data. School officials shall presume that the parent has the authority to inspect and review records relating to his/her child unless the school system has been advised that the parent does not have the authority under applicable state law governing guardianship, separation, and divorce. If the parent(s) or eligible student requests a copy of the record(s) a reasonable fee as determined by the director of schools may be charged. A maximum of three (3) copies of the transcript will be provided free of charge. If the fee represents an unusual hardship, it may be waived in part or entirely by the records custodian. Any parent who does not have custody of a child, or in the case of parents having joint custody of a child, the parent not residing with the child, or in the case of a child in the custody of a legal guardian, both parents, may request in writing that a copy of the child's report card, notice of school attendance, names of teachers, class schedules, standardized test scores and any other records customarily available to parents be furnished directly to such non-custodial or nonresident parent, and such request shall be accompanied by the parent's or parents' current mailing address, and the local education agency shall send a copy of the report card, notice of school attendance, names of teachers, class schedules, standardized test scores and any other records customarily available to parents to such address. Any judge having jurisdiction over the custody of such a child may upon a showing of good cause deny any information concerning the residence of the child to the non-custodial or nonresident parent. When a record contains information about students other than the parent's child or the eligible

student, the parent(s) or eligible student may not inspect and review that information. Parent(s) of students or eligible students may seek to change any part of the student's record they believe to be incorrect. If you feel that there is incorrect information in your child's student record, contact the building principal who will provide you with Student Record Correction Procedure information.

*The student becomes an "eligible student" when he/she reaches age 18 at which time all of the above rights become the student's rights.

Release of Students during School Hours

The following procedure will be observed with regard to release of students during school hours.

- No student will leave school prior to regular dismissal hours, except with the approval of the principal and parent. Students will be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, school employee, police officer, court officer, or a person designated in writing by the parent(s) on the student's registration card. Each person designated on the registration card may be required to produce proof of identity prior to the student being released.
- No student will be sent from the school during school hours to perform an errand or act as a messenger.
- When dental and medical appointments cannot be scheduled outside school hours, parent(s) must send a written request for dismissal or call for the student in person. If someone other than the parent(s) or legal guardian(s) pick the student up for the appointment, that person's name must appear on the student's registration card.
- The only person(s) who can add names to the dismissal list on the student's registration card is the student's parent(s) or legal guardian(s). The parent(s) or guardian(s) must be physically present to add a name to the dismissal list. Names will not be added based upon a telephone call or a written note.
- No principal or teacher shall permit a change in the physical custody of a student at school to a person or persons not on the student's registration card or listed above unless:
 - The person seeking custody of the student presents the school official with a certified and verified copy of a valid court order from a Tennessee court designating the person who has custody of the student; and
 - The person seeking custody gives the school official reasonable advance notice of his/her intent to take custody of the student at school.
- All late arrivals and early dismissals will be recorded in the school office on a sign-in/sign-out log. The early dismissal sign-out log will contain a signature line for the person to whom the student is dismissed.
- Unless there is a court order to the contrary, students will be permitted to leave school with either parent.
- Students attending the Extended School Programs will follow the same release procedures as students during the regular school day.

Report Cards

The purpose of report cards is to inform parents of their child's progress during each grading period of the school year. If one has questions concerning a student's report card, he should contact the teacher and /or principal to arrange a conference.

Nine Weeks Reporting Periods and Dates Report Cards Will be Sent Home

First reporting period ends	October 16 (reports cards sent home October 22)
Second reporting period ends	December 18 (report cards sent home January 13)
Third reporting period	March 11 (report cards sent home March 22)
Fourth reporting period	May 20 (last day of school--final report card sent home.)

In the event that school days are missed during the school year, the nine weeks reporting periods will be adjusted accordingly.

Any parent who does not have custody of a child, or in the case of parents having joint custody of a child, the parent not residing with the child, or in the case of a child in the custody of a legal guardian, both parents, may request in writing that a copy of the child's report card, notice of school attendance, names of teachers, class schedules, standardized test scores and any other records customarily available to parents be furnished directly to such non-custodial or nonresident parent, and such request shall be accompanied by the parent's or parents' current mailing address, and the local education agency shall send a copy of the report card, notice of school attendance, names of

teachers, class schedules, standardized test scores and any other records customarily available to parents to such address. Any judge having jurisdiction over the custody of such a child may upon a showing of good cause deny any information concerning the residence of the child to the non-custodial or nonresident parent.

Report of Reasonable Suspicion by Principal to Law Enforcement Officers

It shall be the duty of the principal of a school who has **REASONABLE SUSPICION** to believe, either as a result of a search or otherwise, that any student is committing or has committed any violation of TCA 39-17-1307, or 39-17-1309 upon the school grounds or within any school building or structure under his supervision to report such suspicion to the appropriate law enforcement office.

Responsibilities for Student Success

In our plan for improvement in student achievement in Manchester City Schools, we find that it takes a three-way effort from the staff, the parent and the student. To this end the Manchester City School System agrees to:

- Provide teaching techniques that foster effective academic and cultural achievement;
- Employ professionally trained teachers and staff who will give individual attention to your child's needs;
- Organize our schools with an emphasis on student self respect, self-responsibility and respect for the rights of others;
- Provide the needed textbooks and other related learning material;
- Emphasize academic excellence by rewarding academic achievement;
- Provide regular progress reports to keep parents and students informed of their progress.

The Parents Agree To:

- Insist that my child attends school on time, unless ill;
- Meet with my child's teachers during parent conference time and at other times deemed appropriate;
- Set a time and place for doing homework;
- Provide schools supplies (paper, pencils, etc.) as needed;
- Sign and return my child's progress reports to the school;
- Get in touch with the school immediately if I have a concern or problem;
- Keep the school informed of my current address, telephone number and emergency contact person and telephone;
- Cooperate and work with the school staff;
- Work to instill a positive attitude and to motivate my child with a desire and feeling of need for an education;
- Read and review the **Handbook for Parents and Teachers**.

Students Agree To:

- Be honest - tell the truth at all times;
- Follow the directions of my teachers and the school staff at all times;
- Try my best to do my work and follow directions and to ask for help when I do not understand what to do;
- Be courteous and cooperative with all school staff and fellow students;
- Know and follow all rules and regulations of the school;
- Get extra help before, during, or after school when it is needed;
- Tell my parents about my progress, activities and the happenings at school;
- Take care of my books, my school and the equipment in the school;
- Do my assigned homework and read everyday at home.

Safe Schools

The Manchester City Schools and the Manchester Police Department are committed to providing a safe and secure learning environment for our children. We intend to communicate clearly that violence is wrong; teach children how to settle conflicts without resorting to violence; and take a serious look now - not after a serious incident - at how youth gain access to weapons. We cannot do this alone; we need your help. If you have guns at home, please be

sure they are safely stored and secured, locked and unloaded, and kept away from children. It is our intention to fairly administer all policies and procedures related to the possession of firearms and other weapons. If it is illegal out of school, it will be illegal in school. The school district will seek the prosecution of any student found in possession of firearms and other weapons and that student will be expelled from school. Please reinforce these policies with your children. It is for their safety and our security that such policies will be enforced. For children experiencing difficulties such as depression or controlling anger, every effort will be made to provide assistance to them. You are the best observer of your child's behavior. Therefore, please watch for the following signs that could indicate the potential risk of crime, violence, or drug abuse:

- Grades begin to fall off
- Change in friends
- Child spends a lot of time alone (depression)
- Cruelty to animals
- Sudden change in clothing or style of dress
- Access to large amounts of cash
- Shortened temper and sudden outbursts of anger
- Fascination with weapons
- Threats of violence to self or others
- Persistent disregard for or refusal to follow rules
- Involvement with or interest in gangs
- History of bullying

No single indicator should be reason for alarm or concern, especially with adolescents. However, multiple indicators may suggest potential risk. If you have a concern, please call your family physician or school counselor. Also, inform any other adults to whom your child is close. Students in need of help will be given every opportunity to receive those services at school or in the community. Most importantly - keep the lines of communication open and know where your children are at all times. Visit with the parents or guardians of your children's friends and, if they have guns, urge them to keep weapons stored, secured, locked, unloaded, and away from children.

Safety

Your child's safety is important to everyone in the school system. The home and school must work together to develop proper safety habits. Please urge your child/children to observe the following safety rules:

- Start to school in time to arrive five minutes before the tardy bell rings. Refer to the individual school sections for specific arrival and dismissal times. Designated teachers are on duty at the schools from 7:30 A.M. to 3:15 P.M. Parents are not to leave children at school before 7:30 A.M. unless they are enrolled in the Extended School Program. All students, unless enrolled in ESP, athletic, or school-related activities are to be picked up by 3:15 P.M. (regular school days), 12:45 P.M. (staff development days) or 9:15 A.M. (abbreviated days). Students in grades K - 5 who are not picked up by 3:15 (on regular school days) 12:45 (on staff development days) and 9:15 (on abbreviated days) will be sent to ESP. Students who are eligible to ride the Special Education bus and who do not have anyone at home to receive the child will be sent to ESP. If your child is sent to ESP you will be assessed the non-refundable registration fee(s) and the regular attendance fee(s). Failure to pay this fee will result in this account being turned over to a collection agency.
- Walk on the sidewalk whenever possible. A student should walk on the left facing oncoming traffic if there are no sidewalks.
- Whenever possible, cross at intersections which have traffic lights or where a policeman is directing traffic.
- Obey School Safety Patrol.
- Refuse to enter or approach strange automobiles.
- Do not talk to strangers.
- Go straight to school and home before beginning to play.
- Be courteous and quiet in the car pool.
- Students riding bikes shall obey all bicycle safety rules.
- Be considerate of others.

School Campus

We are especially proud of our schools and take great pride in keeping the buildings and school grounds in quality condition. Please help us by keeping our campus clean by reporting immediately any acts of vandalism to the school office.

Screening Programs

In this district we are constantly screening children from pre-school through the middle level to ensure that all measures have been taken to help the student do his/her best. Two of the main causes of educational problems for children are vision and hearing. Vision and hearing screenings are given to pre-school students and throughout a student's attendance in Manchester City Schools. Screening is also used to find problem areas in learning, social adjustment, etc. Whenever a problem is suspected, students can be referred for comprehensive evaluation. Special programs are designed to assist the school system in providing appropriate educational opportunities for these students when needed. Screening for all students will be conducted according to the following schedule:

Immunization	Prior to entering Grade K (or initial enrollment in district)
Physical Exam	Prior to entering Grade K (or initial enrollment in district)
Vision	Grades K and 2 (other grades upon request)
Hearing	Grade K, 2, 4, and 8 (other grades upon request)
Visual Perception	Grade K - Prior to entering 1st Grade
Auditory Perception	Grade K - Prior to entering 1st Grade
Gross/Fine Motor	Grade K - Prior to entering 1st Grade
Social Development	Grade K - Prior to entering 1st Grade
Speech/Language	Grade K - Prior to entering 1st Grade

The screening and individualized programs for students are flexible enough to accommodate the interest, needs, learning styles and abilities of each student in the system. If you have any questions about the screening program, please contact the building principal.

Search of Lockers and Vehicles

When individual circumstances in a school dictate it, a principal may order that vehicles parked on school property by students or visitors, containers, packages, lockers, or other enclosures used for storage by students or visitors, and other areas accessible to students or visitors be searched in his presence or in the presence of other members of the staff. Individual circumstances requiring a search may include incidents on school property (including school buses) involving, but not limited to, the use of dangerous weapons or drugs, or drug paraphernalia by students or visitors which are known to the principal or other staff members. Information received from law enforcement, juvenile or other authorities indicating a pattern of drug dealing or drug use by students of that school, any assault or attempted assault on school property with dangerous weapons, or any other actions or incidents known by the principal which give reasonable suspicion that drugs, drug paraphernalia, or dangerous weapons are held on school property by one or more students or visitors may also result in the search of lockers or vehicles.

Search of Students/Containers

A student may be subject to physical search or a student's pocket, purse, or other container may be required to be emptied because of the results of a locker search or because of information received by a teacher, staff member, or other student if such action is deemed reasonable to the principal. All of the following standards of reasonableness shall be met:

- A particular student has violated school policy;
- The search could be expected to yield evidence of the violation of school policy or lead to disclosure of a dangerous weapon or drug;
- The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students, and;

- The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution.

Sick or Injured Students

No student shall be sent home alone who has been injured or becomes ill at school. If an injured or ill student is taken home by school personnel, the student shall be left in the care of a parent or guardian or person designated by the parent or guardian. The person with whom the student is left shall be told of the injury. No student shall be left at home alone. If a legal custodian cannot be contacted in the event of a medical emergency and/or it is the opinion of a school official that the child must be immediately transported to a medical facility, any expense incurred will be the responsibility of the legal custodian.

Snow/Emergency Closing

The decision not to open schools (or to dismiss early) in the event of hazardous weather or any other emergency which presents a threat to the safety of students, staff members or school property will be made as early as possible and relayed through the following media:

Nashville TV stations 2, 4, 5, and Fox 17

Radio Stations WMSR 1320 A.M. 107.9 FM and WFTZ 101.5 FM

The Notify Me communication system may also be used to notify the general school population about any school closing. Please look for and/or listen for the words Manchester City Schools in all notification messages. Oftentimes, Coffee County Schools are closed and Manchester City Schools remain open. Only after five (5) days absent because of inclement weather will missed days be made up at the end of the school year or rescheduled. If you have questions concerning emergency closings, please contact your building principal.

Special Education

If you suspect your child has a disability or exceptionality which could impact school performance, or has an identified disability/exceptionality, your child may be eligible for special education services. Special education services are provided at no cost to parents, are designed to meet the unique needs of the child, and are supervised and directed in a public school setting that meets state standards. Manchester City Schools offers special education services at the preschool level (beginning at age three), and at the elementary and middle schools. Services are provided in conformity with an individualized education program developed by the IEP team after the child is evaluated and declared eligible for services. Special education and related services are to be provided in the least restrictive environment. The Least Restrictive Environment is determined by the amount of time an eligible child spends with children without disabilities and his/her ability to make progress adequately in this setting. Questions regarding special education services should be directed to Jenny Thomas, Director Special Education, at 728-2316, or by contacting her at the Manchester City School office at 215 E. Fort Street, Manchester, TN 37355.

Intellectual Giftedness Services

Intellectual giftedness is found throughout diverse populations and crosses all economic and cultural boundaries. Early identification and intervention are often required to meet the unique needs of these children. According to the Tennessee State Department of Education, intellectually gifted means a child whose intellectual abilities and potential for achievement are so outstanding the child's educational performance is adversely affected. "Adverse affect" means the general curriculum alone is inadequate to appropriately meet the student's educational needs. Eligibility for services as a gifted student is based on evaluation in each of the following areas: Educational Performance, Creativity/Characteristics of Intellectual Giftedness, and Cognition/Intelligence. Anyone, including the parent(s), guardian, or community professional may refer a student for screening and possible evaluation.

Transportation of Special Education Students

Children eligible for special education shall, whenever appropriate, be provided transportation. The IEP team will make the determination that a child is eligible to be transported to his/her designated school by bus. It is extremely important to the Manchester City School System that all children arrive safely and on time at their designated

school. In order for us to accomplish this, it is imperative that we have your cooperation. Please read and review the following bus procedures:

Pick Up:

- Parents are responsible for having their children ready to board the bus 15 minutes before the designated arrival time. (Note: Arrival times may vary depending on absenteeism and route changes.)
- Parents are responsible for escorting small children, or children who need assistance with loading, to the bus door. The bus attendant will assist the parent in loading the child.
- If riders are not ready to board the bus when it arrives, parents will be responsible for transporting their children to school.
- If your child is sick or will not go to school, please call 728-8527 by 6:30 a.m. so that the bus driver may be notified.

Bus Rules: Please review the bus rules with your child. Failure to comply with these rules could result in your child being suspended from riding the bus.

- Students are under the supervision and control of the bus driver, supervising teacher and/or attendant while on his/her bus and all reasonable directions given by him/her shall be followed;
- Remain well back from the roadway while awaiting the bus;
- Students shall not attempt to board the bus until the bus is fully stopped or leave their seats on the bus until their destination is reached;
- Keep hands, arms and heads inside the bus;
- Keep articles such as athletic equipment, backpacks, books and musical instruments out of the aisle;
- Throwing objects in and out of the bus is prohibited;
- Lighting matches, spitting, littering, and use of tobacco are prohibited on the bus;
- Students shall refrain from rude, discourteous, and annoying conduct;
- Fighting, pushing, tripping or scuffling types of behavior are prohibited on the bus and at bus stops; and,
- Wait for a signal from the bus driver before crossing the street at a bus stop. When crossing a street is necessary, students shall always do so far enough ahead of the bus so that they are able to see the face of the bus driver and he may adequately observe them.

Afternoon Delivery

- Parents are responsible for being home to receive their children from the bus at least 15 minutes prior to the anticipated delivery time. (Note: Delivery times may vary depending on absenteeism or route changes.)
- Parents are responsible for assisting with the unloading of small children and/or children who are not physically able to unload without assistance.
- Parents are responsible for notifying the school when they will not be home to receive their child/children. Children will be placed in our Extended School Program at parent's expense.
- If a parent is not home to receive his/her child, the child, if enrolled at College Street Elementary or Westwood Elementary, will be transported to his/her school and placed in the Extended School Program at the parent's expense. If your child is sent to ESP you will be assessed the non-refundable registration fee(s) and the regular attendance fee(s). Failure to pay this fee will result in this account being turned over to a collection agency. If the child is enrolled at Westwood Middle School, the child will be transported to the Manchester Police Station to wait for parent pick-up. ESP is not provided for children who attend Middle School.

Student Alcohol and Drug Testing

Students will be notified in writing at the beginning of each school year or at the time of enrollment that they shall be subject to testing for drugs and alcohol during the school year. Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

- The school board policy on alcohol and drug use has been violated;
- A search of lockers produced evidence of the presence of drugs and/or alcohol;
- A search of persons and containers produced evidence of a presence of drug and/or alcohol;
- A search of vehicles produced evidence of the presence of drugs and/or alcohol; or

- Through observation or other reasonable information reported by a teacher, staff member, or other student that a student is using drugs and/or alcohol on school property.

Upon receiving reasonable information, the principal shall take the following steps:

- Call the student into the principal's office or other private place;
- Summon an appropriate witness to the proceeding and to assist in furtherance of the proceeding;
- Inform the student of the substance of the information available to him/her that is the basis for the determination that a test is necessary;
- Inform the student of the procedures which shall be followed in administering the test;
- Give the student an opportunity to decline the test and inform the student that if the test is not taken the penalty shall be suspension from school and a hearing before the disciplinary hearing authority;
- Notify the parent or guardian of the student of the impending test.

The appropriate witness shall take the student to a designated place in the school and collect a specimen from the student. The specimen shall be taken in a manner which will protect the privacy rights of the students and which will assure that the integrity of the specimen itself is not compromised.

The type of specimen taken shall depend on the substance in question and the test performed on the specimen shall be appropriate for accurate detection of the substance in question. Once taken, the principal shall give the specimen an identifying number which in no way will reveal the identity of the student.

The principal will forward the specimen for analysis to a laboratory accredited by the Tennessee Department of Health and Environment and designated by the Board.

Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one of the following:

- If the results of the analysis are negative, all evidence of the individual test, including all records in the school that the test was ordered and the reasons therefore, shall be destroyed.

If the results of the analysis are positive, the student and parents or guardian shall be given the written notice of the result. In addition, they shall receive referral information which shall include in-patient, out-patient, and community based drug and alcohol treatment programs.

In the case of positive results of the analysis, the principal shall suspend the student and refer the matter to the disciplinary hearing authority for further action.

Student Solicitations/Fundraising Activities

The schools shall avoid exploiting students, whether by advertising or otherwise promoting products or services, soliciting funds or information, or securing participation in non-school related activities and functions. At the same time, schools shall inform and assist students in learning about programs, activities, or information which may be of help or service to them. To attempt a fair balance, the following general guidelines will apply.

- Fundraising activities shall be authorized by the Board and shall be for the purpose of supplementing funds for established school programs and not for supplanting funds which are the responsibility of the public.
- Fundraising companies and other salespersons shall obtain permission in writing from the director of schools' office to visit the schools.
- Any commission payable by companies will be paid in the form of reduced prices to students, or paid into the activity fund of the school for use by the school. No school employee shall personally benefit from any fundraising activity.
- All fundraising activities must be approved in writing by the director of schools. In granting approval for a fundraising activity the director of schools shall determine whether or not the activity will benefit the school, contribute to the welfare of the student body and supplement, not replace, funds necessary to fulfill the board's required contributions. The authorization request shall contain the following information:
 - a description of the proposed fundraising activity; purpose of the fundraising activity; proposed uses of the funds raised;

- expected student involvement in fundraising activity (school-wide or individual class or club); anticipated beginning and ending dates; and
- margin of profit and how it is to be paid to the school.
- Students will not be excused from a regular class to participate in a fundraising activity. No grade in a subject or course will be affected by a student's participation in a fundraising activity.
- No quotas will be imposed on students involved and their efforts will be voluntary. Students who do not participate in fundraising activities will not be punished or discriminated against in any way.
- Door to door solicitation by students and "roadblocks" to collect funds for any school purpose are prohibited.
- Students who participate in fundraising activities may be eligible for incentive prizes provided by vendor or school.

This policy shall not be construed as preventing a teacher from using instructional or informational materials even though the materials might include reference to a brand, product, or a service.

Student Surveys

Surveys for research purposes shall be allowed by the Board when the project is viewed as contributory to greater understanding of the teaching-learning process, the project does not violate the goals of the Board and the disruption of the regular school program is minimal. Surveys conducted for agencies, organizations or individuals must have the recommendation of the director of schools and the approval of the Board as to content and purpose. The director of schools shall develop administrative procedures for approving requests for conducting surveys. The request shall outline what is to be done, who is to be involved and how the results will be used and distributed. Parents shall have the right to inspect all instructional material that will be used for a survey, analysis or evaluation as part of the federal program. No student may, without parental consent, take part in a survey, analysis, or evaluation that reveals information covering:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally privileged relationships;
- Religious practices, affiliations or beliefs of the student or the student's parents; and
- Income

Parents shall receive notice and an opportunity to opt students out of:

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or Scoliosis screening, or any physical exam or screening permitted or required under state law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Parents, upon request, may inspect before administration or use:

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

In general, the district will not collect, disclose, or use personal student information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose. If any collected information is to be marketed or sold, parents will be directly notified at least annually at the beginning of the school year of the specific or approximate dates when such information will be collected. Parents, upon request, may inspect any instrument used to collect personal information for the purpose of marketing or selling that information

before the instrument is administered or distributed to the student. All parents and students of appropriate age may decline to provide the information requested.

This portion of the policy does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions to the extent allowed by law, such as the following;

- College or other post-secondary education recruitment or military recruitment.
- Book clubs, magazines and programs providing access to low-cost literary products.
- Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
- The sale by students of products or services to raise funds for school-related or education-related activities.
- Student recognition programs.

Students Rights and Services

Answers to many questions about students' rights and services and much more helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting us on the internet at <http://www.tn.gov/education/speced> You may also contact us by mail at:

Legal Services 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 615-532-9412

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 listed below:

The ARC of Tennessee
Internet at <http://www.thearctn.org/>
44 Vantage Way, Suite 550
Nashville, TN 37228
Phone: 615.248.5878 Toll Free 1.800.835.7077
Fax: 615.248.5879 Email: pcooper@thearctn.org

Support and Training for Exceptional Parents (STEP)
Internet at <http://www.tnstep.org/>
712 Professional Plaza
Greeneville, TN 37345
Phone: 615.463.2310
Email: information@tnstep.org

Disability Law & Advocacy Center of Tennessee
Internet at <http://www.dlactn.org>
416 21st Ave South
Nashville, TN 37212
Phone: 615.298.1080 Toll Free 1.800.287.9636 Fax: 615.298.2046 TTY 615.298.2471

Tennessee Voices for Children
Internet at <http://www.tnvoices.org>
701 Bradford Avenue

Nashville, TN 37203
Phone: 615.269.7751 Toll Free 1.800.670.9882 Fax 615.269.8914
Email: TVA@tnvoices.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: <http://www.tn.gov/humanserv/Disability.html>

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

Supervision of Students Before and After School Hours

Supervision is not provided by school personnel before 7:30 A.M. and after 3:15 P.M. unless students are participating in school sponsored activities. Students in grades K - 5 who arrive before 7:30 A.M. should be enrolled in the Extended School Program. Except under circumstances deemed appropriate by the principal, students will not be allowed to enter any school building until 7:30 A.M. Upon entering the building, students walk quietly to the cafeteria for breakfast or to other assigned areas for supervised study. Students are dismissed at 7:45 A.M. to report to classrooms. No one is allowed to eat breakfast after 7:45 A.M. without permission from the office. Students arriving at school after 8:00 A.M. must report with a parent to the office for a tardy slip before being admitted to class. Classes begin promptly at 8:00 A.M. Students in grades K - 5 who are not picked up by 3:15PM (on regular school days) 12:45PM (on staff development days) and 9:15AM (on abbreviated days) will be sent to ESP. Students who are eligible to ride the Special Education bus and who do not have anyone at home to receive the child will be sent to ESP. If your child is sent to ESP you will be assessed the non-refundable registration fee(s) and the regular attendance fee(s). Failure to pay this fee will result in this account being turned over to a collection agency.

Suspension Expulsion and Remand

DEFINITIONS:

- **Suspension:** dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.
- **Expulsion:** removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.
- **Remand:** assignment to an alternative school.

REASONS FOR SUSPENSION:

Any principal, principal-teacher or assistant principal (herein called principal) may suspend any student from attendance at school or any school-related activity on or off campus or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons including, but not limited to:

- Willful and persistent violation of rules of the school or truancy;
- Immoral or disreputable conduct, including vulgar or profane language;
- Violence or threatened violence against the person of any personnel attending or assigned to any school;
- Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
- Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
- Possession of a pistol, gun or firearm on school property;
- Possession of a knife, etc., on school property;
- Assaulting a principal or teacher with vulgar, obscene, or threatening language;
- Unlawful use or possession of barbitol or legend drugs as defined in TCA 53-10-101;
- Engaging in behavior which disrupts a class or school-sponsored activity;

- Off campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the education process;
- Any other conduct prejudicial to good order or discipline in any school.

IN-SCHOOL SUSPENSION:

- Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study; and
- Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and class work assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

PROCEDURES FOR IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSION:

- Unless the student’s continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation;
- Upon suspension/expulsion of any student (in school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.
- The principal shall notify the parent or guardian and the director of schools or designee in writing:
 - Of the suspension/expulsion and the cause for it; and
 - A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension/expulsion.
- Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.
- If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension for more than ten (10) days, he/she may suspend/expel/remand the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
- The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.
- The appeal from this decision shall be to the Board or to a disciplinary hearing authority appointed by the Board.
- If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.

Telephone Use by Students

Parents and students should make arrangements concerning afternoon pick-up before leaving home in the morning. Under no circumstances will students be called away from class to take a phone call. Neither will students be allowed to call home for forgotten items. Please encourage your child to check for all items necessary for the day before leaving home. No student will be denied use of the telephone for a legitimate reason.

Tennessee Diploma Project

Tennessee is redefining the K-12 school experience under an initiative called the Tennessee Diploma Project. The purpose of the initiative is to raise Tennessee’s standards and curriculum to better prepare students to be successful

after high school. Tennessee is joining 32 other states as part of the American Diploma Project. For more information visit <http://jc-schools.net/amer-diploma-project.htm>

The project contains 4 specific actions:

- Align standards and assessments with the knowledge and skills required beyond high school;
- Require all school students to take challenging courses that actually prepare them for life after high school;
- Build college and work-ready measures into statewide accountability systems;
- Hold schools accountable for graduating students who are college and/or workforce ready, and hold post-secondary accountable for students' success once enrolled.

The Manchester City School System is working to prepare our students for continued academic success at the high school level.

High School Graduation Requirements

Changes approved to begin with the graduating class of 2013 include:

- transition from Gateway to EOC as percentage of yearly grade
- measure disparity between mean of teacher assigned grades and mean of end of course test scores
- attack disparities greater than 10 to 15 points through the school improvement planning process
- increasing the credit requirements to 22
- developing one diploma for all students

H S Graduation Requirements English - 4 Credits:

- English I - 1 Credit
- English II - 1 Credit
- English III - 1 Credit
 - AP Language and Composition
- English IV - 1 Credit
 - AP English Literature or Composition
 - IB Language I
- Communications for Life

Math - 4 Credits: (Students must take a math class each year)

- Algebra I - 1 Credit
- Geometry - 1 Credit
- Algebra II - 1 Credit
- Upper level Math: - 1 Credit
 - Bridge Math Students who have not earned a 19 on the mathematics component of the ACT by the beginning of the senior year are recommended to complete the Bridge Math course.
 - Capstone Math
 - Adv. Algebra and Trigonometry.
 - STEM Math (Pre-Calculus, Calculus, or Statistics)

Science - 3 Credits:

- Biology I - 1 Credit
- Chemistry or Physics - 1 Credit
 - AP Physics (B or C)
 - Principles of Technology I and II
- Another Lab. Science - 1 Credit

Social Studies - 3.0 Credits:

- World History or World Geography - 1 Credit
- U.S. History - 1 Credit
 - AP U.S. History
 - IB History of the Americas HL (2 Years)

- Economics - .5 Credit
- Government - .5 Credit
 - AP U.S. Government, IB History of the Americas
 - HL (2 Years), JROTC (3 Years), ABLs

P. E. and Wellness - 1.5 Credits:

- Wellness - 1 Credit
- Physical Education - .5 Credit
 - The physical education requirement may be met by substituting an equivalent time of physical activity in other areas including but not limited to marching band, JROTC, cheerleading, interscholastic athletics, and school sponsored intramural athletics.

Personal Finance - .5 Credit

Fine Art, Foreign Lang., and Elective Focus - 6 Credits:

- Fine Art - 1 Credit
- Foreign Language - 2 Credits (Same)
- Elective Focus - 3 Credits
 - Students completing a CTE elective focus must complete three units in the same CTE program area or state approved program of study.
 - science and math, humanities, fine arts, or AP/IB
 - other area approved by local Board of Education
- The Fine Art and Foreign Language requirements may be waived for students who are sure they are not going to attend a University and be replaced with courses designed to enhance and expand the elective focus.

Students with Disabilities

- Provide alternative performance based assessments of identified core academic skills contained within a course for students whose disability adversely affects performance on the end-of-course examination. Add additional points to the end-of-course score when the alternative performance based assessment is positive.
- Require a math class each year achieving at least Algebra I and Geometry.
- Require three credits in science with Biology I and two additional lab science credits.

Graduate with Honors

Students who score at or above all of the subject area readiness benchmarks on the ACT or equivalent score on the SAT will graduate with honors.

Graduate with Distinction

Students will be recognized as graduating with “distinction” by attaining a B average and completing at least one of the following:

- earn a nationally recognized industry certification
- participate in at least one of the Governor’s Schools
- participate in one of the state’s All State musical organizations
- be selected as a National Merit Finalist or Semi-Finalist
- attain a score of 31 or higher composite score on the ACT
- attain a score of 3 or higher on at least two advanced placement exams
- successfully complete the International Baccalaureate Diploma Program
- earn 12 or more semester hours of transcribed postsecondary credit

Textbooks and Library Books

Textbooks are provided to students at no cost. Textbooks are the property of the Board of Education and shall be returned at the end of the school year, upon completion of the course, or upon withdrawal from a course or school. Parents are to sign an agreement stating their responsibility for the textbooks received and used by their children. The Board shall approve and periodically update a schedule of fines for lost or damaged textbooks. In cases where

the book is damaged to the extent it is no longer usable, the amount collected shall conform to the reimbursement schedule for lost books. Students are allowed to check out books from the school library. Students are expected to care for all library books in their possession and to return the books at the appropriate time. Students will have to pay a fair price for any library book damaged or lost.

Ten textbook collection sites exist in Tennessee where community members may review textbook materials that are proposed for adoption in Tennessee public schools or are on the official list of textbooks. The collection site for our district is Middle Tennessee State University.

Title Grant Programs

The Manchester City Schools will participate in the following State and Federal Title Grant programs during the current school year.

Title I: Title I of Elementary and Secondary Education Act (ESEA) provides for an enriched and accelerated educational program at eligible schools in order to help students master the challenging state content and performance standards and to help ensure high standards for all students. Westwood Elementary, College Street Elementary, and Westwood Middle School have been designated a School Wide Title I school for the 2014-2015 school year and will be providing instruction in the content areas of mathematics and reading. Title I involves a strong parent involvement component and ongoing parent activities will be offered throughout the year as Title I perceives the parent as an active and involved participant in the child's learning.

Title II Part A: The purpose of Title II Part A is to provide assistance to State and local education agencies (LEAs) by combining the Eisenhower Professional Development State Grant and the Class-Size Reduction programs into one program that focuses on preparing, training, and recruiting high-quality teachers.

Title III (Language Instruction for Limited English Proficient and Immigrant Students): The purpose of the Title III program is to assist districts in teaching English to limited English proficient students and in helping these students meet the same challenging state standards required of all other students.

Title VI, Part B, Subpart 2-Rural and Low-Income (RLIS) Program: The purpose of the Title VI program is to provide additional funds to rural districts that serve concentrations of poor students.

Title VI of the Civil Rights Act of 1964

It is the policy of the Manchester City Schools that no student, employee, or applicant, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits, or be subjected to discrimination under any program or activity receiving Federal financial assistance. To this end, the Manchester City Schools will ensure:

- No one is denied an individual service, aid or benefit because of race, color, or national origin;
- No one will be provided inferior or discriminatory service, aid or benefits because of the individual's race, color or national origin;
- Subject an individual to segregation or different treatment in relation to aid, service or benefits because of race, color or national origin;
- Restrict or discourage individuals in their enjoyment of facilities because of their race, color or religion;
- Treat an individual differently because of race, color or national origin in regard to eligibility for programs or services;
- Use any criteria which would impair accomplishment of this Act's objectives or which would subject individuals to discrimination because of their race, color or national origin;
- Discriminate against any individual in any program or activity which is conducted in a facility constructed even partly with federal funds; or
- Subject an individual to discriminatory employment practices under any Federal program intended to provide employment.

Title IX of the 1972 Educational Amendments

It is the policy of the Manchester City Schools not to discriminate against any student, employee, or applicant on the basis of sex. Manchester City Schools will ensure that no student will be excluded from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources based on unlawful discrimination. The Manchester City Schools will take all necessary steps to ensure that each employee's work and each student's learning environment is free of unlawful discrimination based on sex. No office, officer, or employee of the Manchester City Schools, including any persons representing the Manchester City Schools shall intimidate, threaten, harass, coerce, discriminate against, or commit or seek reprisal against, anyone who participates in any aspect of the discrimination complaint process associated with this policy.

Tobacco Possession/Electronic Cigarettes and/or Use

All use of tobacco and tobacco products, including smokeless tobacco and electronic cigarettes, are prohibited in all of the school district's buildings. Use of tobacco and tobacco products, including smokeless tobacco and electronic cigarettes shall be prohibited in any public seating area, including but not limited to, bleachers used for sporting events, or public restrooms. The use of tobacco or tobacco products, including smokeless tobacco and electronic cigarettes, will be prohibited in all vehicles owned, leased or operated by the district. District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco and electronic cigarettes, while they are participants in any class or activity in which they represent the school district. Any student that possesses tobacco products, including smokeless tobacco and electronic cigarettes, shall be issued a citation by the school principal/resource officer. The director of schools, in cooperation with the juvenile court and the local (police/sheriff's department), is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations. Parents and students shall be notified of this citation requirement at the beginning of each school year. Signs will be posted throughout the district's facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products including smokeless tobacco and electronic cigarettes is forbidden. The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary sporting events: *Smoking is prohibited by law in seating areas and in restrooms. (MCS policy 1.803)*

Tuition

Students residing outside the boundaries of the school district may attend Manchester City Schools under the following conditions:

- They must be approved by the Director of Schools or his designee.
- They must pay a tuition fee established annually by the Board of Mayor and Alderman.
- Annually non-resident students must make application at least two (2) weeks prior to the beginning of school.
- Thereafter, during the remainder of the school year, students wishing to transfer into the system must also have the approval of the sending system prior to registration in Manchester City Schools.
- Students who become residents of the school system will be refunded, upon written request, any unused portion of the tuition on a pro-rata basis.
- When payment is not made on all or any part of the required tuition for a previous year, the student(s) shall be excluded from future attendance until all prior and current tuition is paid.
- If a parent of a student teaches outside the school system of the parent's residency, the student may attend such school system, provided that both are Tennessee residents and the appropriate tuition requirements are met.
- Non-resident preschool children will not be accepted as tuition students.
- During the school year, when a resident moves outside the city and wishes to continue to send child (ren) to Manchester City Schools, it is the resident's responsibility to notify the school and immediately make application to pay tuition.
- The principal, with the approval of the Director of Schools, may dismiss a tuition paying student who does not meet the conduct standards of the school, and no part of the tuition will be refunded.

Full payment of tuition is encouraged at the time of application. A minimum of fifty (50) percent of the entire tuition must be paid for the first semester. The remainder must be paid on or before the beginning of the second

semester. If you have questions concerning tuition, please feel free to call Manchester City Schools Administration Building at 931-728-2316 between the hours of 8:00 A.M. and 4:00 P.M. Monday thru Friday.

Universal Precautions for Handling Human Body Fluids

All schools shall provide a sanitary environment and shall establish routines for handling body fluids that are recommended by appropriate health professionals. All school district personnel shall be advised of the following procedures to provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or body fluids of another:

- Wear latex or vinyl gloves.
- Using disposable towels, wipe up excess body fluid and place in plastic disposable garbage bag.
- Generally clean up using detergent and water.
- Use face shield and apron when needed.
- Disinfect the entire area using any germicidal disinfectant. For example, use rubbing alcohol, freshly mixed chlorine bleach, (1 part bleach to 10 parts water), any disinfectant used in hospitals, clinics, or nursing homes, etc.
- Dispose of all cleaning materials (paper towels, rubber gloves, etc.) in the garbage bag.
- Janitors that have to use mops to clean up body fluids should rinse the mop in disinfectant and wear gloves.
- The garbage bag containing contaminated materials should be disposed of properly.
- Employees who are at high risk of occupational exposure shall be identified and provided with protective equipment, including HBV vaccinations.

Visitors on School Premises

Because of concern for the safety of your child/children while at school, the following policy regarding school visitation is adopted by our schools. All persons visiting College Street Elementary, Westwood Elementary, or Westwood Middle (except enrolled students or authorized school personnel) must report to the school office upon entering the building. If a parent or visitor has need to go beyond the school office, the parent or visitor will check in and a visitor badge will be worn. All parent volunteers must check in and will be given badges in the school office, also. Parent volunteers are under the direct supervision of the teacher they are helping. All instructions given by the supervising teacher must be followed promptly. Upon leaving the building, all badges are to be returned to the office and the visitor is asked to check out. This procedure is not in effect on holidays and during special school events. Parents are encouraged to form successful school-home partnerships and become involved with their child's learning. Individual conferences may be arranged during the planning period of teachers by contacting the teacher and requesting a conference prior to the desired date of conference.

Voluntary Pre-K Programs

Eagle's Discovery and Eagle's Nest Pre-K's at Westwood Elementary and Cougar's Discovery Pre-K at College Street Elementary offer Voluntary Pre-K programs for eligible at-risk 4 year olds. These Pre-K programs are:

- Free of cost to students
- Child-centered and language-based
- Staffed by certified teachers and highly qualified teaching assistants
- Open Monday through Friday from 7:45 A.M. to 1:30 P.M.

Breakfast and lunch are available to all students.

Enrollment in the Voluntary Pre-K program is based upon the child's eligibility as defined in TCA49-6-101-104. To Be Eligible:

- Child must be 4 years old by August 15
- Child must live in the Manchester City School District
- Child must participate in screening scheduled by the Pre-K teacher\

Weapons and Dangerous Instruments Other Than Firearms

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school sponsored activity, function or event. Dangerous weapons for the purposes of this policy shall include, but are not limited to anything, other than firearms manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury. Violators of this section shall be subject to suspension and/or expulsion from school.

Withholding of Student Grade Reports and Transcripts

TCA 49-1-302(a) (14) authorizes local education agencies to withhold all grade cards, diplomas, certificates of progress, or transcripts of a student who has taken property which belongs to a local education agency, or has incurred a debt to a school, until such student makes restitution in full. No student shall be sanctioned under the provisions of this rule when the student is deemed to be without fault for the debt owed to the local education agency or the school. Local education agencies shall afford the student and/or student's parent the opportunity to appear and be heard if such student and/or the parent disputes the debt, the amount of the debt, or the application of sanctions.

Zero Tolerance Offenses (Firearms, Drug, Battery, and Electronic Threat)

- In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.
- In accordance with state law, any student who brings or possess any unlawful drug or controlled substance on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.
- In accordance with state law, any student who commits battery upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.
- In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at school which requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis. When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

School Specific Section
College Street Elementary
A Title I Schoolwide School
<http://www.cses.manchestercitysch.org/>
Cougar Country!

College Street Elementary School (CSES) was established in 1973 and is located on the same grounds as the former Manchester City School, which was established in 1905. Over time, CSES became eligible to apply for Title I federal funds and became a Title I Schoolwide School in the 2007-08 academic year. College Street Elementary, along with the other schools in the Manchester City School District, is proud to be a part of the Teacher Advancement Program (TAP). The goal of TAP is to enhance instruction by providing focused and consistent professional development opportunities for teachers, leading to increased student achievement. CSES currently serves approximately 490 students in pre-kindergarten through fifth grade.

College Street Elementary has consistently demonstrated high academic achievement, which is a testament to our devoted faculty and staff, dedicated students, and supportive families. Because of the support we've received from our families, parent-teacher support organization, and community stakeholders, we have been able to make many improvements to our school. Our inviting campus features a track, courtyard, walking trail, gazebo, basketball courts, safety fencing, and age-appropriate playgrounds that offer a variety of modern playground equipment. Additionally, incorporation of specialty classes round out a varied and challenging curriculum taken directly from the Tennessee State Standards. CSES provides a full-time art, physical education, media specialist, and music teacher, as well as a full-time school counselor. Support services for students and families are also available through our Family Resource Center (FRC). We provide many opportunities for parents to stay connected by attending and/or participating in various school activities such as basketball games, Catwalk, book fair, open house, Winterfest, and involvement with our school support organization, the CPT. School calendars will be sent home each month and school events will also be posted on the school's website. We strongly recommend attending parent-teacher conferences and appointments can be made to visit with your student's teacher at any time by calling (931) 728-2805. Staying involved in your child's educational experience and maintaining open lines of communication will help enable your child to reach his or her fullest potential.

Welcome!

Dear College Street Parents and Community,

On behalf of our faculty and staff, I would like to welcome you to CSES for the 2016-17 school year. CSES is proud to serve the students of Manchester and is greatly appreciative of the strong support we receive from our community. Our school is dedicated to providing students with a quality education in a safe, supportive learning environment. In addition to an engaging classroom experience, CSES offers many opportunities for student involvement throughout the school year. Examples of these opportunities include Lego League and Junior Lego League, Newspaper Staff, Archery, Cross Country, Track Club, Beta Club, Basketball, Cheerleading, after school enrichment or remediation, spelling bee, geography bee, and Steel Drum Band.

At CSES we understand that in order for students to maximize their potential a true "team effort" is required. We encourage all stakeholders to get involved. We look forward to working with you this year and thank you for entrusting us with your child/children. I am confident that together, we will have an outstanding year!

Sincerely,
Tom Jacobs
Principal

Mission Statement

It is the mission of College Street Elementary School to Communicate Success to Every Student, in partnership with parents and the community, and to provide a safe environment where students will develop into lifelong learners with the knowledge, skills, and attitudes to become productive, responsible citizens.

Belief Statement

We believe:

- Learning is the shared responsibility of the students, family, school, and community.
- Learning should be a lifelong process.
- Every person has value and deserves respect.
- Individual differences must be recognized and accepted so that every child can learn.
- Student individual needs dictate change in the educational process.
- Self-esteem and self-management are essential to student success.

Vision Statement

We envision College Street Elementary School to be a school dedicated to the academic and emotional growth of every student through fostering an environment where respect and support for every individual is valued and modeled every day.

General Information

In order to keep you informed, we have prepared the following school information for you. We hope you find this information helpful:

- Office Hours: Monday - Friday 7:30 A.M. - 3:15 P.M.
- Telephone Number: 728-2805
- Fax Number: 728-5100
- Regular Day School Hours: 7:30 A.M. - 3:15 P.M.
- Staff Development Day School Hours: 7:30 A.M. - 12:30 P.M.
- Abbreviated Day School Hours: 7:45 A.M. - 9:00 A.M.
- Cougar's Discovery Voluntary Pre-K Hours: 7:45 A.M. – 1:30 P.M.
- Cougar Cub Pre-K: 7:45 A.M. – 2:30 P.M.
- Breakfast: Served Daily @ 7:30 A.M.
- Lunchroom Phone Number: 728-3430
- ESP Phone Number: 728-8527
- School Website: <http://www.cses.manchestercitysch.org/>

Accelerated Reader

Students will participate in the Accelerated Reader program each nine weeks. Accelerated Reader goals are set by the individual teacher and are dependent upon student ability, student interest, and availability of books. Each nine-week goal ends on the designated date for the entire school.

Accompanying Students to Classrooms

Parents often feel the need to walk their child to the classroom in the morning. We certainly understand that this can be advisable for our youngest students until they feel comfortable with finding their way to their classroom. However, this should be a temporary necessity. Most information can be shared with the teacher through a note sent with the child, teacher voice mail or email, or through speaking with someone

in the office. Please understand that when a teacher has begun class, any interruption results in all children losing their concentration and hinders their learning for that day. Please help us by limiting the number of times this occurs. The exception is the Cougar's Discovery Voluntary Pre-K. Parents must escort and sign-in these students daily.

Cafeteria Procedures

- Students may pay for lunch/breakfast by the day, week, or month.
- Lunch money is collected on Monday-Friday by the teachers and sent to the cafeteria.
- Students are to come to lunch in alphabetical order.
- Food and drinks from fast food restaurants are not permitted in the cafeteria.
- Teachers will supervise students as they enter the cafeteria.

Cafeteria Rules

- Speak in a quiet conversational voice.
- Follow rules of good manners and politeness.
- Clean up your space after eating.
- Follow directions of lunchroom supervisors and cafeteria staff.

Conference of Parents and Teachers (CPT)

The College Street Parent/Teacher organization is called the CPT. You are encouraged to be an active part of this organization. Activities are included on monthly calendars. Watch for information that your child brings home.

Progress Reports

Teachers will send progress reports to parents or guardians at the mid-point of each nine-week grading period. They should be signed by the parent/guardian and returned to school on the following day. Parents/guardians are encouraged to schedule conferences at any time there appears to be a need. Teachers may also request conferences with parents at any time. College Street Elementary School parent/teacher conferences day are scheduled for October 20 and March 23 (3:00 to 9:00 P.M.).

Drop-off Procedure/Supervision

School personnel do not provide supervision before 7:30 A.M. or after 3:15 P.M. unless students are participating in a school-sponsored activity. Students who arrive before 7:30 A.M. must be enrolled in the Extended School Program (ESP). Students may enter the building at 7:30 A.M. Students walk quietly to the cafeteria for breakfast or sit quietly in the main hallway. Students are dismissed at 7:45 A.M. to report to class. Breakfast is not served after 7:55 A.M. The main entrance on College Street opens at 7:30 A.M. Doors on the circle drive open at 7:45 A.M. ESP students enter the Orr Street entrance any time between 6:00 A.M. and 7:30 A.M.

Tardies

Students arriving at school after 8:00 A.M. must report with a parent to the office for a tardy slip before being admitted to class. Classes begin promptly at 8:00 A.M. Please refer to the Attendance/Absences/Truancy/Tardies/Check-outs section of this handbook for details on the number of tardies allowed and penalties for students exceeding that number.

Dismissal Procedure

Students are dismissed at two locations: the front door and the side door located on Hwy. 41.

- Teachers and staff monitor the dismissal procedure in order to make adjustments for continuous improvement and to ensure student safety. Any changes made during the year will be communicated to families immediately.
- Walkers, bike riders, and ESP students are dismissed at 2:50 P.M. Car riders are dismissed at 2:55 P.M.
- Only individuals listed on the Authorization Release Card in the office will be permitted to check-out students leaving school early because of an illness or other acceptable reason. Please refer to the Attendance/Absences/ Truancy /Tardies/Check-outs section of this handbook.
- No student is allowed on the playground equipment during dismissal time.
- Students should exit the building immediately upon dismissal. Once students exit the building, they may not re-enter without the permission of a teacher.
- Students in grades K-5 who are not picked up by 3:15 P.M (on regular school days), 12:45 P.M. (on staff development days), and 9:15 A.M. (on abbreviated days) may be sent to ESP. Students who are eligible to ride the Special Education bus, and who do not have anyone at home to receive the child, will be sent to ESP. If your child is sent to ESP, you will be assessed the non-refundable registration fee(s) and the regular attendance fee(s). Failure to pay this fee will result in this account being turned over to a collection agency.

PLEASE NOTE: IF IT IS NECESSARY FOR YOU TO ENTER THE SCHOOL BUILDING DURING DISMISSAL TIME, PLEASE PARK IN THE PARKING LOT IN FRONT OF THE SCHOOL. PLEASE DO NOT STOP IN THE TRAFFIC LANES. THIS WILL HELP KEEP TRAFFIC FLOWING SMOOTHLY.

Expected Student Behavior

All students are expected to exhibit the following behaviors at College Street Elementary School:

- Show respect for self, others, property, and our building.
- Obey all school, classroom, and safety rules.
- Be on time, prepared for class, and ready to learn.
- Treat others as you would like to be treated.

Field Trip Policy

All students who attend field trips must have written permission by parent or guardian prior to the day of the field trip. Donations may be collected to help with the expense of field trips. Parents and guardians may be invited to attend field trips when additional chaperones are needed. Parents, unless serving as a chaperone, may not ride the bus with students. The teacher is always in charge on the school-sponsored field trips. A student may only ride with his/her parent to/from field trips if given permission by the student's teacher. All field trips are designed to be an extension of the classroom learning and/or be a reward for good behavior. Class field trips do not interfere with the smooth operation of the school nor are they a disruption to other classrooms and teachers. Therefore, siblings of students taking a field trip will not be checked out to attend a field trip with another class or grade. If a parent takes a school-age child on a sibling's field trip, against school policy, the school-age student will be counted absent and given zeroes for the day's work.

Homework Assignment for Absent Students

If a student is absent from school, the parent should call the school before 12:00 noon to request the homework assignments for that particular day.

Tennessee School Improvement Planning Process

School improvement is a continuous process. However, every three years, College Street Elementary School conducts a formal self-assessment. Committees are formed to examine various aspects of the school, to collect and analyze data, to conduct surveys, and to draw conclusions regarding the effectiveness of curricular practices,

assessment practices, organizational practices, and current use of time, money, personnel, and other resources. The information gleaned from this examination is used to develop an action plan with systematic steps to be taken to address identified areas of need. This school improvement planning process is mandated by the State Department of Education and is monitored by the district.

Uninterrupted Instructional Time

The instructional day begins promptly at 8:00 A.M. Any parent who is not a volunteer should exit the building prior to this time. We value our instructional time. It is in the best interest of your child that you make an appointment in the office if you need to speak with the teacher. Appointments with teachers are typically scheduled from 3:00 - 3:15 P.M. or during the teacher's planning period.

Visitors to School

Parents, grandparents, and guardians are always welcome at College Street Elementary School! We are glad you are in our building, but we ask that everyone follow procedure to ensure the safety of our students. Enter only at the front doors of the school. Go to the school office, and check-in with the receptionist. You will be asked to present a driver's license or other form of valid identification. You will then be issued a visitor's sticker. Sign-out in the office before exiting the building.

Cell Phones

Students are discouraged from bringing a cell phone to school. If your child needs to have a cell phone after school or for an emergency, the cell phone must be checked in at the office immediately upon the student's arrival at school. At dismissal, the student may pick up the cell phone.

Dress Code

College Street Elementary School students are expected to be dressed and groomed in a manner that is supportive of a positive learning environment and reflects pride in self and school when on the school grounds or at any school-sponsored event. There is a direct correlation between student dress and student behavior. Students will be expected to observe modes of dress, styles of hair, and personal grooming that supports a positive learning environment. Clothing should be neat and clean. Shoes should be worn at all times and be appropriately sized. Proper underclothing is required to insure modesty. Clothing that disrupts the educational process such as T-shirts with obscene or crude slogans, foul language, references to gangs and /or drugs, or suggestive language, symbols or pictures will not be tolerated. Inappropriate dress/clothing will include, but not be limited to:

- Hats/caps (inside building) unless for medical or religious purposes or approved by the principal
- Shorts or miniskirts that are inappropriately tight or short
- Inappropriately baggy or saggy pants, shorts, or biking shorts
- Tank tops with low necklines and/or big armholes
- Halter tops, strapless blouses, or spaghetti strap tops
- Low-cut tops or blouses
- See-through blouses or mesh shirt without top underneath
- Bare feet
- Bare midriff
- Extreme haircuts or hair colors
- Sunglasses inside the building
- Oversized or inappropriate jewelry or chains
- Visible body piercing of any kind other than the ears
- Any other dress which is deemed by the staff or administration to be inappropriate

Parents are, and will continue to be, the first line of inspection for inappropriate dress and grooming. After the student arrives at school, the faculty and administration are charged with the enforcement of the dress code. Once it has been determined that a violation of the dress code has occurred, the student is subject to disciplinary action. The Principal's actions may include:

- Counseling with the student
- Warning the student
- Calling parents to bring a change of clothes
- Placing the student in in-school suspension for the remainder of the day
- Suspending the student to Alternative School (for flagrant and repeated violations)

Westwood Elementary Section
<http://www.wes.manchestercitysch.org>
Where Eagles Soar!
Westwood Elementary School
A National Title I Distinguished School
A National Reference Site for Scientific Learning

In the 1967-68 school year, a building separate from Westwood Junior High was constructed to accommodate the elementary grades K-6. The new building, Westwood Elementary, had twelve classrooms, a music room, Library, playroom, cafetorium and office space. As enrollment grew, six more classrooms were added in 1978-88. A major renovation began in 2002 when all portables were removed and by 2004-2005 students entered thirteen new classrooms that house the PreK-1grades. A new computer lab was added that same year. In SY 2005-06 the renovation was completed with the opening of a new gymnasium, a cafeteria, kitchen and new office complex. New parking lots and landscaping give our exterior a new look. Lots of paint and new carpet have improved our existing facility. We enjoy being in our new building.

Westwood Elementary presently serves approximately 540 students in pre-kindergarten through the fifth grade. We offer special education and school-wide Title I services. A full-time school counselor, a full-time and half-time physical education teacher, a full-time art teacher, a full-time music teacher, and a librarian serve the student body. A family resource center assists in meeting the physical, emotional, and social needs of families served by the school.

The teachers are guided by Common Core Standards and pacing guides and offer a rigorous and challenging curriculum that emphasizes reading, language arts, and math. After-school STARS and summer programs offer remediation for students not meeting the required benchmarks and standards for their grade level. We also offer enrichment in Spelling Club, Geography Club, FIRST LEGO League, Jr. FIRST LEGO League, Maker Lab, and other classes that stretch the students' thinking and imagination. Circle of Friends, a tutoring and mentoring program, is offered once a week through our ESL program. Parenting classes, Love and Logic, are offered by the Family Resource Center.

Programs such as Math and Movement, Accelerated Reader, Accelerated Math, IXL Math, Reading Eggs, Fraction Nation, and Math Facts in a Flash are tools used to reinforce classroom instruction. Fast ForWord programs in a lab setting are effective, research-based reading intervention strategies that accelerate the learning process. They also develop and strengthen the cognitive skills of memory, attention, processing and sequencing.

A math interventionist and a reading coach work with students K-5 since our goal is to improve reading and math and have all students proficient by third grade. Response to Intervention (RTI) is a reading and mathematics initiative with one of its goals to reduce the number of unnecessary special education referrals. Another is to assure that all struggling readers receive appropriate intervention. RTI is now implemented in K-5 with frequent monitoring and assessments including Easy CBM and DIBELS in the lower grades. Our outdoor classroom is available for science instruction and is certified by the National Wildlife Federation as Schoolyard Habitat #848 in the nation. The courtyard project is complete outside the cafeteria. Sensory rooms are available as part of a "Chillville" project. Our track and fitness circuit is accessible to all students.

We are excited about our school and the programs we offer our students. We have great teachers who work diligently to make every year better than the last! We look forward to school year 2014-15.

Welcome!

Welcome students and families to Westwood Elementary School! Our community of learners looks forward to sharing the responsibility of educating every child during the 2015-16 school year with you. We are committed to doing so in a safe and nurturing environment. The information contained in this handbook is provided to keep everyone involved and informed of practices and expectations regarding the policies and procedures of the school. We expect you to read the handbook and follow the rules carefully. Keep this

handy as a quick reference. If you do not find the answer here, then please make an appointment to meet with the principal, or please ask a teacher or another staff member for clarification. We believe you will find that Westwood Elementary is a quality school. Westwood has been recognized twice as a National Title I Distinguished School and in 2010 was recognized by the State Dept. of Education as an Exemplary School-wide Inclusion School. We are a school with an outstanding academic record of achievement and value-added performance as evidenced by the State of Tennessee Report Card of 2013. We recognize that improvements can always be made, and we welcome your suggestions and input. We feel your child will benefit most when he/she attends regularly and we are partners in his/her education.

We are glad you are here!!

Letter to Parents

Dear Parents:

Our focus this year as we begin school is much the same as it has been in years past at Westwood Elementary, to inculcate the values in our students represented by three Rs: respect, responsibility, and resourcefulness. It is vital to our education to teach a healthy respect for oneself, for others, and for the property of others. Our consistent efforts to live respectfully will be rewarded by fewer disciplinary actions, improved self-esteem, and better relationships with one another. Though some suggest that respect should be earned, in reality, respect should reflect our primary interest to do our best and to do so in a cooperative environment with others. Students must have empathy for their peers, pride in themselves, and concern for our building and our campus; we must work together to see that our surroundings are conducive to learning and provide a safe place for everyone.

Respect cannot be isolated in the school; it must be the tone of the home and children's lives everywhere such that it is authentic. Responsibility is also integral to the development of students in an ever-changing world. As rigor of academic work and the accountability for individual learning rests more heavily upon students, students must also be willing to rise to the expectations. Please seek opportunities for your children to exhibit responsibility, both academically and personally. Understand that development of responsibility entails some challenges that may result in mistakes being made; encourage your children to learn from these mistakes rather than ignoring them or blaming them on others. Please don't go back home to get forgotten homework, backpacks, reading logs, lunch money, permission slips, etc. Let students experience the consequences of their behavior. It is part of the growing process and a way for them to learn to be more responsible next time.

Resourcefulness is another attribute that we want to see continually developed in our students. Our children must use their innate abilities and seek out other tools to reach their maximum potential. It is our responsibility to create an atmosphere that encourages achievement, evokes creativity, and rewards effort. Work with us as we strive to get the most from your child.

Sincerely,

Melissa Glenn, Principal

Beliefs

We believe students learn most effectively when they demonstrate exemplary attendance, are challenged academically, engage in active learning opportunities, and are supported by dedicated educators striving for a quality education for all students.

We believe all stakeholders hold high expectations for all students. Instruction should focus on a variety of research-based strategies and differentiated approaches that are data-driven and include opportunities for learning relevant life skills.

We believe when making decisions research-based information should be utilized and we must involve all stakeholders, be progressive yet prudent, utilize any relevant data, and decisions be data driven when considering the individual needs of students.

We believe the school leadership must set policy that is broad-minded and enables staff and students to achieve the school's goals for learning.

We believe that by establishing both internal and external communication adequate and appropriate information will be transferred to all stakeholders.

Mission Statement

The mission of Westwood Elementary School is to educate students in a safe, supportive, learning environment; to help students obtain the skills and knowledge needed to achieve academic proficiency and beyond; and to be successful, responsible citizens.

Shared Vision

We envision Westwood Elementary School to be a high-performing, learning culture within a safe environment which provides quality education for all students.

Morning Arrival and Supervision

All students, except those enrolled in ESP, will enter the building through the main entrance NO earlier than 7:30 AM and walk quietly to the cafeteria for breakfast or the gym for supervised study. Students are not to arrive before 7:25 AM unless enrolled in ESP. Doors will not open before 7:25 AM.

School personnel will not supervise students who arrive before 7:30 AM unless they are participating in a school-sponsored activity. Students are permitted to go to their classrooms at 7:45 AM. Instruction begins promptly at 8:00 AM; therefore, any student arriving at school after 8:00 AM must report with a parent to the office for a tardy slip before being admitted to class.

ESP students enter the building at the Oakdale Street entrance near the playroom (old gym) between 6:00 and 7:20 AM. These students are under the supervision of ESP employees until 7:30 AM.

Student Drop-Off

1. Follow the school's recommended traffic plans. Picking your own route and drop-off area not only disrupts the normal traffic flow, but it also makes it less safe for children and inconvenient for the parents who are following the rules.
2. Pull as far forward as possible at the unloading zone. Either all the way to the end of the unloading zone or until the car in front of you stops. Three to four feet between cars is a good distance. This allows more parents to drop off at the same time and speeds up the "drop-off" process. Being considerate helps everyone. Tomorrow it could be you stuck at the back of the line.
3. Follow school staff directions, they are only trying to expedite the unloading process and make things safer for your children. Don't blame them for the traffic.
4. Make sure your child is ready to get out of the car when you reach the unloading zone. Have all books, lunches and backpacks close at hand, not in the trunk or back of the car.
5. Unload as quickly as possible, but make sure your children are out and the car doors are closed before moving. Give your hugs at home, not at the unloading zone.
6. Do not park in the loading zone. Drivers are never permitted to exit their cars in the loading zone.
7. Leaving home a few minutes early could mean missing the school traffic altogether.

Afternoon Pick Up

1. If you have elementary students only, pick up your students at 2:45 p.m. Kindergarten, First grade, and siblings of Kindergarten and First graders will be picked up at the side entrance. Second and Fifth grade students are to be picked up in front of the building at 2:45 p.m.
2. If you have both a WES and a WMS student, we are going to make a change due to WES getting out 15 minutes prior to WMS. You will need to pick up your elementary student at 2:45 p.m. at the designated area, exit the campus, and then drive around to pick up your middle school student in front of WMS. Elementary school students will no longer be held in the back circle area to wait for a WMS student to be picked up first.
3. Cars should not use the staff parking lot as a thru street between the two buildings.

Visitor Policy

School safety is a top priority. In order to provide a SAFE environment for our staff and students we must closely monitor movement within our school each and every day. To maximize quality instruction to our students we must protect instructional time. The following key policies have been put in place to ensure the safety of your child as well, provide quality instruction to all students and provide effective communication opportunities for our parents.

- All parents/visitors will report to the front office as they enter the school building.
- All parents/visitors must sign in and wear a visitor's sticker provided by the front office.
- Parents will not be allowed to go to a teacher's room unless a meeting time has been previously scheduled with the teacher and it is during a non-instructional time. This includes walking your child to class in the mornings.
- All teacher parent conferences will be scheduled for non-instructional times agreed upon by both parties. This allows for a quality meeting to address any questions that a parent has
- All phone calls to a teacher will be sent to voice mail unless it is an emergency. Calls will be returned during non-instructional time.

Cafeteria Procedures

Breakfast Program

Westwood Elementary serves breakfast for all interested students. Breakfast is served from 7:30 – 7:45 A.M. Children who get a free or reduced lunch may also have a free or reduced breakfast for .30.

Lunch Program

Our cafeteria serves nourishing, well-balanced lunches. We invite and encourage our students to eat lunches prepared in our cafeteria. Menus are sent home monthly with each child. If a child prefers to bring his lunch from home, he may do so. Parents are not permitted to bring restaurant food to the cafeteria during lunch for their child or their child's friends. (School BD. Policy #3.500) Also, No canned or bottled soda from home may be brought to lunch. Water or juice only. (School Food and Nutrition Guidelines)

Students in grades 2-5 pay for their lunch and/or breakfast daily as they are served, or they may pay by the day, week, or month. Students in grades PreK-first grade will bring lunch money on Monday and Friday. Students in grades PreK-first may get ice cream on Friday. Teachers are to supervise students as they enter the cafeteria.

Students are to come in alphabetical order. Each student has a five digit ID number that is scanned at the end of the lunch line.

Visitors are encouraged to come have lunch at school anytime. Reservations are needed only on Christmas, Thanksgiving and during Grandparents Week.

Parents who visit to eat with their child (ren) need to sit at the table with the class; they will not be able to take their child (ren) and friends to another table due to other classrooms needing those tables and potential issues associated therewith. If a parent wishes to eat with more than one of his/her children at the same time, the parent should sit with one child's class, and the other child(ren) may join him/her when their classes arrive for lunch and as space allows. Children should not be pulled from classrooms to eat at the same time as siblings. If no space is available for this to occur, the lunch supervision personnel may assign appropriate seating. Please respect their decisions in this matter.

Parents are not permitted to eat outside with students, in the courtyard or at the benches outside of the cafeteria. These are reserved for use by teachers and staff or for privilege extended by teachers and staff to students at their discretion.

All visitors who join students for lunch must be approved visitors on the registration card and sign in at the main office.

Free and reduced lunch applications are sent home with all children at the start of the school year or at time of registration. Additional applications are available in the main office upon request.

Cafeteria Rules

- Speak to your neighbors in a quiet conversational voice.
- Follow rules of good manners and politeness.
- Clean up your space after eating.
- Raise your hand if you need something.
- Follow directions of lunchroom supervisors and cafeteria staff.

School-wide Rules

The faculty and staff have the responsibility of providing a safe and orderly environment in which students can learn and grow academically. We believe students behave properly if rules and procedures are carefully planned, taught, and consistently reinforced. The following are school-wide rules that students know and must follow:

- Show respect for yourself, your teachers, fellow students, and their property.
- Talk at appropriate times using appropriate voices.
- Keep hands, feet, and objects to self.
- Be prepared daily for classes by bringing books and homework to class.

General Information

To keep you informed, the following school information is for you.

- Office Hours Monday – Friday 7:45 A.M.- 3:15 P.M.
- Office Telephone: (931) 728-3412

- Office Fax Number (931) 723-0221
- School Hours: 7:45 A.M. – 3:15 P.M.
- Preschool Hours 7:45 A.M. – 1:30 P.M.
- Breakfast Served Daily From 7:30 A.M. until 7:45 A.M.
- Staff Development Day School Hours: 7:45 A.M. – 12:20 P.M.
- ESP Phone Number: (931) 581-2963
- Family Resource Phone #: (931) 728-3412 Ext. 2436

Report Cards and Progress Reports

The school year is divided into four nine-week grading periods. Halfway into each grading period, a progress report is sent home so parents can gauge their child's progress. Parent conferences are scheduled for October 24, 2013, from 3-9PM.

Accelerated Reader

Students will participate in the Accelerated Reader program during each nine-week grading period. Their reading level is determined by teacher input and the Star Literacy test which is given four times annually. Accelerated reader goals are set each nine weeks by the individual teacher often after conferencing with the student and based upon reading ability, interest, dependability, and test results. Students strive to attain point clubs: 25, 50, 100, 200, 300, 400, and 500. Serving as Principal of the Day rewards students who reach the 500-point club.

Field Trip Policy

All students who attend field trips must have written permission by parent or guardian prior to the day of the field trip. Donations may be collected to help with the expense of field trips. Parents and guardians may be invited to attend field trips when additional chaperones are needed. Parents, unless serving as a chaperone, may not ride the bus with students. The teacher is always in charge on the school-sponsored field trips. A student may only ride with his/her parent from field trips if given permission by the student's teacher. All field trips are designed to be an extension of the classroom learning and/or be a reward for good behavior. Class field trips do not interfere with the smooth operation of the school, nor are they a disruption to other classrooms and teachers. Therefore, siblings of students taking a field trip will not be checked out to attend a field trip with another class or grade. If a parent takes a school age child on a sibling's field trip against school policy, the school age student will be counted absent and given zeroes for the day's work.

Parent and Teacher Association (P.A.T)

The Parent and Teacher Association is an organization which helps to enhance the academic environment of Westwood Elementary and provides assistance for events such as Open House, Field Day, and the Fifth-Grade Celebration. It also supports fundraisers and school projects, such as the Playground Enhancement Project.

Notices are sent home to remind parents of the monthly meetings during school year. All parents are encouraged to attend these meetings and become an active member by serving on committees and sharing your ideas and opinions concerning the affairs of the school. Come join us!!!

Uninterrupted Instructional Time

The instructional day begins promptly at 8:00 AM, and any parent who is not a volunteer should exit the building prior to this time. We value our instructional time. If you need to speak to a teacher, it is in the best interest of the students that you make an appointment instead of interrupting student learning. Unless absolutely necessary, we encourage you not to call the teacher during the instructional day. If it is an emergency, the receptionist will take a message and deliver it to the teacher at a convenient time.

We value opportunities to communicate with you. Teachers are available to speak with parents between 3:00 PM and 3:15 PM when not assigned other duties. Additional appointment times may be arranged between you and your child's teacher.

Appointments to meet with the principal or assistant principal may be made by calling the office between 8:30 and 3:15.

NOTE: PARENTS ARE NOT ALLOWED TO GO TO THE CLASSROOM AND INTERRUPT INSTRUCTION TO CONFERENCE WITH TEACHERS DURING THE SCHOOL DAY.

Accompanying Students to Classroom and to Breakfast

When school begins in the fall, parents often are reluctant to “cut the apron strings” and let their child come to breakfast or walk to class alone. We certainly understand that this might be necessary during the first days of school.

However, this is only a temporary necessity. Teachers are anxious to get their students into the classroom in order to begin the instructional day. Having to stop to talk to parents only delays this process. Please help us by separating from your child at the front door as quickly as possible. It is surprising how quickly our students adjust to the new school setting.

Accompanying Students into the School

If you leave your car parked anywhere other than the parking lots during arrival time between 7:30 AM - 8:00AM and dismissal time which is between 2:40 PM –3:15 PM, you are creating a traffic control problem for other parents and sometimes the school bus. We ask that you not leave your vehicle unattended in ANY drop-off lane.

Visitors to School

Parents, grandparents, and guardians are always welcome at Westwood Elementary School! We are glad you are in our building, but we ask that everyone follow procedure to ensure the safety of our students. Please enter only at the front doors of our building. Go to the school office and check in with the receptionist. Sign in and receive a “Visitor” badge. Always pick up a badge if eating lunch. Please drop off the “Visitor” badge and sign out when exiting the building.

Behavior Modification Class

Project Flight Classroom at Westwood Elementary is an alternative intervention placement for students in grades K- 5. Students are assigned to Project Flight if they have multiple and serious rule violations, have been suspended greater than 10 days, or have been assessed and demonstrate the following traits: the inability to make decisions, low capacity in resiliency, poor management skills, lack of self-respect and/or self-esteem, or poor interpersonal and social communication skills. A student who has poor negotiation skills, lack of responsibility for others, the inability to work cooperatively, poor organizational skills, and the inability to follow directions is a candidate for Project Flight. Project Flight is a team approach and is therapeutic rather than a punitive placement. Students may also be assigned to Alternative School in the Project Flight classroom, generally for a temporary placement for usually 3-5 days. Project Flight serves students from Westwood and College Street.

Dress Code

Westwood Elementary students are expected to be dressed and groomed in a manner that is supportive of a positive learning environment and reflect pride in self and school when on the school grounds or at any school-sponsored event. There is a direct correlation between student dress and student behavior. Students will be expected to observe modes of dress, styles of hair, and personal grooming that support a positive learning environment. Clothing should be neat and clean. Shoes should be worn at all times and be appropriately sized. Proper underclothing to insure modesty is required. Clothing worn that disrupts the educational process, such as T-shirts with obscene or crude slogans, foul language, references to gangs and /or drugs, or suggestive language, symbols or pictures will not be tolerated. Inappropriate dress/clothing will include but not be limited to:

- Hats/caps (inside building) unless for medical or religious purposes or approved by the principal
- Shorts or miniskirts that are inappropriately tight or short
- Inappropriately baggy or saggy pants, shorts, or biking shorts
- Tank tops with low necklines and/or big armholes
- Halter tops, strapless blouses or spaghetti strap tops
- Low-cut tops or blouses
- See-through blouses or mesh shirt without top underneath

- Bare feet
 - Bare midriff
 - Extreme haircuts or hair colors
 - Sunglasses inside the building
 - Oversized or inappropriate jewelry or chains
 - Visible body piercing of any kind other than the ears
 - Pants, shorts, or skirts that unnecessarily expose skin above the knee due to holes or transparent material
 - Any other dress which is deemed by the staff or administration to be inappropriate
- Parents are and will continue to be the first line of inspection for inappropriate dress and grooming. After the student arrives at school, the faculty and administration are charged with the enforcement of the dress code. Once it has been determined that a violation of the dress code has occurred, the student is subject to disciplinary action. The principal's actions may include:
- Counseling with the student
 - Warning the student
 - Calling parents to bring a change of clothes
 - Placing the student in in-school suspension for the remainder of the day
 - Suspending the student to Alternative School (for flagrant and repeated violations)

Tennessee School Improvement Planning Process

Every year, Westwood Elementary goes through a self-assessment with a leadership team composed of the principal, assistant principal, lead teachers, support staff, and parents providing guidance for the process. Various committees are formed that look at aspects of the school, collect and analyze data, conduct surveys, and draw conclusions about the effectiveness of the curricular practices, assessment practices, organizational practices, and current use of time, money, personnel, and other resources. From all this information, an action plan is developed for the school to implement with action steps to take each year. This planning process is mandated by the State Department of Education and monitored by the district. The document that becomes the school's plan is called the TSIPP.

Cell Phones

Students are strongly discouraged from bringing cell phones to school. If your child needs to have a cell phone after school or for an emergency, the cell phone must be registered and checked in at the office immediately upon the student's arrival at school. At dismissal, the student may pick up the cell phone. The school is not liable for missing cell phones.

Rewards for Outstanding Conduct and Attendance

Maintaining outstanding conduct and attendance are accomplishments to be proud of as Westwood students. Our school is committed to recognizing students who demonstrate outstanding conduct and attendance by rewarding Students of the Month. Students may also be referred to the office for a "Good Office Visit" when a faculty or staff member has observed exemplary behavior. Perfect attendance rewards are given at the completion of the school year to students who have no absences and no more than one tardy and/or checkout.

Keep Informed

Parents, to keep informed of what is happening at Westwood, please check the event calendars that come home monthly. Also, monthly breakfast and lunch menus are sent home with notices of special events occurring in the cafeteria. Put these items on the "fridge" for easy reference. Our website, <http://www.wes.manchestercitysch.org>, is a great source of school information. It is kept up to date with the latest information and pictures of what is happening at school. Teachers have their own webpages. The PAT also keeps you informed with notes and newsletters. I also hope you can attend Open House, our PAT meetings, WinterFest, Parent Conferences, Family Literacy Nights, and other special events in which your child may be participating. Together we can make great things happen at WES!

Westwood Middle School
<http://www.wms.manchestercitysch.org>
Home of Rocket Pride!

Westwood Middle School is a unique educational setting. With an enrollment of around four hundred students, the building functions much like a private school. The faculty is highly qualified with a dedication to implementing the Common Core Curriculum. WMS offers students a generous selection of electives, complimenting the state required curriculum. Additionally, honors classes are available to those students who meet set requirements. The music department offers concert band, marching band, chorus and advanced chorus. A variety of extra-curricular activities are available, including Student Council, Junior Beta Club, Drama Club, Science and Technology Club, Rocket Explorers, and Yearbook. WMS's Speech and Theater Department annually stages a Broadway worthy production that allows students to demonstrate their acting ability. Athletic opportunities include football, basketball, cheerleading, soccer, golf, softball, baseball, tennis and cross country, and clay target shooting. The faculty at Westwood Middle School looks forward to helping your child fulfill his or her maximum academic potential. Partnering with you to meet the needs of children.

Letter to Parents

Dear WMS Family,

We are excited to welcome you to WMS for the 2015-16 school year. We are excited to begin another year of learning and are grateful to be working with you child. The faculty and staff at WMS look forward to working with each family, providing a safe, supportive learning environment for children, and building a community of learners in which each person can realize personal and academic success. We have exciting plans for the school year, including expansion of our Digital Learning initiative, continuation of the STEM program, and more comprehensive student support services. At WMS, we value each child and will work diligently to truly get to each of our students so we can support their needs and help them become learners for life.

I would like to personally encourage you to be active in your child's academic life and in our school community. At WMS, we realize our greatest asset is our wonderful school family made up of a caring, dedicated faculty and staff, terrific students, and supportive families. We know that together, this year will be a great success and we look forward to partnering with you on this endeavor.

If you have any questions, comments, or ideas, please feel free to contact me at (931)-728-2071.

Respectfully,
Chad J. Fletcher
Principal, Westwood Middle School

Mission Statement

The mission of Westwood Middle is to ensure that all students are prepared to become productive citizens and lifelong learners through a secure, caring, and safe environment.

Staff Beliefs

We believe:

- Students learn in different ways and at different rates.
- Learning must be meaningful and relevant to all students.
- All schools must have effective leaders.
- Schools must be safe for everyone.
- All children can and will learn.

Beliefs will be revised during the 2014-15 school year.

After School Dismissal Procedure

In the interest of safety and smooth traffic flow, the following guidelines are to be observed.

- Park along the curb if picking up a Middle student only.
- Use the 2nd lane to the right if picking up a Middle student and a Westwood Elementary student.
- Keep the middle lane open for parents who are exiting after pickup and for flow through traffic.
- Do not park in the parking lot since this requires a student to walk across three lanes of traffic and poses a hazardous situation. Vehicles parking in the parking lot in order to pick up students are subject to being ticketed by law enforcement officials. DRIVE SAFELY AND COURTEOUSLY.

Arrival and Departure

Start to school in time to arrive at least five minutes before the last bell which rings at 8:00 A.M. A student must be in the classroom and in his/her seat by the 8:00 A.M. bell. The school day for students begins at 8:00 A.M. and dismissal is at 3:00 P.M. Teachers are on duty at the school from 7:30 A.M. to 3:15 P.M. All students, unless participating in school-related activities, are to be picked up by 3:15 P.M. on regular school days, 9:15 A.M. on abbreviated days, and 12:30 P.M. on staff development days.

Behavior Expected

Westwood Middle School will continue to emphasize the School Wide Positive Behavior Support approach for the upcoming school year. Three rules have been adopted for the entire building. They are for students to be:

- Respectful
- Responsible
- Ready

Specifics, addressing various parts of the building, will be taught for each rule.

Check-Outs and Tardies

Students who, because of illness or other acceptable reasons, find it necessary to check out of school early must be checked out by a person whose name appears on the Authorization Release Card in the office. A student may be checked out for personal reasons three times per nine weeks without penalty. If a student has an appointment with a doctor, dentist or orthodontist, or has administrative approval, he/she is excused, and the checkout is not counted against the three allowed per nine weeks. However, for the checkout to be excused, a note must be obtained from the doctor certifying the office visit and presented to the office no later than the day following the checkout. Unexcused check-outs may result in department cuts, after-school detentions, and/or other appropriate actions. Students who are late to first period for any reason must obtain a tardy slip from the front office. To prevent tardies, students should arrive at school by 7:55 each morning in order to pick up necessary materials from lockers for first period classes. First period classes begin at 8:00 A.M. sharp. Three tardies per nine weeks will be excused without penalty. Successive tardies can be excused by a note from a doctor, dentist, orthodontist, or by administrative approval. Unexcused tardies may result in department cuts, after-school detention, and/or other appropriate actions.

Electronic Device Policy

Possession and/or use by a student enrolled in the Manchester City School District of a personal communication/electronic device while in a school, on school grounds or other property, or at any school sponsored activity is a privilege not a right. Any possession and/or use of a personal communication/electronic device by a student while in a school, on school grounds or other property, or at any school sponsored activity will be subject to the restrictions hereinafter provided in this policy

For the purpose of this policy, a “personal communication/electronic device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the

possessor. Personal communication devices shall include, but not be limited, to cellular phones, laptops, tablets, notebooks, eReaders, 2-way radios, CD/MP3/DVD players, iPods, Personal Data Assistants (PDA), cameras (both still and video), and radios.

Middle school students may possess personal communication/electronic devices while on school property. However, the personal communication/electronic device must be in the off mode and may not be used, seen, or heard upon arrival on campus until school is dismissed. The classroom teacher may grant permission to use a personal communication/electronic device at his/her discretion. Student possession and use of personal communication/electronic devices at outdoor school sponsored athletic events shall not be prohibited except that the student will not use the device for highly inappropriate activities. Student possession and use of personal communication/electronic devices at other outdoor and all indoor school sponsored events shall be at the discretion of the person in authority. A device used outside these parameters shall result in confiscation of the device until such time as it may be released. A student in violation of this policy is subject to disciplinary action.

Students are permitted to possess and use personal communication/electronic devices on school grounds or other property, or at any school sponsored activity at the discretion of the person in authority. Student possession and use of personal communication/electronic devices at outdoor school sponsored athletic events shall not be prohibited except that the student will not use the device for highly inappropriate activities. Student possession and use of personal communication/electronic devices at other outdoor and all indoor school sponsored events shall be at the discretion of the person in authority. A device used outside these parameters shall result in confiscation of the device until such time as it may be released. A student in violation of this policy is subject to disciplinary action.

Coaches and school activity sponsors may permit the possession and use of personal communication/electronic devices by students in order to make arrangements for pick-up at school upon return from the sport or activity.

CONSEQUENCES

If a student is discovered in possession and/or use of a personal communication/electronic devices in violation of this policy the following action will be taken:

- On first offense, the device will be confiscated by the person in authority witnessing the violation and will be returned to the student at the end of the school day. Parents/guardian will be notified.
- On second offense, the device will be confiscated by the person in authority witnessing the violation and taken to the Principal/designee's office. The device will be banned from campus for three (3) weeks (Fifteen (15) school days). A parent/guardian must come to claim the device from the principal or designee.
- On third offense, the device will be confiscated by the person in authority witnessing the violation and taken to the Principal/designee's office. The device will be banned from campus for six (6) weeks (Thirty (30) school days). A parent/guardian must come to claim the device from the principal or designee.
- On fourth offense, the device will be confiscated by the person in authority witnessing the violation and taken to the Principal/designee's office. The device will be banned from campus for nine (9) weeks (Forty-five (45) school days). A parent/guardian must come to claim the device from the principal or designee.
- On fifth offense, the device will be confiscated by the person in authority witnessing the violation and taken to the Principal/designee's office. The device will be banned from campus for twelve (12) weeks (Sixty (60) school days). A parent/guardian must come to claim the device from the principal or designee.

Personal communication/electronic devices will immediately be confiscated on the first offense if the device is used for highly inappropriate activities, including but not limited to:

- Text messaging that contains inappropriate content, profanity, or threats to others
- Cheating on tests
- Taking of and/or showing inappropriate photographs

- Contacting outside groups or individuals to participate in fights, retaliate, or participate in other inappropriate activities on or off school grounds or at school events.
- Any other activity deemed highly inappropriate by the person in authority

Students who use their personal communication/electronic device for any highly inappropriate activities or refuse to relinquish their personal communication/electronic device upon request to any person in authority in a school, on school grounds or other property, or at any school sponsored activity will lose the privilege of having a personal communication/electronic device in school, on school grounds or property, or at any school sponsored activity for the balance of the school year.

Students who bring a personal communication/electronic devices to school, on school grounds or other property, or at any school sponsored activity shall assume total responsibility for its care and security. At no time shall the District be responsible for preventing theft, loss or damage to the device.

Conferences with Teachers

If you need to have a conference with your child's teacher, please email them to request a conference. Teachers are expected to respond within 2 school days. If this does not occur or you wish to contact the school's administration, please do so via email, by calling the main school number (931-728-2071), or scheduling a meeting with the school administration or guidance counselor. We ask that parents do not go to classes without an appointment during the school day, as this is a disruption to the learning process.

Expectations Before and After School

Students are expected and required to maintain good behavior at all times while on school property. Sixth graders will report to the cafeteria upon entering the building. Seventh graders will report to the gymnasium. Eighth graders will report to the library. No student is allowed to be elsewhere in the building (locker, band room, bathroom, etc.) without written permission from a teacher. will be dismissed at 3:00 P.M. Sixth grade students will exit the building at the north entrance (nearest Taylor Street). Seventh graders will exit from the middle entrance. Eighth graders will exit from the south entrance (at the Rocket).

Conduct Grade

Good conduct is expected and required of every student throughout the school day and during school activities. Behavior which disrupts the educational process will not be tolerated. The school conduct grade is a reflection of a student's conduct throughout a particular nine weeks' grading period. A school conduct grade will be given for each nine weeks' grading period. Each student will begin every nine weeks' grading period with a conduct grade of 100. Excused tardies and check-outs do not count against the school conduct grade. The conduct grade will carry the same weight as academic grades in defining the honor roll.

Dress Code

While on campus or at any school sponsored event, students should be dressed and groomed in a manner which reflects good taste and does not interrupt the educational process. Clothing is to be neat and clean. Shoes are to be worn at all times. Clothing with obscene or vulgar slogans, references to gangs and/or drugs, and/or suggestive language or pictures will not be tolerated.

Inappropriate dress/clothing will include but not be limited to:

- Bare Feet
- Bare Midriff
- See-through blouses
- Low-cut blouses
- Halter tops or spaghetti strap tops
- Tank Tops with low necklines and/or sides and/or narrow (less than 2 inches in width) neck straps
- Hats/caps (inside building)
- Mesh shirts (without undershirts)

- Sunglasses (inside building)
- Headbands or bandannas
- Unbuttoned shirts or blouses
- Shirts or patches displaying undesirable advertisements, slogans, or designs (alcohol, drug, sex, etc.)
- Inappropriately baggy or sagging pants, shorts, or biking shorts
- Shorts, or mini-skirts that are inappropriately short
- Oversized or inappropriate jewelry or chains
- Body piercing of any kind other than ears
- Any other dress which is deemed by the staff or administration to be inappropriate or distracting

Extra-curricular Participation

In order for a student to participate in extra-curricular athletics, he/she shall maintain grades as set forth by the Tennessee Middle Schools Athletic Association for its athletes. Sixth-Eighth grade students must have passed four subjects the preceding semester and/or school year. Students attending or participating in extra-curricular activities are expected to follow behavior and other school policies and may receive consequences for failure to do so.

Honors Courses

A differentiated honors curriculum based on Common Core Standards includes a wider range and greater depth of subject matter than that of the regular course. Emphasis will be placed on higher level and critical thinking skills, on creative, productive thinking, and on independent guided research. In the middle school program, these courses are offered in English, mathematics and science.

In order to be considered for enrollment in Honors Courses, students must demonstrate superior skills in the following areas:

- 1) Performance on State mandated assessment (**TCAP or equivalent**)
- 2) Class performance/grades and either
- 3) Teacher recommendation or
- 4) Beginning of the year pre-test

Parents interested in admission to Honors Courses for their child(ren) may make their request through the Guidance office. A committee comprised of the school principal, gifted education specialist, school guidance counselor, and a teacher from each grade will review each child's information and make final placements.

iPads

iPads will be issued to 6th and 7th grade students. These may not be taken home until the child's parent/guardian signs the usage agreement. iPads are the responsibility of the child to maintain and use for educationally relevant purposes. Students may not download content or apps without permission, nor should the settings on the ipad be changed. Should the iPad or associated equipment be lost, stolen, or damaged, it will be replaced one (1) time at no cost to the student. All additional repairs or replacements will be the responsibility of the child and his or her family.

Motorized Vehicles

Students shall not bring or operate any type of motorized vehicle on the school campus at any time. Students observed using motorized vehicles on the school campus will be subject to being reported to law enforcement agencies.

Privileges Revoked

Students who do not adhere to school rules and policies may have various classroom and school activity privileges revoked for a period of time. For example, these students will not be allowed to attend school assemblies, pep rallies, school socials, field trips, etc. Also, students who lose their privileges will not be allowed to attend or participate in any extra-curricular activities unless the particular activity is grade related or falls under TSSAA guidelines. In these instances, participation will be determined by the supervising teacher or coach.

Report Cards, Conduct Reports, and Honor Roll

A computerized report card is issued every nine weeks for every student to take home. The report card must be signed by parents and returned to the school. A record of each student's conduct for the nine weeks will be attached to the report card for the parents' information. The Honor Roll for each nine weeks is all A's with no more than one B.

Rewards for Good Conduct and Attendance

Westwood Middle School is committed to rewarding students who have exemplary conduct and attendance records. During each quarter, students who have maintained excellent records in behavior and attendance will be rewarded in some fashion. Field trips, movies, homework passes, and other various rewards will be considered.

Schedule Changes

No schedule changes will be made after the first ten (10) days of each semester unless the school administration feels that an exception should be made. The party requesting a schedule change will obtain the proper form from the guidance office and discuss the reason for the change with the guidance counselor. A decision concerning the request will be made by the principal after consultation with the guidance counselor.

Student Lockers

During registration, each student will be assigned a locker for which he/she is responsible. Students are not permitted to share lockers. Students may place locks on their lockers. If the lock has a key, a second key must be left in the office. If the lock is a combination lock, the combination must be on file in the office. Lockers containing locks which do not meet these guidelines shall have those locks removed. Lockers should be organized and tidy, and students should avoid overloading to the extent that the locker cannot be easily closed. If a student cannot open his/her locker or the locker is damaged in any way through no fault of the student, contact the office immediately. In addition to disciplinary action, the student is financially responsible for any assessed damages to the locker throughout the school year. Reminder: lockers are the school's property and are subject to search.

Teacher Responsibility

The teacher's primary responsibility is to teach students; therefore, it is also the teacher's responsibility to maintain classroom and school wide discipline which allows all students to learn in a safe productive environment. Any teacher may correct any student for misbehavior either in the building or on the grounds. Failure to respond to a teacher's correction will result in discipline either by that teacher or by the administration. Students are also expected to respond to the correction of other staff members who have responsibility for specific areas of the school offices, cafeteria, and facility upkeep.

Parent / Guardian Review Confirmation

This is to acknowledge receipt of a Manchester City Schools student handbook for the 2016-2017 school year. I understand that State or Federal Law, State Board of Education Rules Regulations and Minimum Standards, and the Manchester City School Board Policy will take precedence over this document in the event of a discrepancy. I further certify by signing below that I have reviewed with my child the expectations, rules and consequences as set forth in the handbook.

Remove this form and return the signed form to your child's teacher as soon as possible.

Please Circle Yes or No.

Do you have internet access in your home?

Yes

No

Parent/Guardian Signature

Student's Name

Date