

**Bobby Ray
Memorial
Elementary School
Student Handbook**



2017-2018
Mrs. Monti Hillis, Ed.S.
Principal

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This student handbook is a compilation of the policies, procedures, and behavioral expectations that are intended to guide and assist students during the school term. Complete accuracy of information is the intended goal of this handbook. This handbook however, because of limited space, does not precisely mimic the printed page of board policy. The school administration will defer to board policy in all questions arising concerning policies or procedures contained in this handbook. Please be aware that as a living document board policy is subject to change. Please know that your school administration will make every effort to make students aware of changes if and when they occur.

2017-18 Warren County Schools Calendar

August 8, 2017	Registration Day Abbreviated 7:45-9:45 No Buses Abbreviated Day
August 9, 2017	No Students
August 10, 2017	First Day for Students
September 4, 2017	Labor Day (No School)
September 15, 2017	Fair Day (No School)
October 9-13, 2017	Fall Break
November 6, 2017	Parent/Teacher Conference High School 3:00pm-6:00pm
November 7, 2017	Parent/Teacher Conference PreK-5 and Prek-8 Elementary 3pm-6pm
November 9, 2017	Parent/Teacher Conference WCMS 3:00pm-6:00pm
November 21, 2017	Teacher Professional Development (Stockpiled Day No Students)
November 22-24, 2017	Thanksgiving Break
December 19, 2017	Abbreviated Day 7:45-9:45 Buses will run
	End of First Semester 84 days + 1 full PD=85 days
December 20, 2017-	Holiday Break
January 2, 2018	Holiday Break
January 3, 2018	Teacher Professional Development (No School for Students) (Stockpiled Day)
January 4, 2018	Students Return from Holiday Break
January 15, 2018	Martin Luther King Day (No School)
January 22, 2018	Parent/Teacher Conference WCMS 3:00pm-6:00pm
January 23, 2018	Parent/Teacher Conference High School 3:00pm-6:00pm
January 25, 2018	Parent/Teacher Conference PreK-5 and Prek-8 Elementary 3pm-6pm
February 19, 2018	Presidents Day (No School)
March 16, 2018	Teacher Professional Development (Stockpiled Day No Students)
March 19 - March 23, 2018	Spring Break (No School)
March 30, 2018	Good Friday (No School)
April 10-13, 2018	Pre-K and K Screening West Elementary Gym (subject to change)
May 14 - 24, 2018	Kindergarten and 8th Grade Graduation Window
May 25, 2018	End of Second Semester 93 days + 2 PD=95 days
	Last Day of School (Abbreviated 7:45am-9:45am No Buses)
May 25, 2018	High School Graduation

Report Card Distribution Dates

1st Quarter Ends October 6, 2017	Report Cards October 23, 2017
2nd Quarter Ends December 19, 2017	Report Cards January 8, 2018
3rd Quarter Ends March 15, 2018	Report Cards April 2, 2018
4th Quarter Ends May 25, 2018	Report Cards May 25, 2018

General Information

School History

Bobby Ray Memorial Elementary School is named as a tribute to all veterans. Our namesake, David Robert 'Bobby' Ray, attended our school when it was a high school. After graduation, he enrolled at the University of Tennessee Knoxville before joining the military. He was killed at Phu Loc, Quang Nam Province in Vietnam on March 12, 1969. Because of his heroic efforts to save the lives of his fallen comrades while under heavy fire, Ray was awarded the Congressional Medal of Honor becoming the only Warren Countian ever to be so honored.

Principals that have served Bobby Ray Memorial Elementary are: Bonnie Collier, Bob Bonner, Beverly Ramsey and Monti Hillis.

Bobby Ray Memorial is the home of the Stars. Our name is taken from the Medal of Honor that was posthumously awarded to Bobby Ray. The Medal of Honor consists of a five pointed bronze star attached to a light blue silk ribbon and is awarded to a recipient who has "distinguished himself conspicuously by gallantry and intrepidity at the risk of his life above and beyond the call of duty."

Grade Levels: Pre-K through Fifth Grade

School Address: 504 North Chancery Street, McMinnville, TN 37110

School Telephone: (931) 473-9006

School Fax: (931) 506-5245

School Website Address: bres.warrenschoools.com

School Hours: 7:45am to 2:45pm

School Pledge

I will act in such a way
That I will be proud of myself,
And others will be proud of me, too.
I came to school to learn,
And I will learn.
I will have a good day!

School Motto

"We share the past.
We serve the present.
We educate the future."

School Colors

Because Bobby Ray served as a hospital corpsman, 2nd class in the U.S. Navy, **navy** and **white** represent the colors of Bobby Ray Memorial Elementary School.

School Mission Statement

STARS...

Love learning

Excel in all we do

Achieve goals together

Do what is right

School Vision

To provide our students with the knowledge and skills to become lifelong learners and productive members of society.

School Beliefs

We believe...

- Student learning is the main focus of our school.
- In continuous improvement for all.
- Each student is valued.
- Everyone is held accountable.
- Positive support and recognition of achievement improves success.
- All students should be challenged to reach their highest potential.
- Our school is a learning community where everyone has the opportunity to grow.
- Parents, students, and staff share the responsibility for student learning.
- Working together builds success.

Admission and Immunization Requirements

Students entering a Tennessee school for the first time must present a certified certificate of birth, social security card, an official Tennessee Certificate of Immunization form provided by the Health Department or doctor's office, and provide proof of physical before attending classes. Students entering kindergarten must have reached the age of 5 on or before August 15 of the current school year. Children entering school (k-12) must have the required immunizations as required by the Tennessee Department of Health of the appropriately documented exemption form.

If your child meets the qualifications per the TN Department of Health, please present the documentation upon registration (unless documentation has already been placed in your child's permanent record). **Students will not be allowed to register without proper documentation.**

Attendance

School Hours

- The school day for Pre K-5 students begins at 7:45 a.m.
- Pre-K students may be picked up at 1:00 p.m. The school day for grades K-5 ends at 2:45 p.m.
- The building will be open at 7:00 a.m. for bus riders and students wanting breakfast. **No child should be dropped off before 7:00 a.m.**
- All other students are encouraged to arrive at school at 7:30 a.m. and should be picked up at 2:45 p.m.
- Extended Day Care students are dismissed to Day Care at 3:00. Afternoon Daycare is available until 6:00p.m.
- Bus riders are dismissed to the bus room beginning at 3:00 with the exception of express buses which load at 2:40.

Regular attendance is an important factor in the establishment of a good scholastic record. Work missed when absent from school can be difficult to make up. There is no substitution for actual participation in the daily class work. No student is allowed a certain number of days to be absent.

Every student is expected to be in attendance each day unless excused by one of the following:

- the student or a member of his/her family being ill
- a death in the family
- observance of a religious holiday
- extreme weather conditions, or approved school-related activity.

A student may be excused for the above reasons from attendance, but not from the work required during the absence. **It is the student's responsibility to complete all make-up work in all subject areas during his/her absence. Absence for any other reason than those listed above will be unexcused.** Students will receive an incomplete for work missed due to an unexcused absence. The incomplete will be replaced when the work is completed.

When a student is absent, a note is required. This note is to be presented to the student's homeroom teacher within three (3) days of the absence. The note should include the reason(s) for and the date(s) of the absence. **The school may accept a written note from a parent or guardian verifying a student's illness for up to a total of 5 accumulated days during the school year.** However, if a student is absent due to his or her personal illness for more than a total of five accumulated days, a doctor's note specifying inclusive dates for the illness must be submitted in order for any subsequent illness-related absences to be excused.

Warren County School Board policy states that if and/or **when a student commits his/her third unexcused absence a letter and/or phone call will be sent to the parent or guardian,** by the school in which the child is enrolled. If and/or **when a student commits his/her fifth unexcused absence, that student's name and the facts of such unlawful absence can be reported to the juvenile authorities.**

Truancy Review Board: When a student has more than five (5) unexcused days absent from school, the principal or attendance clerk may summon that student to appear before the Truancy Review Board. This appearance counts as one appearance in juvenile court, and attendance by a parent or guardian is required. Students who are habitually absent will be reported to the juvenile judge who will determine what is best for the child. (**Board Policy JB**)

Perfect Attendance: To be eligible for perfect attendance, a student must be in attendance for a length of time equal to the state's minimum hourly requirement for a school day. To have perfect attendance a student's attendance record must indicate that the actual days absent at the year's end is .99 or below or less than 420 minutes away from school for the entire year. Students who sign in late and check out early will accumulate time and when this time reaches 420 minutes or 7 hours the student will be considered absent one day.

NOTE: Please plan any family vacations over breaks. Vacation taken during regular school session will be considered unexcused absences. If special circumstances arise, a letter requesting PRIOR approval & listing the reasons you are making a special request must be turned in to the Principal.

Tardy and Sign Out District Guidelines:

1. 3 tardies or unexcused early dismissals within the same quarter will result in a warning being issued and the parent notified by the attendance clerk
2. On the 4th tardy or unexcused early dismissal within the same quarter, the student will receive 2 hours of After School Instruction (ASI) and the parent will be called for a conference at the school
3. On the 5th tardy or unexcused early dismissal within the same quarter, the student will have a mandatory meeting with the school Principal and/or District Attendance Director and student will be placed on an attendance contract for the remainder of the quarter

Check In and Out of Office

Any student arriving after 7:45 a.m. or leaving before 2:45 p.m. must check in or out of the office. **Parents must accompany students arriving after 7:45 a.m. to the sign-in office.** Warren County School Board Policy states that elementary 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). **Persons whose names are on the yellow sign-out card must be able to present identification upon request by the office staff when signing a child out. No one will be allowed to sign a child out of school unless his/her name is listed on the yellow card.**

Emergency Dismissals

There are any number of emergency situations which force the closing of schools. During these times it is often impossible to get an open phone line. Please have a pre-determined emergency plan for your child that does **NOT** include the student having to phone someone. Reviewing this plan with your child periodically will help him/her feel safe during stressful times. You will receive a "Snow Plan/Early Dismissal" for you and your child to complete and return to the school for our records. This should eliminate confusion and upset children if school is dismissed early. Please notify the school of any revisions to your plan.

The Director of Schools will use the emergency notification message system by phone or email and will notify local radio/TV stations to have a school-closing announcement broadcast.

Health Services

If your child has a medical condition that might require special action, please contact one of the School Nurses at 668-5111. Examples would be **diabetes, asthma, and severe allergies with the need for an Epi pen, seizures, or others.** We will assist you in the communication of those special needs and the appropriate responses at school and on the bus through an Individualized Health Care Plan.

Throughout the school year please refer to these guidelines as a way to prevent the spread of communicable disease in the school. A student should be kept home when the following symptoms persist:

- **Temperature of 100 degrees or more, (must be fever free without medication for 24 hours)**
- **A dry, hacking or productive cough**
- **Purulent (green, yellow, thick, or unusual) nasal or eye drainage**
- **Diarrhea**
- **Skin rashes or eruptions: such as scabies, chicken pox, or impetigo**
- **Complaints of earache, severe stomachache, sore throat, severe headache**
- **Red throat, swollen glands around jaw, ears, or neck**
- **Nausea and Vomiting**
- **Lethargy (general complaint of muscular aches and pain)**
- **Head or body lice must be treated with appropriate medication before returning to school**

(Board Policy JGCBAB)

Lice Screening

Screenings take place randomly at school in the classroom setting. The school nurse or designee may check for head lice. Upon return to school after an infestation, that child must be checked individually by the school nurse in a private location before they can return to class. You **MUST** accompany the child when they come in to be checked. **THE SCHOOL POLICY IS LICE FREE BEFORE RETURNING TO SCHOOL.**

Medication Policy

STUDENTS ARE NOT TO HAVE ANY FORM OF MEDICATION IN THEIR POSSESSION AT ANY TIME. All medication must be brought to and from school by parents, never delivered by students.

We want to encourage you not to send medications to be administered at school. But if that is necessary, there are specific guidelines we must follow in order to comply with state law. You will find these guidelines below:

Students required to take prescribed or non-prescription medication must have an “Administration of Medication” form completed and on file. This form is available from the school nurse or the school and **MUST BE COMPLETED when medication is delivered to the nurse’s office by the parent or guardian of the student.** (Students do not complete the form or transport medication to school.) Medication will be kept and given to the student at the designated time.

The medication must be delivered to the nurse’s office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate administration (i.e., students with asthma). All prescription medications must be brought to school in the original unopened container labeled by the pharmacy to include the following information:

- Name of student**
- Prescription number**
- Name of medication and dosage**
- Administration route or other directions**
- Date**
- Licensed prescriber’s name**
- Pharmacy name, address, and phone number**

The school is not permitted to administer medication, including aspirin, Tylenol, etc. at the student’s request.

NOTE! Any student possessing, selling, giving, sharing, or misrepresenting any medication in any form including, but not limited to any type of over-the-counter medication or health aide (such as vitamins), will be subject to full prosecution under the Drug Free Schools Act.

All nonprescription medication must be brought to school in the manufacturer’s container with ingredients of the product listed on the unopened container, and child’s name affixed to the container. The medication will be administered in accordance with label directions or written instructions from the student’s physician.

The administrator/designee will:

1. Inform appropriate school personnel of the medication being administered.
2. Keep an accurate record of the administration of the medication.
3. Keep all medication in a locked cabinet except medication retained by a student per physician’s order;
4. Return unused prescription to the parent or guardian only.

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 regulations:

The parent or guardian is responsible for informing the designated official of any change in the student’s health or change in medication. A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term administration of medication (Board Policy JGCC).

Bobby Ray Memorial Elementary Code of Conduct

The expectations in the Code of Conduct have been established in order to insure that our school is a productive and safe place in which learning can occur. Acceptable behavior and good citizenship are expected from every student, staff member, and visitor at our school. We ask for your support in helping your child understand and follow all of our school rules

and policies. Our school rules are:

- ⊕ **Be Respectful**
- ⊕ **Be Responsible**
- ⊕ **Be Safe**

Good behavior will be acknowledged and reinforced with “STAR Tickets”. Each student will have an opportunity to earn Star Tickets daily. Students who earn a determined amount of tickets will be invited to participate in a monthly celebration.

Students who consistently disregard our rules might not be allowed to participate on field trips, assemblies, or special days and programs we plan. Teachers make every effort to keep in contact with parents regarding student behavior.

Please help us by always checking your child’s folder for notes from his/her teacher and make sure we have current phone numbers where you can be reached.

Some examples of conduct resulting in disciplinary action are:

- Abusive Language: Student delivers verbal message that includes swearing or use of words in an inappropriate way.
- Writing, distribution, or possession of obscene materials
- Fighting/Physical Aggression: Student engages in actions involving serious physical contact where injury may occur.
- Overt Defiance: Student uses inappropriate tone with teacher or staff, leaves area without permission, or uses verbal and physical defiance that interferes with the operation of school.
- Harassment/Tease/Taunt: Student engages in bullying, repeated verbal abuse, threats of physical harm, or harassment due to race, color, sex, religion, national origin, or handicap status any of which makes other students feel sad or scared. (Comments of violence or personal harm will not be taken lightly and can result in law enforcement action.)
- Forgery/Theft: Student in possession of, having passed on, or being responsible for removing someone else’s property or has signed a person’s name without that person’s permission.
- Property Damage: Student participates in an activity that results in destruction or disfigurement of property. (Students who vandalize or destroy school property will be held financially responsible for repair and/or replacement of said property including labor.)
- Weapons: Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.

When students break the rules or regulations, display inappropriate behavior, disturb, or disrupt the educational process, corrective measures may take one or several forms depending on Warren County Board Policy and the severity and/or frequency of misbehavior.

We reserve the right to prohibit any items deemed distracting to the learning process. i.e. fidget spinners

Forms of intervention:

- Verbal reprimand
- Visit with school counselor
- Logical consequences of inappropriate behavior and/or loss of privilege
- Time out/Isolation in class/Write-off
- Pupil-teacher conference
- Parent notification of the problem (call or note)
- Parent-teacher conference
- Parent-teacher-student conference
- After or before school detention or public service work around school
- Trip to principal’s office
- Parent called and requested to come pick up student (Principal)
- Student isolation – supervised study (Principal)
- Suspension (Principal)
- Corporal punishment
- Expulsion (School Board)

Concerns: If you have a concern about your student, talk to the teacher **FIRST**. If you feel the situation has not been resolved, please call the school office to set up an appointment. In order for the school administration to provide and supervise the best instructional environment for your child, appointments must be made and followed.

School Board Policies and procedures

Bullying

Definition of Bullying:

Bullying is any ongoing physical or verbal mistreatment where there is: an imbalance of power and the victim (target) is exposed repeatedly to negative actions on the part of one or more other students.

Behaviors associated with Bullying:

Intimidating type of behaviors such as:

Offensive name calling – verbal and written

Aggressive personal contact

Threats– verbal and written

Intimidating body language

Damage, destruction, and theft of property

Invading personal space

Intentional / continual noise making

Intentional exclusion

Students at Bobby Ray Elementary have the right to feel safe at school. The faculty has been trained (under the OLWEUS Bullying Prevention Program) to intervene in situations where bullying behavior is suspected. Students who witness bullying are encouraged to report the behavior and provisions are in place which allow students to do so without fear of retaliation. Allegations of bullying can be reported to any staff member of the school. The allegations will be investigated by the school guidance counselor/ and or principal.

Consequences of Bullying:

- Warning – Written form signed by student and parents identifying the occurrence and the formal warning
- Counseling session with School Counselor
- In-school or out of school suspension

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted;	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully's behavior, the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	CANNOT be resolved through mediation

Source: Jennifer Astles, DASA Newsletter, January 2014, TST BOCES

Sexual Harassment

Sexual harassment activity toward any student by an employee or another student will not be tolerated. Sexual harassment is defined as conduct, advances, gestures or words of a sexual nature which:

1. Unreasonably interferes with the student's work or educational opportunities; or
2. Creates an intimidating, hostile or offensive learning environment; or
3. Implies that submission to such conduct is made an explicit or implicit term of receiving grades or credit; and
4. Implies that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Victims of sexual harassment shall report these conditions to the appropriate school official. Confidentiality will be maintained and no reprisals or retaliation will occur as a result of good faith reporting of charges of sexual harassment. In determining whether alleged conduct constitutes sexual harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred, will be investigated. The

Director shall be responsible for investigating all complaints of sexual harassment. If satisfactory resolution of the complaint is not reached, the student may appeal the matter to the Director, and ultimately, to the Board.
(Board Policy JCAD)

Child Neglect and Abuse Policy

According to TCA 37-1-412, anyone having suspicion or information suggesting child abuse/neglect is required to report to the Department of Children's Services at 877-237-0004. Students should tell their teacher, guidance counselor, nurse, or other school employee if they feel they are being neglected, hurt, or abused by someone or if they know a friend who is neglected or abused.

Drug-Free Schools

Students will not consume, 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 schools grounds.

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

Information about drug and alcohol counseling and rehabilitation program will be made available through the school office. **(Board Policy JCBC)**

Interrogations and Searches

If a student is suspected or accused of any offense committed in a school during school hours or on school property at any time, the principal may interrogate the student, without the presence of parent(s) and without giving the student constitutional warnings.

Any principal, or designee, having reasonable suspicion because of information received from a teacher, staff member, or student may search any student, visitor, place, or thing on school property. Lockers and other storage areas are school property and subject to search. **(Board Policy JCAB)**

Textbooks

Each student shall receive all required textbooks at no cost. Textbooks are property of the Board 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 will be responsible for the textbooks received and used by their children. Students are expected to return books in the same conditions as received, allowing for wear occurring from normal use. If this text is abused, damaged, or lost, parents will be required to pay for the text. **(Board Policy IFAA)**

Student-To-Student Relationships

Students shall be provided a safe learning environment. All students are urged to avoid any behavior or actions that might cause physical, mental, or emotional harm to any other student. Bobby Ray Memorial Elementary adheres to a hands-off policy. All students are to keep their hands to themselves. Public displays of affection, (ex. Kissing and intimate embraces) are not allowed. It is a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student.

Tobacco

The possession, uses, or transfers of tobacco or tobacco products in any form by any student are strictly prohibited. Any student caught in the possession of, using, or transferring any tobacco or tobacco product while participating in a school-sponsored event shall be subject to disciplinary action, which may include corporal punishment, suspension and/or expulsion. **An automatic citation to Juvenile court will be issued in all cases of tobacco possession according to T.C.A. 39-17-1501.**

Use or Possession of DRUGS OR ALCOHOL by Students

Students will not consume, 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 schools grounds. Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended. Information about drug and alcohol counseling and rehabilitation program will be made available through the school office. **(Board Policy JCBC)**

Weapons and Dangerous Instruments

Students shall not possess, handle, use, or attempt to use any dangerous weapon on school property, or off the school grounds at a school-sponsored activity, function or event.

Zero Tolerance

Some school rule violations could result in expulsion under state law. These violations are referred to as "zero tolerance" violations and are:

- Possession of a firearm on school property/activity
- Possession/use/sale of drugs on school property/activity
- Battery on staff member

Selling of Items

No items are to be brought to school to be sold, unless they are items being sold by this school in a fundraising activity. No items may be sold for personal profit. All fundraisers will be cleared through administration.

STUDENT LOADING AND UNLOADING

Your child's safety is our utmost concern. We appreciate your cooperation in morning unloading and afternoon loading of students. **Car placards must be displayed or yellow cards will be verified for pick up.**

Student Morning drop off will be in the upper parking lot **ONLY**. (Entering from N. Chancery)

Student Afternoon pick up will be in the upper parking lot. (Entering from N. Chancery)

***Parents when you drop off your student please make sure that they are in the building before you leave.

PLEASE REMEMBER:

7:00-7:40 is student drop-off time.

Stop for all pedestrians and drive slowly!

Student pick-up is from 2:45-3:00.

With your help we can continue to make Bobby Ray Memorial Elementary a safe place for your child! Bobby Ray Memorial Elementary does provide after school child care, but you must be signed up before entering. You cannot call and say send my child to daycare unless they are signed up already. If an emergency arises, please call the school office so your child will not be unnecessarily worried. Students not picked up on time will be called and if late pick up continues will be required to arrange afternoon daycare for their students.

Withdrawal Procedures

Parents/Legal Guardians must come in person to withdraw students for enrollment to another school. Our attendance clerk will be happy to help parents with the necessary paperwork. Student records cannot be released until all books are returned or paid for, cafeteria charges are paid, and other financial obligations are met.

Custody Issues

Due to questions raised regarding custody issues, we must now require proof of custody in the form of a court order. We need a copy of the custody papers as soon as possible, so we do not violate the order.

Extended Day Care Program

Child care is provided through the Extended School Program offered by the Warren County School System. The Director of the program is **Martha Kirby**. She can be reached during the day at **668-5931**. The extended day program is from 2:45 p.m. to 6:00 p.m., Monday through Friday. The charge for this program depends on the number of days a child attends and the number of brothers and sisters who also attend. The goal is to provide quality child care while at the same time encouraging and stimulating the child's academic, physical, and social growth. Please check with the daycare staff for the times of operation during our breaks, holidays, and school closings. The phone number for Day Care is **473-9006**.

Grading Policies

The Board of Education believes that the issuance of grades serves to promote continuous evaluation of student progress toward expected learning outcomes, to inform both the student and parent of such progress, and to provide a basis for bringing about change in a student's performance, if needed.

Grade reports will be sent home with students at the end of each nine weeks. In addition to these report cards, progress reports will be sent home in the middle of each grading period to provide parents with information of importance in the educational process.

Grades K-3 will receive Standards Based Report Cards. This will not contain letter grades but levels of progress marked by +/- or number 1-4.

Grades 4 and 5 will receive letter and numerical grades that will express the basic grading system for subject area as follows:

- A...93-100
- B...85-92
- C...75-84
- D...70-74
- F...69 and below

Grades given at the end of each nine weeks period will be determined from daily work, oral and written assignments and tests. The teacher may weigh the value of grades for various assignments within the nine-week period. This procedure will enable the teacher to allow for individual student differences in the grading process.

EMERGENCY PROCEDURES

Each class has a specific plan to follow in the event of an emergency such as fire, tornado, bomb threat, or lockdown. We practice these plans, so our students will know how to react in the event of an actual emergency.

BAD WEATHER

During the school year, school is sometimes canceled due to bad weather. Listen to your radio or TV for information on school cancellation or delay. **Please do not call the school to learn of cancellations...** our phones are incredibly busy on these days, and we need to get pertinent information to our students. If school has been canceled the previous day, listen to the radio or TV to learn if there is a delay in the school starting time or if schools are on regular schedule. Often, information about early dismissals is on the radio before individual schools have been notified by the Central Office.

When school is delayed due to bad weather, teachers are not required to come in early for extra duty. The doors will be opened 45 minutes prior to the announced time for school to begin.

BUS RIDING IS A PRIVILEGE.

BUS CONDUCT

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus. Students are assigned a school bus by the transportation supervisor.

Students are under the supervision and control of the bus driver while on his/her bus, and all directions given by him/her shall be followed. If there is a serious discipline issue, the principal of the student transported shall be informed by the bus driver and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the administration determines that his/her behavior causes disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation.

Any student wishing to ride a bus other than his/her assigned bus must have written parental permission and the approval of administration or his/her designee. Students should bring the parental note to the office first thing in the morning to receive approval from the principal.

Students who transfer from bus to bus while in route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the student's home school.

Use of Video Cameras

Video cameras are used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Video surveillance shall be used only to promote the order, safety, and security of students, staff, and property.

Bus Rules

1. Cooperate with and obey the driver.
2. Do not use profanity.
3. Your bottom must be in the seat at all times.
4. Use a soft speaking voice...never yell.
5. Do not damage the bus, bus seats, or windows.
6. Keep all belongings and self-inside the bus.
7. Throw nothing out of the bus windows.
8. Do not bring flammable material on the bus.
9. Do not eat or drink on the bus.
10. Possession or use of tobacco or alcohol is illegal.
11. Possession of a weapon is illegal.
12. Remember that the bus stop is an extension of school grounds.
Follow school rules by keeping your hands to yourself at all times.
13. The bus driver is authorized to assign seats.
14. Do not tamper with bus equipment.
15. Have a safe trip.



Discipline Procedures:

1st offense: Written warning

2nd offense: Bus privileges may be denied for 3 days

3rd offense: Bus privileges may be denied for 5 days

4th offense: Bus privileges may be denied for the remainder of the school year

*Some offenses may warrant other disciplinary measures.

Bobby Ray Memorial Elementary will adhere to the policies and procedures that have been set forth by the Warren County Board of Education. A copy of policy and procedure manuals are available at the school for viewing.

Student Dress Code

The following shall not be worn at school or school-sponsored events during school hours.

- Clothing or accessories that denote affiliation with any gang associated with criminal activity, or a safety hazard or security risk
- Caps, hats or head scarves, for boys or girls, will not be worn inside buildings
- See-through clothing, tank tops, or clothes revealing the midriff, back, chest, or shoulders
- Loose fitting clothing such as saggy/baggy pants
- Spandex or biking shorts are not acceptable as an outer garment
- Clothing with holes above the knee
- Clothing/tattoos with suggestive or inappropriate slogans, vulgar captions, or advertisements for tobacco, alcohol or drug products
- “Heelie” (skate shoes) or bedroom slipper type shoes may not be worn to school. Shoes are to be worn at all times.
- Leggings will be worn only with approved length dresses and skirts (skirt length must be dress code even when leggings/hose are worn).
- Shorts/skirts/dresses will be no higher than four (4) inches from the middle of the knee.
- Slits in skirts/dresses will be no higher than four (4) inches from the middle of the knee.
- All pants will be worn at the waistline. Belts should be fastened. If the student has no belt, the school shall provide material to hold the pants up.
- No tinted glasses/sunglasses are permitted unless prescribed by a doctor.
- No body piercing jewelry, including spacers, except for earrings in the ear for boys and girls
- Students may have the option of wearing their shirt or blouse untucked. Shirt and blouse may not be longer than the bottom of the fingertips while standing and may not be so short that students raising their elbows to the height of his or her shoulder exposes midriff.
- Tops, blouses and shirts must fit so as not to reveal the torso or undergarments and must cover the shoulders.

Note:

1. Special dress days may be designated by the principal to include but not limited to, the following examples: field days; picture days; school spirit days, etc.
2. If a student cannot comply with the standardized dress code because of religious beliefs or physical characteristics, the parent/guardian must provide a written explanation to the principal for possible relief from certain aspects of this dress code.

Parent/Visitor Dress Code

We respectfully request that all who enter Bobby Ray Memorial Elementary School help us set the example by following the dress code.

Dress Code Violation

Students shall dress and be groomed in a clean, neat and modest manner so as not to distract or interfere with the educational process or cause a safety hazard. Students are encouraged to adhere to the provisions of this code during school hours (whether on or off campus) and while in attendance at school sponsored events. An administrator’s judgment shall prevail in all matters regarding the application of these rules.

Violations may result in the following consequences:

- **1st Violation:** The student will receive a written warning and the violation must be corrected. If student cannot correct violation at school, parent will be called.
- **2nd Violation:** Parent will be called, violation must be corrected immediately.
- **3rd Violation:** Student may receive in school suspension or other consequence and parent conference will be held.

Personal Communication Device

A “personal communication device” is defined as a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. An electronic listening device is defined as a device which plays music, such as IPODS, MP3 players, CD players or portable radios. A personal communication device also includes tablets, laptops, Ipads and other internet accessible devices a student brings onto campus to enhance or enrich learning opportunities.

For the purpose of this policy, use of such a device means either receiving or sending a message by the emission of an audible signal or sound, vibration, or visual display. If the cellular phone or other device emits a sound, or vibration, or displays a message, whether or not it is answered, it is considered to be in use.

Access to the WCBOE wireless network, whether with school-provided or personal devices, is filtered in compliance with the Children’s Internet Protection Act (CIPA). Students shall make no attempts to circumvent the school’s network security and/or filtering policies. This prohibition includes, but is not limited to, setting up proxies and downloading programs to bypass security. The use of personal devices falls under the WCBOE Acceptable Use policies GAMB and IFBGA. However, access from personal devices is limited to Internet only. Students will not have access to any documents that reside on the school network from their personal devices.

Access to the WCBOE wireless network is a privilege, not a right. Any use of the wireless network entails personal responsibility and compliance with all school rules. The use of the WCBOE network also allows IT staff to conduct investigations regarding inappropriate Internet use at any time, by administrator request.

Students shall not use personal communication devices or listening devices at any time during the school day, including time between classes, during passing times, and at lockers, or on school buses except:

- 1) The principal or his/her designee may grant a student permission to use a personal communication device in specific circumstances at his/her discretion. Such use by the student shall be strictly limited to the specific use and circumstance granted.
- 2) A particular teacher may give a student special permission to use a personal communication device for specified educational purposes in their classroom or on a school related field trip for which they are a chaperone, but only during that classroom period or trip.

Students in elementary or middle schools are not permitted to possess a personal communication or listening device at school except as specifically permitted by the particular school’s principal. Possession of a cellular phone or other communication device or listening device is not a violation of this policy for students in grade 9 through 12 if the phone or device is kept concealed and out of sight in a purse, pocket, book bag, locker, or automobile and is not in use during the regular school day.

For the safety and privacy of students, use of cameras during the school day is always strictly forbidden.

Agreement to follow Rules and Policy

By allowing a student or bring a cell phone, or any other personal communication or listening device to school, the parent and the student voluntarily agree to abide by these disciplinary rules restrictions, and confiscation as any additional disciplinary rules established at each school by the principal and/or his/her designee with respect to such items at school.

Consequences for Viloation of Policy

School employees who discover a student using a phone or other personal communication or listening device in violation of the policy shall report the violation to the principal. Violation of this policy will result in the student’s cell phone being confiscated. Parents will be contacted. If violations continue, parents will be required to come to school and pick up the device.

NO ASSUMPTION OF RESPONSIBILITY OR LIABILITY

Students bring their devices to use at school at their own risk. It is their duty to be responsible for the upkeep and protection of their devices. (Board Policy JCBEA)

Parent Information

Parent-Teacher Conferences

The District-Wide Parent-Teacher Conference Day for Bobby Ray Memorial Elementary is scheduled for Tuesday, November 7, 2017, from 3:00 p.m. to 6:00 p.m. and Thursday, January 25, 2018, from 3:00 p.m. to 6:00 p.m. The conferences are scheduled to facilitate communication between the school and home. Additional conferences may be arranged when requested by either parent or teacher. We hope to see **ALL** parents at conference time.

Parent – Teacher Organization (PTO)

The PTO offers you the opportunity to work more closely with your child's teacher, principal, and school officials in order to provide the best possible education for your child as an individual. Through the PTO, you will be able to voice your ideas for our school and our school system. We welcome suggestions for improvements in our children's education. With your involvement, the PTO can help make our school system a stronger program. For more information on officers and meetings for the school year, please visit our school website bres.warrenschools.com

Parties

Parents are asked to assist teachers with four scheduled parties during the year. Scheduled days are:

- **Halloween:** Each class will have a Halloween Party.
- **Christmas:** (7:45 a.m. to 9:45 a.m.)
- **Easter:** Each class will have an Easter Egg Hunt at designated areas on the school grounds.
- **Valentine's Day:** Students will be allowed to observe Valentine's Day. We just ask that children who choose to bring Valentine Cards bring a card for every child in his/her class.

Invitations to private parties are not to be passed out in school unless everyone in the class is invited; either all the boys or all the girls or both. Hurt feelings result when it is obvious that some children are not included in an invitation. If invitations are only for a select few students, they need to be delivered outside of school.



VISITING THE SCHOOL

You are welcome to come and eat breakfast or lunch with your child. Please sign in through the office and receive a Visitor's Pass before proceeding to the cafeteria.

Please understand that our utmost concern is for the safety of your child. In order to ensure everyone's safety, we appreciate your support in adhering to the following:

All visitors and parents must be buzzed in at the front entrance. All visitors to our school, including parents, **MUST** sign in and out at the front office. If parents wish to speak with the teacher, send a note or leave your phone number with the receptionist, and the teacher will contact you as soon as possible. From 7:45 until 2:45, all of our teachers are with students and cannot leave their classrooms unattended. We **WILL NOT** interrupt the instructional day (unless an extreme emergency occurs).

VOLUNTEERS

We welcome volunteers at Bobby Ray Memorial Elementary. Several times a year, there will be opportunities for large numbers of volunteers to participate in school-wide activities. Individual teachers may make arrangements in their classroom for regular volunteer opportunities as well. **All volunteers must complete the volunteer form and return it to school at the beginning of the year for approval** in order to work in a classroom, chaperone a field trip, etc. Thanks for your understanding and cooperation!

Student Insurance

The Warren County School system has selected Scholastic Insurers as the company to offer accident insurance to the students of our school. Parents wishing to participate in the insurance plan may obtain an enrollment form from the office.

STUDENT YELLOW CARDS

In the school office, each student has a personal data form. This way parent information, emergency contact information and phone numbers are kept easily accessible to school personnel. **Should an address or phone number change, please contact the school IMMEDIATELY so proper changes can be made.**



CAFETERIA PROGRAM AND PROCEDURES Lunch and Breakfast

Program

We are pleased to announce that ALL schools will continue to participate in the Community Eligibility Provision (CEP) allowing all students to eat nutritious meals at NO charge. We hope to continue this program for years to come, but its' success depends on our students eating the meals provided by our school nutrition professionals in the cafeteria. We are asking all parents to encourage their children to eat breakfasts or lunches provided by school nutrition at their schools. We look forward to serving the children of Warren County in the upcoming school year!

Our menus are updated monthly and can be found on the district website at www.warrenschools.com

CAFETERIA BEHAVIOR Acceptable behavior and good table manners are expected at all times. Students unwilling to use appropriate table manners may be isolated during lunchtime and receive disciplinary action. Lunch is an important social time for our students, and we want everyone to enjoy this time!

Student Activities

- Assemblies will be held throughout the year. Teachers will inform parents when their student is involved. Parents and guests are welcome to attend. (Please come by the office and sign in before going to the gym.) Programs feature music, drama, art, and special projects presented by students. Teachers produce programs to correlate with holidays, special events, and their grade level curriculum.
- All 4th and 5th grade students have the opportunity to participate in 4-H.
- 4th and 5th grade students have the opportunity to try-out for the Archery Team.
- 4th and 5th grade students will have the opportunity to try-out for the Basketball and Cheerleading Teams.
- 4th and 5th graders who show a) worthy, moral, and ethical character, b) good mentality, c) creditable achievement, and d) commendable attitude may be invited to join the Junior Beta Club.
- Other clubs and activities may be available throughout the year.
- Each homeroom class will be responsible for leading the Pledge to the Flag, the Bobby Ray Memorial Elementary School Pledge, a moment of silence, and any words of wisdom for one week each school year.
- All students (K-5) participate in P.E., guidance, computer, music, keyboarding, and art classes.
- Two 5th grade students are chosen to represent our school as Cub Reporters for the Mini Standard.
- Upper grade students will have the opportunity to apply to be a Library Helper.
- The library operates on a schedule. Teachers may work with the Librarian to schedule a time to come and exchange books as needed during available times. Books may be checked out at no charge for a period of one week. Lost or damaged books must be paid for by the students.
- Academic and Special Activities may include:
 - Honor Roll
 - Perfect Attendance
 - Accelerated Reader Rewards
 - Field Trips (good behavior required)
 - Positive Behavior Support Acknowledgement Rewards
 - AIMS
 - Before/After school tutoring

Student Services

RTI (Response to Intervention)

At the beginning of the school year, students in grades K-5th will be screened in both math and reading. Students that are determined to need support with skill deficits will then begin the Bobby Ray Memorial Elementary RTI program. We will target students in the specific area of need.

RTI does not replace the special education process if there are suspected disabilities other than learning disabilities.

RTI is only a component of eligibility for a specific learning disability.

SPECIAL EDUCATION SERVICES

If a student participates in the RTI program to the point of educational testing, a special education teacher, school psychologist, administrator, and the classroom teacher will meet with parents to determine next steps. An IEP, or Individualized Education Plan, is written for each student who qualifies for special education services.

Section 504

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 a 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.

In order to fulfill its obligation under Section 504, the Warren County School District recognizes a responsibility to avoid discrimination in policies and practices regarding its Personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. 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. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a 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 parent or guardian the right to:

- Inspect and review his/her child's educational records;
- Make copies of these records;
- Receive a list of all individuals having access to those 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;
- A hearing on the issue if the school refuses to make the amendment.

If there are questions regarding students receiving special education services, please feel free to contact Candice Willmore, Special Education Supervisor at 931-668-1728. The Warren County School Board Policy Manual is available online at our district website.

Parent Information Notice

Parents play a vital role in this mission. The Board encourages the involvement of parents (Policy IFCE) and wants to keep them informed of their rights.

- Warren County School System does not discriminate on the basis of race, sex, color, religion, national origin, age, or handicap in the provision of educational opportunities, activities, or other administered programs. Any individual that has a complaint regarding discrimination or harassment should contact Equity & Legal Compliance Coordinator, Robin Phillips, 2548 Morrison Street, McMinnville, TN 37110 or 931-668-4022.

- Parents have the right to request information about the qualifications of their child's teacher(s) or paraprofessionals.

Teaching certifications can be found by accessing the Tennessee Department of Education, Teacher Licensing Web Site (www.state.tn.us/education/lic_home.htm) or contacting the system's Human Resources Director, Roy Pierce 931-668-4022.

- Parents must receive notification if their child is being taught in a core curriculum subject for 4 or more consecutive weeks by a teacher who is not highly qualified.

- Parents will have access to system/school report cards when released by the State Department of Education and available (usually in late Fall of each year) through their web-site (www.state.tn.us/education) at the school and/or district office.

- Parents will be informed if their child is enrolled in a school identified for improvement, corrective action, or restructuring. The Warren County School System will furnish an explanation of what this means, academic comparisons with district and state, steps being taken to improve achievement, parent involvement, etc.

- Parents will be informed annually about the availability of supplemental educational services if a school fails to meet adequate yearly progress.

- Parents must receive annual academic results [mid-term reporting periods, end of reporting periods, TCAP Achievement results (grades 3-8), Writing Assessment (grades 5, 8, 11), End-of- Course and Gateway Exams] in a timely manner as required by local Board policy and the Tennessee Department of Education.

- Parents of a student identified as limited English proficient (ELL — English Language Learner) must be notified in a timely manner of their child's participation in an ESL Program, details of the program, rights to waive participation, and specific information on the child's level of English proficiency.

A parental involvement policy is available in the school's handbook or in individual school's offices.

Title I Schools: A written parental involvement policy will be developed jointly with and distributed to parents of children participating in Title I Programs. This includes an annual meeting for parents to inform them of their school's participation in programs (ex. Title I) funded under the ESEA.

- Schools and parents must be notified of school wide program authority under which schools can consolidate funds from federal, state, and local sources to upgrade the educational program of the entire school (qualification: 40% of students must be from verified low income families).

- Parents can visit the state's web site (www.state.tn.us) or system's website (www.warrenschools.com) to access a description of the curriculum (Tennessee Curriculum Standards), assessment, and proficiency levels students are expected to meet.

- Parents have access to district and school information and reports through the media (local newspaper and radio), and the System/School Report Cards available on the State website or at the system's administrative offices.

- The McKinney-Vento Homeless Assistance Act ensures educational rights and protections for children and youth experiencing homelessness. For more information, contact the school system's homeless liaison at 668-4022, ext. 244 or the State Coordinator for the Education of Homeless Children at 615-741-3262.

- Section 9532 of the NCLB Act shall provide any student who attends a persistently dangerous school, or any student who has been the victim of a violent crime while at school, the opportunity to attend a safe school. The appropriate paper work and procedure is on file in your principal's office.
- PPRA (Protection of Pupil Rights) Amendment affords parents and students who are 18 or emancipated minors certain rights concerning our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. More information is available in the school or central office.
- The School Board Policy relating to student privacy and parental access to information is available in the School Board Policy Manual located at each school and the Central Office. Notification of Rights and Release or Directory information under FERPA, Family Education Rights and Policy Act, are also available through media announcements. This Federal law affords parents and students; (over 18 years of age) certain rights with respect to educational records. Parents will be notified of any change in Board policy. (More information on FERPA is available in school handbooks or at the Central Administrative Office.)

Students and parents; are encouraged to participate in safe and drug-free school programs to prevent student violence and drug use. Parents, however, may request in writing that their children not participate in such activities.

- School health requirements, policies, and procedures (ex: immunizations, medication at school, etc.) are available from the WCSS Health Services Office (668-5111), principal, or school nurse.
- Parent/Student Rights in Identification, Evaluation, and Placement—A complete description of the rights granted by federal law to students with disabilities is available by contacting the Special Education Department of the Warren County School System. The intent of this law is to keep parents fully informed concerning decisions about their child and to inform them of rights if they disagree with any of those decisions.
- LEAs receiving assistance under the NCLB Act of 2001 can provide to military recruiters, upon request, with 3 directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.
- CHILD FIND REQUIREMENT UNDER IDEA—Warren County Schools has the responsibility to locate, identify, and evaluate all children ages 3 to 22 years suspected of having a disability. Any questions or concerns may be directed to the Special Education Director at 668-1728.

Parents should read other valuable notices and information found in their child's school handbooks rules, policies, health related information, attendance, etc.

Answers too many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>.

Legal Services Division, Division of Special Education, Tennessee Department of Education, 710 James Robertson Parkway, Andrew Johnson Tower, 5th Floor, Nashville, TN 37243-0380, Phone: 615-741-2851, Fax: 615-253-5567 or 615-253-5567 or 615-532-9412.

The ARC of Tennessee is on the Internet at <http://www.thearctn.org/> Support and Training for Exceptional Parents (STEP) is on the Internet at <http://www.tnstep.org>. Middle Tennessee: (615) 463-2310, information@tnstep.org. Tennessee Protection and Advocacy (TP&A) is on the Internet at <http://www.tpainc.org>. Tennessee Voices for Children is on the Internet at <http://www.invoices.org/main.htm>.