

Bailey Station Elementary School Student Handbook 2011-2012



*“A Place Where Children Are Loved
and Love to Learn”*

3435 Bailey Station Rd. Collierville, TN 38017

(901) 853-6380 Fax (901) 853-7380

http://www.scsk12.org/SCS/elementary/BaileyStation_Elem

Cynthia Tesreau, Principal

Deanna Jones, Assistant Principal

Miranda Manley, Assistant Principal

John Aitken, Superintendent



Shelby County Schools offers educational and employment opportunities without regard to race, color, national origin, religion, sex, or disability.



Principal's Welcome

Dear Bailey Station Families,

On behalf of the BSE staff and PTA, I would like to extend a warm welcome to all of our returning and new students and their families. We are very excited about our upcoming new school year, and we encourage our parents to support the education of their children by joining the PTA and volunteering their time and talent at BSE. I am looking forward to working with all our parents, students and community to help make this a successful year at BSE!

Cynthia Tesreau, Principal

School Contacts

Principal	Cynthia Tesreau	853-6380
Assistant Principal	Deanna Jones	853-6380
Assistant Principal	Miranda Manley	853-6380
Financial	Linda Aycock	853-6380
Medical Records	Carol Fernandes	853-6380
Attendance	Lisa Brimhall	853-6380
Special Education	LeAnn Baker	853-6380
School Counselors	Ann Taylor / Erin Reagan	853-6380
Library Media Services	Jeannine Brown	853-6380
PTA President	Michelle de Jesus	355-9549

Accelerated Reader

Accelerated Reader is implemented school wide to encourage independent reading on each student's individual level. Students read self-selected and teacher required books and take computerized tests to determine comprehension of the reading material. Computer generated reports give teachers diagnostic data for planning reading instruction and intervention. At the end of the year we have an Accelerated Reader Awards program to help support and encourage our students for the accomplishments they have made in reading during the school year.

Accident and First Aid

School personnel are authorized to administer first aid only for minor injuries occurring at school. Please fill out the clinic card and emergency form on your child. In case of illness or serious injury, the parents will be notified immediately. It is the responsibility of the parent to help the school maintain accurate information on student emergency cards. The school needs information concerning street addresses, home telephone numbers, parent's work number(s) and emergency numbers, including doctor's number. **If during the course of the school year, any information from the emergency card changes, the parent is responsible for informing the school regarding any changes.**

Address and Phone Numbers (Please update as needed)

Please keep the school office and your child's teacher informed *in writing* of any changes in address or phone numbers. This includes home, work, cell, and emergency contacts. This is very important in case of an emergency and if the school dismisses early due to inclement weather.

Before/After School Reinforcement

Extended Contract funds are used to provide after school reinforcement activities with objectives that are a part of the state curriculum framework. Students are selected for tutoring classes and computer classes based on teacher recommendation, parent request, and performance on standardized achievement tests. Please notify the teacher if you are interested in your child participating in this program.

Arrival and Dismissal Procedures for Students

The doors will open at the 8:45 a.m. bell each school day. Please make sure that your child does not arrive before 8:45 a.m. unless they are enrolled in the YMCA program or participating in a before school sponsored activity. BSE students will be dismissed at **4:00 p.m. and exit the building at that time. Students will not exit the building prior to the school's regular dismissal time. Please make arrangements for your child's dismissal and exiting of the building at 4:00 pm.** Students must leave the campus immediately unless participating in an after school sponsored activity. Students will be dismissed as a car rider, walker, bike rider, daycare, or bus rider. Students may not remain anywhere in the building unsupervised. For the safety of our students, we must insist that all students be picked up everyday on time.

A note is required for early dismissal. Children must be picked up in the office and signed out of school by the parent, guardian or other designee on the registration form. Photo identification is required of all persons signing a student out of school. Parents should avoid checking out students before regular dismissal. **Please do not change the way your child goes home unless you write a**

note to your child's teacher and the office. No student may be checked out after 3:30 p.m.

**** Kindergarten parents** may walk their student to class on staggered enrollment day and the first full week of school, if desired. For the safety and development of each kindergarten child and to help each one make adjustments to their new adventure, we will allow students to walk to class by themselves after the first week of school. In all other grade levels, we are asking parents only to walk their child to class the first day after signing in and receiving a visitor's pass. Employees are available in the hallway and around the building if students need assistance.

Attendance

The Tennessee State Compulsory Attendance Law (T.C.A. §49-6-3001) requires that pupils of legal age attend school (ages of six and seventeen years, both inclusive) unless special circumstances arise which temporarily or permanently excuse the student from attendance. By state law, the student's school year shall consist of a minimum of 180 teaching days exclusive of all vacations, as approved by the Board of Education (T.C.A. §49-6-3004). The annual calendar is divided into two semesters. A copy of this calendar is available on the system website.

According to Shelby County Board Policy only the following reasons will be considered for excused absences:

1. Illness of student
2. Death or serious illness within the student's immediate family
3. Official representative of school in a school sponsored activity
4. Special, recognized religious holidays regularly observed by persons of their faith
5. Legal court summons not as a result of the student's misconduct
6. Extenuating circumstances created by emergencies over which the student has no control as approved by the principal.

All other absences than those outlined above shall be considered unexcused. A written statement or e-mail to teacher within two (2) school days of the student's return to school shall be required from the parent or guardian explaining the reason for each absence. It is very important to send in this information, so we will know whether to mark the absence as excused or unexcused. Please be sure to include the teacher's name and the child's complete proper name on the note. **If a note is not received, the absence is recorded as unexcused.** Tardies and early dismissals are cumulative. The principal, Mrs. Cynthia Tesreau, must approve student absences due to family trips, outings, or parent business. A list of students with five (5) or more unexcused absences will be forwarded to the Attorney General's Office. State law states that a fine up to \$50.00 may be assessed against a parent or guardian whose child has five (5) or more unexcused absences. Parents of students with (5) or more unexcused absences will be notified each 20 day period

NOTE: If your child is absent for an extended time, you should request make-up work by contacting the teacher via e-mail or calling the school office. Students need to be absent over three days in order to request make-up work.

Birthday/Party Celebrations

Birthday Party Celebrations in the Lunchroom

Because of the increase in food allergies and parent concerns, parents may not bring any food for classroom celebrations such as birthdays into the cafeteria or classroom. You may still bring your child food when coming to eat with them and if it is their birthday you may bring your child a treat! **We only ask that you not give any type of food to the other children in the classroom or cafeteria.** We want our children to still be recognized on their birthday, but food should not be a part of the celebration. Your child may bring classroom treat bags that will be given out in class that may contain pencils, stickers, fun games, dollar store items, etc.

Party invitations can be distributed in class if the child is inviting all the girls or all the boys or inviting the whole class. Your child **may not** hand out birthday invitations to a few select children as this causes hurt feelings and disrupts the classroom, taking away from instructional time. If you wish to invite only a few children to a birthday party we ask that you use the student directory to mail party invitations to fellow classmates and friends.

There are two school parties during the school year, Winter Break and Valentine's Day Party. Food that is brought in for our two school parties during the year will be monitored by the classroom teacher according to the needs of his/her classroom. **The Health Department requires that any treat such as cupcakes, brownies, etc. must be store bought items.**

Bookstore

The school operates a bookstore. The bookstore sells the basic suggested supplies needed by students. Price lists are posted in the bookstore. Bookstore prices are subject to change. Operating times are 8:45-9:00 every day. Students must report to homeroom before visiting the bookstore.

Bus Transportation

Bus service is provided for students who live more than 1.5 miles from the school. **Students may only ride the bus that serves their home address and may only get on or off the bus at their assigned stop. Students may not ride another bus home with a friend.** Students should be at their assigned bus stop 5 minutes before the scheduled pick-up time. Students are expected to observe the same conduct on the bus as in the classroom.

- Speak in a quiet voice and use appropriate language.
- Students must sit in their assigned seat, with their back and bottom on the seat and keep hands and feet in their space.
- Be courteous and cooperative with the driver.
- Keep the bus clean and be respectful of school property.
- Eating or drinking is not allowed on the bus (water bottles must be emptied before boarding the bus.)
- Electronic devices, live animals and tobacco products are prohibited on the bus.
- Backpack size is limited to one the students can pick up and hold in their lap.

Due to safety concerns we are asking that bus students not bring umbrellas onto the bus because they have created safety hazards when trying to enter and exit the bus.

Misconduct on the bus will result in disciplinary action. Our number one priority at Bailey Station Elementary is the safety of all children. Disciplinary action can include discipline referrals and bus suspensions depending on the severity of the infraction. Video cameras are installed on every bus and are viewed by the bus coordinator upon request. For

student confidentially purposes, parents are not permitted to view bus videos. It is imperative that the bus rules provided be reviewed with each child and signed by the parent. Bus rule forms will be returned and maintained by the teacher.

Calls and Messages

School telephones are not available for student's use during regular or after school hours unless, a school administrator has approved it. Please make sure your child has lunch money, homework, etc. each day. We know everyone forgets something occasionally, however, there are over 975 students at Bailey Station, and it is impossible to let all students call home if they forget something. Please make sure your child knows how he/she will get home daily. This minimizes classroom interruptions. **The school will not accept phone calls daily from parents leaving messages as to how students are to get home.**

Cafeteria

The cafeteria serves lunch daily in The Bears' Den. Lunch accounts are available, and parents who wish to put money on account may do so at any time. The SCS school district offers an online service to put funds in your child's lunch account called "e-Funds for Schools" which is described below. If you wish for more information please go to the SCS website and click on, *Nutrition Services*.

Each child has a student number that is assigned at the beginning of the school year. This number is used at the point of service and identifies your child to the cashier. This system allows for prepayment on your child's account. By placing money into your child's lunch account, it eliminates the need to give money to your child on a daily basis. **It is the parent's responsibility to maintain funds in the student's account.**

When your child's lunch account is low on money, the cafeteria staff will send home a notice letting you know that they need money to be deposited into their lunch account. This notice will be sent home as soon as your child has one day of lunch money left on his/her account. It is the child's responsibility to bring this information to your attention so that you may send in a check or cash the next day to replenish the lunch account for your child. Please make sure your child has means to secure his/her lunch each day, either by bringing a lunch or by using the lunch account.

Free and reduced meal applications are distributed at registration. All participants must have an accurate application on file. Applications must be submitted every school year.

Cafeteria Procedures for Parents

We welcome parents and guardians to come and join their child for lunch as long as space for seating is available. **Please be reminded that other classmates are not permitted to join you and your child for lunch.** Parents are not allowed to sit with their child's class at the large tables. These procedures are for the safety of all of our students and to accommodate enough seating for classrooms. **Please do not walk back to your child's class after lunch unless you are reading to the class or have made prior arrangements with the teacher, this helps teachers and children transition from lunch into the instructional part of their day!**

Please remember that many students have allergies and are allergic to all kinds of foods and additives that are in food that we eat daily. DO NOT share any food with other children in the lunchroom as this may cause a life-threatening emergency!

Cafeteria Procedures for first two weeks of school

We are requesting that parents not come to lunch for the first two weeks of school. This gives us time to get the lunch schedule in place and to teach cafeteria procedures. Beginning the third week of school parents are invited to eat lunch with their child. Please be aware that our school is growing and we will need to keep seat availability for our classrooms first. As long as seating is available, parents and guests are always welcome! Teaching our children how to act responsibly in the cafeteria is our focus during the first two weeks of school. Teachers and staff will help students practice and understand cafeteria procedures in order to encourage our children to take the time to eat and to make good choices in the lunchroom.

When joining your child for lunch, please follow the following procedures:

- Sign in at the office and obtain a visitor's nametag.
- Meet your child at the lunchroom door. **Do not go to your child's room.**
- Sit with your child at the designated table.
- Say good-bye to your child as you depart the lunchroom. **Do not go to your child's classroom to say good-bye.**
- Check out at the office
- Your child should follow all lunchroom procedures when eating with parents.

Cafeteria Procedures for Students

Always use restaurant manners! What are restaurant manners?

- Talking in a quiet voice
- Raising hand if you need something
- Only talking to those in front or beside you
- Eating your food.
- Lunch is the time to refuel your body and brain with a nutritious meal!

Cafeteria Rules

1. Enter the cafeteria in a quiet and orderly manner.
2. Students who bring a complete lunch from home may be seated immediately at the assigned table for their class.
3. Students are expected to obtain all the necessary items from the serving line and then walk directly to the assigned table.
4. Students should remain seated until the class is dismissed from the table.
5. There will be no loud talking, throwing of food, playing with food, or disturbing other students or their food.
6. All students are expected to demonstrate good manners while in the cafeteria.
7. No running or playing during lunch.
8. After emptying trays at the dish window, students line up quietly until the teacher arrives to escort them back to class.

9. Food purchased in the cafeteria must be eaten in the cafeteria.
10. All uneaten food will be thrown away before leaving.

Car Rider Procedures

Students who are car riders may be dropped each morning at 8:45 a.m. and picked up each afternoon starting promptly at 4:00 p.m. in the parking lot on the south side of the building. **Students must not exit the car until supervising school personnel are present to supervise this process and to make it as safe and smooth as possible.** Please remember that children who are car riders must be dropped off and picked up in the south parking lot area. Parents of students with special education needs, or day care buses can drop children off at the front of the school. If you choose to drive your child to school, the following procedures must be followed to insure the safety of all of the children:

- Drive slowly (5 m.p.h.) and cautiously through the car rider line. Always be aware of ALL children when on school campus.
- Parents must pull all the way up in the car line when arriving at school. Please be courteous by not leaving large spaces/gaps between cars. **Parents should not accompany students inside the building from the car rider line parking lot. If you need to accompany your child into the school building, please enter the building from the front parking lot and check in through the front office.**
- Teachers and teacher assistants supervise students during morning and afternoon car rider line. They will load and unload cars during the official arrival and dismissal time.
- Students will load and unload at the curb only, exiting the car from the passenger side door. Students will not be allowed to walk to or from a parked car in the parking lot.
- Cars must be placed in park before your child exits or enters your car. This protects your child as our staff.
- **The use of cell phones is not allowed while in the car rider line.** Your full attention is needed for the safety of all the children. Administration, faculty, and staff will address those using cell phones in order to protect our students.
- Parents must stay in the car. Do not exit the car to load or unload your child. If assistance is needed it will be provided by school personnel.
- Please be sure your child is ready to exit your vehicle before you go through the drop-off line. This will keep the line moving and prohibit delay.
- NO animals or pets on campus. If animals are in the car during car line please be sure they are properly restrained in your car (windows up, etc) for protection of students and teachers.
- Faculty and Staff will go into the building promptly at 9:00 and doors will be closed. Parents will then need to drive around to the front of the building and check their child into school through the front office.

Bad Weather During Car Rider Dismissal or Arrival

In the event that it is raining too hard and/or is lightning outside during dismissal time, children will be held inside the school until the weather passes for their safety. If bad weather happens during arrival time parents will be motioned to take children to the front drive and let them off under the front walkway to the school. THIS WILL ONLY occur during an emergency storm that is too severe for children to be walking in the open. PLEASE BE PATIENT when bad

weather happens even if it means your child may need to stay in the car for awhile or will not be dismissed until the weather passes! Please remember to not let out any child unless adults are there to supervise the children.

Care of Books/School Property

Textbooks and library books are the property of the Shelby County School Board of Education. They are provided to educate children. It is the student's responsibility to take care of his or her textbooks. At the beginning of each school year, students and parents sign "Textbook Receipts", which issue responsibility for the care of textbooks assigned to the students. Textbooks are either issued "NEW" or "USED." **If a book is lost, students will be responsible for paying for the book.** Damages will also be assessed for markings in books, torn pages, water damages, etc. Each student is required to place book covers on school issued textbooks. Please do not use adhesive-backed book covers, which damage school textbooks. These covers are to be removed when turning books in at the end of the school year to the classroom teacher.

Cell Phones/Communication Devices

Regulation 62097 Category C regarding the use of cell phones in the SCS Student Handbook. Students may not use or have on their possession any cell phones or communication devices during the school day. Electronic games, toys and trading cards are also not permitted on campus. If parents want their child to have a cell phone for before/after school, the cell phone must be turned off and put in the child's backpack during the day, it cannot be taken out in class or ring during class time. Should a student have a cell phone in his/her possession, during the school day, it will be given to the administration for parents to pick up. Parents will only be able to pick up the cell phone on the following Monday per SCS policy after the device is taken from the student. If the cell phone is not picked up during the designated time on Monday, it cannot be picked up until the designated time on the following Monday. Please see SCS cell phone policy in the SCS Student Handbook for consequences related to having cell phones on your possession during the school day.

Check-In/Check-Out Procedures

Check-in procedures:

Students arriving on campus after 9:00 are tardy and must be accompanied by an adult to the office to check-in and receive an admission slip to class. Announcements and instruction begins promptly at 9:00. **Do not drop your child off at the front entrance to the school. You will need to accompany them to the office and check them in to school.**

Check-out Procedures:

Early checkout is discouraged unless it is an absolute emergency! No child will be checked-out at the office after 3:30. We are preparing to end the day for a safe and orderly dismissal. If you know your child will be checking out early in the school day, please send a note to your student's homeroom teacher notifying her of an early checkout for your child. This will allow the teacher to prepare your child to be ready to leave when you arrive. The office will notify your child when you have arrived and they will be sent to the office. **Please remember to list the**

names of everyone who has permission to check your child out of school on the student information card. We cannot release students to anyone not listed on the information card without written parental permission or verified by the administration. It is the parent's responsibility to notify the office in writing of any changes in student/parent information on the registration card.

An ID is required of everyone that is checking out a student. This safety procedure is required each and every time for every individual. No checkouts will be allowed without proper ID. If your student has special considerations such as limited custody, or shared custody rights, please notify the school each year. We make every effort to comply with court orders and parental wishes; however, because of the number of cases we handle, we must have a letter on file.

Child Abuse and Neglect

All school personnel are required to report child abuse under Tennessee law. (T.C.A. 37-1-403) It is the law of the state of Tennessee that teachers or other persons employed in the public schools are required to report suspected child abuse and neglect. Any person having knowledge of any child who is suffering from or has sustained any wound, injury, disability or physical or mental condition, which is of such a nature as to reasonably indicate that it has been caused by brutality, abuse or neglect shall report such harm immediately to the Department of Children's Services.

Communication

Any Bailey Station teacher can be contacted by calling the school (853-6380). If the teacher cannot receive a call at the time, a message and a telephone number will be taken. The teacher will return the call the same day, if possible. When it is not possible, the teacher will return your call on the next school day. As teachers begin the school day, they will not be able to hold unscheduled parent-teacher conferences at the beginning of the school day during arrival time. We appreciate everyone's cooperation as we begin the school day for each child with adequate supervision and optimal instructional opportunities.

Compass Learning/Odyssey

Compass Learning is a new intervention program that will be used this year. The program creates a curriculum and assessment solution to help motivate today's students to engage, think & learn. Compass Learning is dedicated to creating personalized, innovative educational solutions that lead to student success. Compass Learning meets Tennessee state standards and is based on current scientific research into how students think and learn. Odyssey, the flagship K-12 software-based curriculum that assesses student's understanding of key objectives in Math. Based on this assessment, a student is automatically prescribed a personalized learning path filled with engaging activities. The time-consuming task of monitoring and measuring student success is made easier with Odyssey's wide variety of reporting features. Compass Learning has unlimited-user access that can offer Odyssey anytime, anywhere, for all students with Internet access. The benchmark test for Compass Learning will be the TCAP scores as well as the September Discovery Education Thinklink test.

Conferences

A parent-teacher conference is planned as a time for you to come to school to discuss your child's academic performance with the teacher. Shelby County Schools schedules Conference Nights for you to take an opportunity to visit with your child's teacher. Information regarding Conference Night will be distributed through your child's teacher. **You may contact your child's teacher at any time to schedule a conference throughout the school year by simply calling the school office at 853-6380. Shelby County Schools provides two conference days a year the first one will be on September 15, 2011 and the second conference time will be on February 9, 2012. All conferences are from 4:00 – 7:00.**

Counselor's Corner

Bailey Station Elementary has two full-time school counselors, Dr. Ann Taylor, and Mrs. Erin Reagan. The counselors teach developmental classroom guidance sessions focusing on academic, personal/social, and career development in accordance with state and national standards. Dr. Taylor and Mrs. Reagan also provide individual and small group counseling sessions. Group counseling topics are determined based upon student needs, but typically include study and organizational skills, anger management, leadership skills, friendship skills, divorce/changing families, and grief.

The counselors are also trained to consult with parents and teachers about a variety of academic, behavioral, social, or personal challenges that students may face over the course of their lives. If you would like to consult with the school counselors or feel your child would benefit from individual or small group counseling, please call for an appointment.

Custodial Parent

The custodial parent is the parent that the school personnel should consider the legal guardian and follow this parent's direction as to what access the non-custodial parent shall have to the child(ren). In cases of joint custody, the parent with primary custody, or with whom the child lives, shall be considered the custodial parent. The non-custodial parent is entitled to all school records, if requested, including meeting with the teacher(s) for informational purposes only. The custodial parent has the right to make all educational decisions unless it is stated differently in a court order. The custodial parent will determine the non-custodial parent's access to the child(ren).

Discipline

Our School Wide Positive Discipline Policy is based on "Choices" by Rick Morrison and also incorporates the philosophy of "Love and Logic," by Jim Fay and David Funk. Our school discipline system stresses self-discipline and responsibility while helping to develop positive, well-balanced students who possess good work skills and study habits. Students are involved in the development of their classroom discipline plan. Parents will receive a copy of the classroom discipline plan during the first week of school. We also incorporate a program called Project Wisdom that is a part of our school wide positive discipline policy. This program reflects the goals of our school. Our vision is to build CHARACTER by helping our students take responsibility for their choices and actions, to build CONFIDENCE by motivating our students

to do their personal best, and to build COMMUNITY by inspiring students to contribute to the world around them while honoring our individual differences (diversity) that makes our country and school great. Project Wisdom will become a daily part of our student's life through morning announcements and character building lessons in the classroom.

Our school wide positive support goals are:

BE Respectful

BE Ready

BE Responsible

Deliveries to Students

Delivery of commercial products (balloons, flowers, etc.) to students *is prohibited*. These items will not be allowed on the school bus or in the classroom. If any of these items is delivered to the school, they will remain in the front office until the end of the day. A parent can pick up the items for student to take home. Items such as lunch, textbook, supplies, assignment(s), clothing, projects and glasses are to be left in the school office for delivery by the office staff.

Dress Code

The responsibility for appearance of the students begins with parents and the students themselves. Student's clothing, make-up and hairstyles should reflect neatness, cleanliness and self-respect so that the school is a desirable place in which to promote learning and character development. A student who is not attired appropriately or exhibits grooming which is detrimental and/or distracting to the school environment shall be asked to refrain from wearing the inappropriate attire in the future or shall be required to make arrangements for more suitable or appropriate dress. **The principal or principal's designee shall make the final determination.**

Dress Code Guidelines

Some guidelines of acceptable attire as set forth by the Shelby County Board of Education are listed below:

- ❖ Pants of appropriate size and worn at waist
- ❖ Belts must be worn if pants have belt loops
- ❖ Waist length sweaters and appropriate sized lightweight jackets can be worn inside school for warmth as long as appropriate shirt is tucked underneath

Some guidelines of unacceptable attire as set forth by the Shelby County Board of Education are listed below:

- ❖ Spandex shorts and shirts
- ❖ Shorts, skirts, dresses, or a slit in dresses more than 4 inches above the knee
- ❖ Tight tops, pants, or dresses
- ❖ Sleepwear/pajamas
- ❖ Barebacked or bare midriff tops, shirts, or dresses
- ❖ Low cut apparel, tank tops, tube tops, spaghetti straps, or fishnet mesh shirts
- ❖ Any transparent clothing

- ❖ Hats, hoods, and headgear may not be worn in school building or where prohibited
 - ❖ Shower shoes, flipflops
 - ❖ Sunglasses without appropriate doctor's note and approval of principal
 - ❖ Facial jewelry (includes tongue and nose piercings)
 - ❖ Any clothing that advertises substances that are illegal by law for minors or that depicts violence, profanity or is sexually suggestive in nature, or promotes any gang or gang activity or displays language or symbols that create a disruptive environment
- NOTE: Uniforms for spirit and athletic groups must be consistent with student dress codes when worn during the instructional day.

Dress Code Enforcement

1. All personnel shall be responsible for consistently enforcing violations of the dress code and when necessary reporting to the site administrator/designee.
2. When the site administrator/designee determines that a student's attire is in violation of this policy, the student will be required to modify his/her appearance, clothing, and/or apparel to be in compliance with the dress code.
3. Appropriate action will be taken at the time the violation occurs, and when necessary, a home contact will be made seeking parental cooperation and assistance. The student may be taken home by the parent to modify unacceptable appearance or dress and returned to school.
4. When arrangements for correction in appearance or dress may not be accomplished, the student will be placed in a supervised area to complete his/her school assignments apart from the regular school setting for the remainder of the school day. This placement will be in-school suspension in middle and high school, and an alternative, supervised area in the elementary school.
5. In the case of questionable dress or grooming that is not specifically covered in the Dress Code Policy #6205, the school administration will make the final decision, which will be supported by the Superintendent and Board. Appropriate action will be taken and the parent will be contacted.
6. Middle and high school apparel required for athletic competition or school related extracurricular activities or performances may be worn, consistent with board policy, contingent upon the approval of the principal.

First Offense: Parent or guardian will be contacted. Student will be required to change into acceptable clothing to remain in his/her regular program. Absence from class during this time will be unexcused.

Second Offense: Parent or guardian will be contacted or a conference will be held. Student will be sent home to change into acceptable clothing and in school supervised student may be given. Absence from class during this time will be unexcused.

Third and Subsequent Offenses: Parent or guardian will be contacted. A conference will be held which involves the parent, student and school. Repeated violations will be deemed defiance and the student will be suspended from school based on the severity of the infraction. Absence from class during this time will be unexcused. A parent or guardian conference must be held with school administrators prior to the student being allowed to attend class.

e-Funds for Schools

This program is extremely user friendly and offers various options for parents/guardians who choose to make meal payments on-line. Not only will you have the ability to have meal payments electronically withdrawn from your checking account or charged to your credit card, but you may also have the flexibility of making a payment at any time through our website. The “e-Funds for Schools” site is secure and uses industry standard data encryption. You are in full control of your account and can make a payment at any time that is convenient for you. No payments will be allowed without your knowledge and authorization through this secure payment system. By providing your home and/or work email address, an email notification informing you of the student’s name, purpose of the payment, and the amount of the payment will be sent to you each time that a payment is to be processed. Please go to the SCS website at www.scsk12.org and click on Nutrition to find out more about opening an e-fund account.

ESL/ELL

The ESL (English /Second Language) Program serves students identified as English Language Learners (ELL). Students in K-5 are served, as needed by Natasha Perkins our ESL teacher who will support the efforts of the regular classroom teacher in order to make our ESL student successful.

Early Dismissal Plan due to Weather/Emergencies

Your child’s teacher will distribute an “Early/Inclement Weather Dismissal Plan” which you will need to complete and return. In the event that school is closed at an earlier time, it is important that school officials know how your child will be getting home that day. **Please understand that the school is unable to contact parents in the event of an early dismissal. Therefore, parents must stay abreast of school information via television, radio, and other media resources. Please check the Shelby County Schools website, www.scsk12.org for information about school closing, etc.**

Field Trips

Official field trip forms must be completed, signed and returned to the student’s teacher before the date of the planned trip. No child will be allowed to leave school without a signed permission slip from the parent. Children are not allowed to call home on the day of the scheduled field trip to make last minute arrangements. Telephone calls from parents cannot be accepted as a form of permission to attend a field trip. Since it is necessary to have tickets purchased in advance, we may/may not be able to refund field trip money. Permission slips and money must be turned into the office before the day of the field trip. Younger brothers or sisters are not allowed to go on field trips. School children must ride the bus with their class and not go in a car with a parent. Parents attending a field trip as chaperones must adhere to the teacher’s request in regards to students’ behavior and guidelines set forth by the Shelby County Board of Education. If student leaves the field trip with the parent or his/her designee, the teacher must have a note from the parent stating that (the person’s name) will check out the child at the end of the field trip. Then, the person must sign the child out with the teacher before leaving and present a picture I.D.

Fire/Tornado / Emergency Drills

Every precaution is taken to insure the safety of your child during normal school hours. Periodic fire, tornado, and emergency drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

Fitness Park/Playground

Our Fitness Playground, as we now call it, enables students, faculty and parents to make activity a part of their daily lives. The park is also used in PE classes and as part of the 90-minute mandatory physical activity a week for our students. We are extremely grateful for all those who have helped the dream of a Fitness Park become a reality in such a short time span.

Fitness Infused PE Program -Lifetime based activities, health lessons, and promotion of community health events make up our well-rounded program.

Appropriate shoes and clothing should be worn on PE Days. Shelby County rules state that students should wear athletic type tennis shoes for physical education class. Inappropriate shoes are: vans, sketchers, water shoes, or any slip on type shoes. The rule of thumb is: "Can you play soccer in them?" We are extremely safety conscious; therefore students are not allowed to participate when inappropriate shoes are worn. Parents should note, students are not allowed on the fitness park unless they are wearing tennis shoes.

Healthy Tip of Day – Our school listens to a healthy tip of the day during morning announcements. The tip is then reinforced in the classroom and taught in a 'mini lesson' in PE. We ask parents to also use this tip as a teaching tool at home.

Free and/or Reduced Meals Application

Every student will receive an application for free or reduced meals during registration. If you failed to receive an application, please contact the school office at 853-6380 to request one. If you are not interested, just sign not interested and return it to school. If at anytime during the year, your employment changes and you could use extra help, call the office to receive an application.

Grades

Academic grading scale is as follows:

- A = 93 - 100 Excellent
- B = 85 - 92 Good
- C = 75 - 84 Fair
- D = 70 - 74 Passing
- F = Below 70 Failure

Beginning with the 2011-2012 school year, for students in grades 3 - 5, scores on the Tennessee Comprehensive Assessment Program (TCAP) shall comprise 15% of the students' final grade for the spring (second) semester in mathematics, reading/language arts, science and social studies.

Please refer to the 2011 SCS Student Handbook for clarification on any grading procedures.

Harassment of Students

Student harassment, intimidation or bullying will not be tolerated. Harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic, or religious nature. Please refer to the 2011-2012 SCS Student-Parent Handbook for more information.

Health Concerns and Your Child

Our goal is to keep your child and their school environment as safe and healthy as possible. To accomplish this, we are asking for your help. Your child needs to stay at home if they have one or more of the following symptoms:

- A fever of 100 degrees or more
- A productive cough
- Thick, yellow or green drainage from the nose or eyes
- Diarrhea
- Skin rashes or eruptions
- Red throat, swollen glands around the jaw, ears or neck
- Complaints of earache, severe stomach ache or headache, or sore throat
- Nausea, vomiting, or recurrent vomiting
- Lethargy, muscle aches or flu like symptoms
- Head or body lice
- Ringworm (must be treated and covered before returning to school.)

Students who have any of these symptoms should remain home until they are symptom free for 24 hours. It is important to prevent students from returning with a decreased resistance to infection. Your cooperation in helping to maintain a healthy school environment is greatly appreciated. If children return to school before they are symptom free for 24 hours, parents will be called to pick their child up.

Parent volunteers handle minor accidents in the health room. All other accidents are immediately reported to the parent(s). If a student has a fever, is contagious, or feels too sick to stay at school, parents are called. In the event a parent cannot be reached, it is imperative that the names and numbers of other family members or friends who may be contacted are available to the health room. A new health card will be sent home to fill out each year.

Bailey Station Healthy Choices /Wellness Initiative

“Striving to provide our students with the most advantageous education we cannot neglect or ignore the vital responsibility of teaching them about a healthy lifestyle. We believe this encompasses social, emotional and physical health. We know it will take the education of our students, their families, our community and ourselves. We reason that promoting our Healthy Choices/Wellness Initiative through out our entire school – not only our students and their families, but our faculty and staff and the surrounding community will benefit us all greatly.”
BSE Healthy Choices/Wellness Initiative 8/2005

The Tennessee Coordinated School Health Plan (CSH) is now mandatory for all schools. This plan is an effective system designed to connect health (physical, emotional and social) with education. We are proud to say we are “ahead of the ballgame,” and have begun merging these two programs through our Healthy School Team efforts and our SACS goals.

Below you will find information that helps promote our philosophy.

Health Requirements

Immunizations: “No Shots, No School.” All students entering for the first time are required to have proof of immunization against diphtheria, pertussis, tetanus, polio, mumps, measles and rubella. For more information please refer to the 2011 SCS Student-Parent Handbook.

Health Room/Clinic

The school health clinic is manned primarily by volunteers. The office staff is notified of emergencies. It is essential that you keep contact information current. We keep an emergency clinic card on file. Children who are ill, have fever, or who have communicable illnesses may not attend school. BSE also has a full time nurse who will be attending to students with health needs and is a great resource for parents and teachers in the area of health and wellness.

Bailey Station Healthy Snack Policy

BSE established a Healthy Snack Policy in order to encourage healthy lifetime habits for our students. The policy has received overwhelming support from parents and favorable results from the students. We realize that treats and sweets have become the most common foods offered for celebrations therefore we would like to ask everyone to balance the old with the new. We ask that every ‘empty calorie’ foods be balanced with a healthy choice. Examples: when bringing cupcakes for a birthday they would be balanced with grapes; cookies brought for a celebration would be balanced with carrot & celery sticks. A suggestion is to have 100% fruit juice, bottles of water, or low-fat milk instead of soda or sugary drinks.

Parents, if you need assistance on choices you may go to one of the following websites listed here, talk to your child’s teacher, our cafeteria manager-Sharon Rhodes, our principals, or Coach White. Remember parents are the biggest influence on their child’s health habits. Let’s work together to educate our children and help them adopt habits that will ensure them a long, healthy life.

- www.kidshealth.org click ‘Parents site,’ next, type in snacks in the search box, you will find lots of educational articles as well as yummy recipes.
- www.dole5aday.com ----a great site to explore for the whole family
- <http://my.webmd.com/content/Article/71/81444.htm> ---- this is an article entitled: “Secrets of Healthy Snacks for Kids.”

Homebound Services

Homebound services are available to provide instruction while a student is physically, medically, or mentally incapable of participation in the school setting. Placement in the Homebound Program should be viewed as a temporary intervention. The student’s medical or psychological

disability must be verified by his/her attending physician or psychiatrist. These services may be requested through Student Intervention and Alternative Services at the school board.

Homework

Regularly assigned homework is desirable in assisting pupils to achieve satisfactory school progress and develop good study habits. Assignments are an extension of classroom work to provide drill and to help students to become more proficient with skills. If specific assignments are not made by the teachers, standing assignments may include the following academically constructive activities: reading library books, newspapers, magazines, reviewing spelling words, handwriting, or math facts with flash cards.

Students should:

- Understand that homework is part of the course and grade requirements.
- Make certain that homework assignments are understood before leaving school.
- Complete and submit homework by the due date.

Parents should:

- Support teachers by providing a suitable working environment.
- Remind students that homework is their responsibility.
- Guide or assist with homework when unusual difficulties arise, but never do the homework for the student.
- Limit television/radio activity so that homework does not suffer.
- Communicate with the teacher as needed.

Homework/ Make-Up Requests

Students who are absent two days or more may request homework to be picked up by parents. Requests must be received in the office before 10:00 a.m. and may be picked up after 2:00 p.m.

Honor Roll Criteria

Principal's Honor Roll – (2nd – 5th) Student must make all A's and S's in academic subjects and E's and G's in conduct.

Academic Merit Honor Roll – (2nd – 5th) Student must make all A's, B's, and S's in academic subjects and E's and G's in conduct.

Citizenship Honor Roll – (K – 5th) One or two students per nine weeks are selected to receive this recognition. This should reflect any or all of the following criteria:

- respectful and courteous
- dependable and responsible
- shows initiative
- shows effort
- displays a highly commendable attitude
- participates in a positive manner in the classroom
- cooperative
- works hard to improve academic work
- shows leadership qualities
- is well prepared for lessons

Honors are presented each nine-week grading period by the homeroom teacher. Principal's List and Academic Merit are printed in the local newspaper.

I-Station

Students in grades K-5 will participate in a research based reading program, *The Imagination Station*. Students will use the computer program three times a school year to establish benchmarks in meeting each reading skill. *The Imagination Station* delivers individualized instruction when a skill is not mastered. A student may require additional sessions using the computer until mastery is reached. When testing is complete, *The Imagination Station* provides a report that the teacher can use for direct instruction. Ultimately our goal is to develop a solid foundation on which to build a life long love of reading.

Inclement Weather Policy

Emergency drills are held on a regular basis. In the event of local severe weather, the school communicates with the National Weather Service and the local police department, and takes the appropriate action that is in the best interest of the students. **ALSO, you should have an "Early Dismissal Plan" on file with your child's teacher in case of early dismissal due to inclement weather.** Please be sure to **list all contacts that can pick up your child** in case of inclement weather. Remember we cannot release your child to someone that is not on the list without your permission. **DO NOT** call the school to ask if school will close early, this ties up our phone lines needed for incoming information. Listen to the radio or tune in to a local television station for information on Shelby County school closings. This is the quickest way to get information on school closings.

If you happen to be at school during a practice emergency/safety drill, you will need to follow the instructions of office personnel as where you need to go for the drill. We cannot dismiss children during a drill, but will have them come to the office as quick as possible after the safety drill is completed.

Lost items

Please write your child's name on coats, hats, sweaters, purses, lunch boxes, etc. Every year numerous items are found, and we are unable to return them because there are no names identifying the rightful owners. If your student is missing a garment or item, have him or her check the stage in the cafeteria. Unclaimed items will be donated to a local charity at the end of each semester.

Medication Policy

The Shelby County Board of Education policy concerning medication states that only the principal or the principal's designee will administer medicine to students. A form with written instructions and signed by the parent **MUST** be on file in the office. Medication must be in the original container with the label stating current dispensing instructions from the physician. Medication must be brought to school by an adult. Students may not bring medicine to school. School personnel will not give any over the counter medicine to children without a doctor's

written prescription under any circumstances. Students cannot carry any medications in their possession; this includes cough drops, aspirin, etc. Please refer to the 2011-2012 Student-Parent Handbook for more information.

Money

If you send money or checks to school for any reason, please send it in an envelope labeled with the child's name, teacher's name and purpose. Students should not be allowed to bring money to school unless there is a definite need. **When sending in a check, please remember to put the child's name, teacher's name, and home phone number on the check.** If you are paying for more than one child, please write a check for each child separately. Also, when writing a check for workbooks, technology fee, etc., we cannot take one check for all items, but instead have to ask you to send in separate checks for each area. This is a requirement from the board.

Parent Data - Information

It is very important that you keep your telephone information current. We need home, work, cell and/or a pager numbers so we can get in touch with you in case of an emergency or illness. If you change jobs and telephone numbers, please let the office know. If your emergency friend's information changes, please notify us of this change as well.

Parent Portal- PowerSchool

If you have internet access, you may view your child's current grades and attendance at any time. The web address is <<http://ps.scsk12.org/public>>. You will also need your confidential ID and Password. Passwords will be sent home around the first of September. To use, simply access the website, enter your ID and password and follow the links to grades and attendance information.

Parents/Teachers/Association (PTA)

Bailey Station has a very active and supportive PTA. You are encouraged to join, attend the meetings, and actively participate in functions sponsored by the PTA. Bailey Station administration wants to involve parents and school personnel in a cooperative and sustained system of activities, which will increase the educational opportunities of the children both in school and at home. Each year, our PTA sponsors many events, including an open house, two fund raising drives, and evening programs devoted to important issues. Meetings are held monthly. Memberships are available on registration day, PTA membership drive, curriculum night, or at any PTA meeting. Our school goal is 100% participation!

Parent Volunteers

Many parent volunteers donate time to help our school. If you are interested in being a volunteer, contact any teacher or the VP Parent Volunteers of the PTA Board. We welcome parents, grandparents, and community members to share their time and talent with our school and enhance our instructional program.

Peer Ambassadors

The Peer Ambassadors Club is a selected group of fifth grade students who assist teachers throughout the school year. He/She will engage in activities such as tutoring, assembling bulletin boards, filing papers, running errands, and many others per teacher request. Students must complete an application and meet eligibility requirements. This experience builds leadership skills, improves self-esteem, promotes good citizenship, and emphasizes an appreciation for the teaching profession.

Pets On Campus

Pets are prohibited on campus, as they can be a serious safety issue. Many students and teachers have allergies and/or fears of animals. Please leave your pet at home. This shows respect for the rights of others.

Physical Education

We have planned a well rounded instructional physical education program for your child throughout the school year. It will be necessary for your child to participate in order to fully benefit from the program. The activities used in class will increase endurance, flexibility, strength, coordination, as well as provide a better understanding and appreciation of various sports. All children will be required to participate unless a doctor's certificate is presented.

Fitness Playground and Recess Rules

All students will follow the Fitness Playground rules as well as recess rules for their safety and the safety of all students. Teachers will review all the rules with students and will practice the rules for safety during the first month of school and will continue to review as the year progresses.

- Be respectful and aware of others around you.
- No wrestling, tackling, or contact activities.
- Take turns
- Follow all rules as established by your teacher.
- Leave foreign objects along and report immediately to an adult.
- Stay in assigned area within teacher view
- Dodge ball and football games are prohibited.

Power School

PowerSchool is a tool that can help increase communication between home and school. With PowerSchool it is possible to check grade information at any point in the quarter. Please remember that grades can change dramatically in the first few weeks of each quarter. This is not uncommon due to having only a few grades in each class. Be patient, talk to your child about his/her work, and consider how far into the quarter we have gone. Teachers need time to grade projects, assignments, and tests. We have asked teachers to have all grades updated by 4:00 pm each Tuesday for the previous week. Again, please be patient with your child's teachers as they

work very diligently to keep you informed of progress.

If you have a question or concern about one of your child's grades, we ask that you follow these steps:

First, talk to your child about the grade.

Check to see if there is a description of the assignment. Remember, if the assignment appears in blue you can click on it to gain additional information about the assignment.

Remember, a blank score will not affect the student's average. He/she may have a make-up assignment to complete or be exempt from an assignment.

Finally, we ask that parents have the specific papers in question in hand before contacting the teacher about the grades. Being able to look at the assignment with your child can usually answer your questions. If you still have concerns, you may send a note or call and leave a message in the office for the teacher. He/she will be happy to answer your questions. Please remember that all teachers do not have planning time each day or may have had their planning time for the day prior to receiving your message. Therefore, it may be the next day before they are able to respond.

To access the PowerSchool parent portal, user names and passwords will be given during the beginning weeks of school. Report cards are sent home to parents at the end of each nine weeks. Kindergarten receives a non-computerized report card. All grade reports are sent as indicated on the report card schedule. An important variable related to student success is parental involvement. Parents are encouraged to discuss the student's progress with school personnel.

Procedures for Student Enrollment

Basic requirements for student enrollment:

1. Copy of birth certificate
2. Copy of social security card
3. Original health card
4. Copy of records request for transfer students.
5. Copy of last year's report card.

Proof of Residency

Unless otherwise prohibited by law, parents, guardians or other persons having lawful control of students must provide the following proof of residence in order to enroll a child in Shelby County Schools.

General Proof of Residency

The parent, guardian or other person having lawful control of the student must provide two (2) of the following items listed below:

1. Driver's license or other State or Government (military) issued identification bearing the address at which the student will be residing during the current school year.

2. Most recent MLGW bill of the owner, renter or lessee of the home in which the student will reside during the current school year or a municipal water bill;
3. Mortgage statement or deed of the owner of the home in which the student will reside during the current school year;
4. Lease of the lessee of the home in which the student will reside during the current school year;
5. Rental Agreement of the renter of the home in which the student will reside during the current school year;
6. Real Estate tax receipt.
7. In the event that two (2) of the items listed in Nos. 1-6 above cannot be provided, residency may be established by submitting to the office of the Shelby County Schools' Student Services Department other documentation deemed to be appropriate proof of residence in the sole discretion of the Shelby County Schools' Student Services Department.

Shared Residency Requirement

In the case in which a student resides with his/her parents, guardian/s or other persons having lawful control of student, in the home of someone other than his/her parents, guardian/s or other persons having lawful control of the student:

- The homeowner of the home in which the student resides must accompany the parent/guardian to registration and provide two (2) of the items listed in Nos. 1-7 of the **General Proof of Residency Section** above.
- The parent, guardian or other person having lawful control of the student claiming shared residency must provide two (2) of the following items listed below:
 1. **Driver's license or other State or Government (military) issued identification** of the parent, guardian or other person having lawful control of the student, bearing the address at which the student will be residing during the current year;
 2. **Car registration** of the parent, guardian or other person having lawful control of the student bearing the address at which the student will be residing during the current school year;
 3. **Voter registration** of the parent, guardian or other person having lawful control of the student bearing the address at which the student will be residing during the current school year;
 4. **Payroll stub** of the parent, guardian or other person having lawful control of the student bearing the address at which the student will be residing during the current school year;
 5. **Three (3) significant pieces of mail** with a forwarding sticker bearing the address at which the student will be residing during the current school year;
 6. **Government Assistance Communication** directed to the parent, guardian or other person having lawful control of the student bearing the address at which the student will be residing during the current school year.

In the event that two (2) of the items listed in Nos. 1-6 directly above cannot be provided, residency may be established by submitting to the office of the Shelby County Schools' Student Services Department other documentation deemed to be appropriate proof of residence in the sole discretion of the Shelby County Schools' Student Services Department.

Fraudulent Enrollment

When it is conclusively determined that a student is out of district, the school will send a standardized letter to the parent/guardian stating that the child will be withdrawn. The withdrawal date provided by the school will be no less than two (2) and no more than six (6) business days from the date the letter is issued. Once a letter is sent to the parent, Student Services staff will conduct all future dialogues with the parent.

If the school suspects that a child resides outside of the Shelby County Schools district but is unable to substantiate the suspicion, the principal will report the information to Student Services for further investigation. The child will remain enrolled at the school while the investigation is conducted. All referrals to Student Services for residency verification will come directly from the principal or the principal's designee.

If Student Services verifies that a student is out of district, then Student Services will send a letter to the parent/guardian advising that the student must be immediately withdrawn. The school will also receive a copy of this letter. If Student Services is unable to conclusively verify the residency in question, the information will be referred to the Director of Safety and Security for further investigation. All referrals to the Director of Safety and Security will come directly from Student Services.

Cases investigated and substantiated by the Director of Safety and Security will be reported to the Assistant Superintendent of Student Services. The Assistant Superintendent will forward these cases to Shelby County Schools' General Counsel as deemed appropriate. After conferring with all offices involved in the investigative process, Shelby County Schools' General Counsel will make a determination about pursuing legal remedies pertaining to fraudulent enrollment.

“Any parent, guardian, or other legal custodian who enrolls an out-of-district student in a school district and fraudulently represents the address for the domicile of the student for enrollment purposes is liable for restitution to the school district for an amount equal to the local per pupil expenditure identified by the Tennessee Department of Education for the district in which the student is fraudulently enrolled.” In the case of out-of-state enrollment, the “parent, guardian, or other legal custodian is liable for restitution to the school district for an amount equal to the state and local per pupil expenditure identified by the Tennessee Department of Education.... Restitution shall be cumulative for each year the child has been fraudulently enrolled in the system. Such restitution shall be payable to the School District and, when litigation is necessary to recover restitution, the parent, guardian, or other legal custodian shall be liable for costs and fees, including reasonable attorneys' fees, incurred by the School District.”

T.C.A § 49-6-3003

In the event that a person, other than a student's parent, guardian, or other legal custodian, provides proof of a student's residence, that person shall sign a statement affirming that the student is in fact residing in their home. The person signing the statement affirming that the student is residing in their home shall also sign in agreement that if they are found to have falsely represented that the student is residing in their home, the person signing the statement shall be responsible for paying to Shelby County Schools, an amount equal to Shelby County Schools' local per pupil expenditure identified by the Tennessee Department of Education. A student relying upon proof of residency of a person other than the student's parent, guardian, or other legal custodian shall not be enrolled in Shelby County Schools unless the person providing the proof of the student's residence signs the aforementioned agreement.

In accordance with state law, fraudulent enrollment cases which are substantiated and identified as being cases for which a legal remedy should be sought by Shelby County Schools' General Counsel, will be legally pursued using the remedies available under T.C.A §49-6-3003.

Publication Permission

At Bailey Station Elementary, we love to involve our students in every way possible. Illustrating their creative work is one way we involve them and show how our students are special and talented. We need your help by providing written permission to present their names, photographs, work, etc. in our areas of multimedia. Presentations include postings of work and/or photographs in the hallways, Internet web pages, magazines, school newsletters, and local newspapers. **Parents must grant permission for publication by initialing on the last page of this handbook and returning the form.**

Race for Education

The Annual Race for Education is a 5K Walk-Run benefiting Shelby County Schools. The event is held on a Sunday afternoon and is open to everyone. We encourage our parents, teachers and students to participate. Proceeds from the race are given back to each school according to a distribution policy. Fifty percent of the proceeds are equally divided among each school and the remaining fifty percent is divided based on participation. There is a registration cost and each participant receives a short sleeve t-shirt, if incentives remain the same this year.

SCS RAPID NOTICE

The 2011-2012 school year marked the beginning of a brand new communication era at Shelby County Schools. In addition to weather alerts, the new “SCS RAPID NOTICE” communication system can link parents with all sorts of important information quicker than ever. The “SCS RAPID NOTICE” system will enhance the system’s ongoing parent communication efforts, which presently include PowerSchool, system and school websites and regular school meetings, among other means. Using parents’ home, cell and emergency contact numbers on file, and eventually email as well, the “SCS RAPID NOTICE” system has the ability to send automated or voice messages for a variety of purposes, including: *daily student attendance -- school and system-wide events -- system reminders, such as back to school registration -- system surveys -- and urgent school matters, such as weather-related closings or school emergencies.*

Retention and Promotion

Promotion or retention will be considered on the basis of documented data such as class grades, parent input, and what is in the best interest of the student. Appropriate school officials will make the final determination of whether a student is promoted or retained in the grade. When a student experiences difficulty in class work or homework assignments, parents/guardians will be informed.

School Colors, Mascot, & Motto

The school colors are red, royal blue and black. The school mascot is a black bear. Bailey Station Elementary, “A place where children are loved and love to learn.”

School Hours

School hours are from 9:00-4:00 p.m. Students are not to be on campus before 8:45 a.m. Supervision begins at 8:45 by school personnel. No exceptions will be made. The Collierville YMCA runs a before and after school child care program on our campus (853-2355). Other before and after school care is also available in the community. Students arriving after 9:00 a.m. must enter the building in the front and be accompanied by an adult to the office to check in. **The front driveway is not for student drop-off.**

Skills Tutor/Math Facts Fluency

Skills Tutor is a powerful, research-based, online instructional tool designed to improve student achievement for students in grade K – 5. Skills Tutor extends instruction time, opportunities to learn and student outreach. Web-based delivery extends learning opportunities in the regular classroom, before and after school and at home. Lessons are correlated to the Tennessee State Standards and are available for Reading, Language Arts, and Math.

Snack Purchases

Please be aware that students have the option to purchase snacks/juice with their lunches. **If you wish to limit extra snack purchases, please fill out a “Snack” sheet that you will receive from your child’s teacher for this purpose.** The sheet will be provided on parent orientation night. The lunch staff cannot make purchase decisions for your child.

Lunch prices are as follows:

\$2.00 student lunch (including 1/2 pint milk)

\$3.00 adult lunch includes tea

\$.40 milk

Special Education Services

Shelby County Schools offers a wide range of programs to meet the needs of students with disabilities. Eligible students from ages three through twenty-one are served in all schools. Resource programs are provided in every school and programs are also available to serve students who need extended instructional time in a special education setting. Speech therapists, occupational therapists and physical therapists are available in all schools. Specialists are available to work with visually impaired, hearing impaired and students with behavior problems. Detailed information regarding special education programs offered to students may be obtained by calling (901) 321-2710.

SI-Team - Support Team

As soon as a student is identified as having a serious learning or behavior problem, a referral should be made to the SI-Team. Our school has an SI-Team, which meets on a regular basis consisting of appropriate personnel appointed by the principal to study the problems that a student is having in school and to provide support to the teachers who are serving the student. All efforts at remediating the problem within the regular program are tried before a child is referred for a psychological evaluation.

STAR Reading/Early Literacy

- S.T.A.R Reading: Assesses the reading levels of students to help teachers match instruction to individual reading levels.
- S.T.A.R Early Literacy: Measures the early literacy skills of beginning readers to determine children's mastery of concepts directly related to their future success as readers.

Student Assistance Program (SAP)

The Student Assistance Program is a combined effort of administrators, counselors, educators, and parents to identify and provide assistance to students who are experiencing difficulty coping with the school and/or home environment. The SAP Program consists of a core team approach, through professional training, ongoing education, and awareness of community resource agencies. The S.A.P. Program provides an opportunity for positive, effective interventions to student problems. The successful implementation and maintenance of an S.A.P. Program can result in:

- ❖ Decreased school dropouts, truancy and school vandalism
- ❖ Improved grade point averages
- ❖ Fewer discipline referrals
- ❖ Development of student support groups

Student Council

The BES Student Council is open to 4th and 5th graders. Offices are held by students in both 4th and 5th grade. Two representatives are also chosen from each homeroom class in both grades. Student Council elections are held around the first of September. The goal of the BSE student council is to encourage leadership and service to BSE and the surrounding community. The Student Council raises money and spearheads different causes for the school such as Make A Wish and collecting food for MIFA. Student Council members are also responsible for assisting with the school morning announcements and keeping the lost and found area organized. Students meet monthly and serve as ambassadors for our school.

Study Island

Students in grades K-5 will use a web-based program, which provides real-time progress reports to drive differentiation and instruction in the classroom. Students can access the program by simply logging on to <www.studyisland.com>, where they will find each topic organized with a lesson, assessment questions, and explanations. The mastery of these topics will help students gain confidence when taking the Tennessee Comprehensive Assessment Program Achievement Tests (TCAP).

FEATURES

- Built directly from the Tennessee Curriculum Standards
- Research-based, easy-to-use, and affordable for all schools and districts
- Web-based – students can log on via the Internet anytime, anywhere
- Traditional assessments or interactive games based on the Curriculum Standards
- State-specific lessons and questions with immediate feedback and automated instruction

Supply List

A supply list is provided on our website for each grade level or supplies can be purchased during registration. However, teachers may ask students to bring in additional items needed specifically for their homeroom. Bailey Station Agenda books, workbooks, and writing tablets are available in the school's bookstore.

Tardiness

Students are expected to attend school on time. Tardiness to class is an inconvenience to the teacher and the other students. It disrupts the learning process and interferes with the tardy student's opportunity to learn. In addition, tardiness fosters habits that will interfere with a student's success in working outside of school. A student who does not have a valid excuse and is not in the classroom when by 9:05 a.m. to begin class shall be considered tardy.

Think Link Learning/Discovery Education

We use ThinkLink/Discovery Education Learning assessment at Bailey Station to measure individual student progress throughout the year. This is a continuous assessment model that measures student progress toward mastering state mandated learning objectives at various times in the school year. The first assessment measures a student's knowledge of the skills that will be taught for the year. The second assessment is administered by the middle of December. This assessment provides an accurate measurement of how well students have mastered grade level objectives by this point in the curriculum. The third assessment is administered approximately one month before the official state mandated test dates. This assessment provides an accurate measurement of how well students have mastered the objectives that will be tested on the state's testing program. This final assessment allows teachers time to improve student skills on objectives that have not yet been mastered, focusing particularly where there is partial mastery. With focused review and re-teaching, these areas represent an opportunity for improvement.

Transportation Changes

If you wish to change your child's dismissal procedure for the afternoon you must submit it to your child's teacher in written form. Otherwise, students will be dismissed according to the information recorded on the registration form. **A verbal message to the teacher from a child is not acceptable.**

Truancy

Unauthorized or unexcused absence from school is considered truancy. This includes the student's absence from any scheduled class, study hall, or activity during the school day. Parents will be notified of each incident of truancy. A list of students with five **(5) or more unexcused absences will be forwarded to the Attorney General's Office. State law states that a fine of up to \$50.00 may be assessed against a parent or guardian whose child has five (5) or more unexcused absences.** Parents of students with (5) or more unexcused absences will be notified each 20 day period. Disciplinary action will be taken for truancy, which may include in-school suspension. A continuing problem of truancy will result in a referral to Juvenile Court for violation of the compulsory attendance law in Tennessee. When a student has five (5) unexcused

absences, Pupil Services personnel will notify the parents and if this continues Pupil Services will complete a “Report of Habitual Absenteeism” form and mail it to Juvenile Court if the student is not in attendance.

Visitors and Volunteers

Parents, guardians, and other members of the community are always welcome at our school, but for reasons of safety we do insist that all visitors sign in at the office upon arrival to obtain a visitor’s pass (T.C.A. 49-2-303), except on occasions such as school programs, athletic events, open house and similar events at night. All visitors to Bailey Station Elementary School will be required to enter the building through the main entrance door during regular school hours. Upon arriving, visitors will push the access control button located to the right of the door. The front desk attendant will be able to view the visitor(s) on a monitor in the office. The front desk attendant will greet the visitor(s) and allow entrance to the building. Visitors will still be required to check in at the front desk and receive a visitor’s badge allowing access to the designated location in the building. No adult or visitor should enter any classroom without permission from the administration. All visitors must display a Bailey Station Visitor's Badge on their lapel. All school personnel are instructed by Central Office to stop anyone in the building without a visitor’s badge. The school is committed to a safe campus without interruption of the instructional process.

Walkers and Bike Riders

Students who walk to and from school are to stay on the sidewalk and are to enter the building by the northeast and southeast wing. In the afternoon, all walkers exit the building the same way they arrived. Bike riders are required to walk their bikes on and off campus, and to park their bikes in the bike rack. All bikes should be locked during the day and taken home each afternoon. Walkers and bike riders are escorted off campus by teachers. Walkers and bike riders must not cross over to the campus until the school-crossing assistant is at the designated crossing area. Once students leave the school campus, parents assume responsibility for their safety.



Bailey Station Elementary School Handbook Parent Agreement Form

Dear Parent or Guardian,

We are asking each parent or guardian to sign and return this page of the handbook to your child's homeroom teacher. By signing this agreement, you are stating that you have read all the information contained within this Bailey Station Elementary Student Handbook and agree to the policies, conditions, and requirements listed therein. The administration, faculty, and staff are familiar with all policies and procedures and will expect students and their families to abide by these conditions. Please complete this form, remove this page only, and return the page to your child's teacher. Please retain the Student Handbook for reference throughout the school year.

Child's Name _____ Grade _____ Teacher: _____

Parent/Guardian Name: _____

I have read all components of the School Handbook for Bailey Station Elementary and agree with all policies, conditions, and requirements.

Please initial:

_____ I have read the school policies and procedures detailed herein.

_____ I have read publication permission information; and

_____ **Yes**, Bailey Station has permission to illustrate work and pictures of my child,

_____, through multimedia including hall postings, school's web page, magazines, school newsletters, and local newspapers; **OR**,

_____ **No**, I do not give my permission for the above.

_____ I have read transportation policies and procedures, including bus transportation.

_____ I have read Honor Award and Citizenship Requirements.

_____ I have read the Dress Code Policy.

_____ I have received a copy and have read the 2011-2012 Shelby County Schools Student Parent Handbook.

Parent/Guardian Signature

Date