



## **Student/Parent Handbook 2009 – 2010**

***“It’s always about the children!”***

*~ Mary Scales*

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## **Welcome to Scales Elementary School!**

We sincerely hope that our Student-Parent Information Handbook will serve as an informational guide and answer your questions regarding policies, procedures, rules, and regulations. We want you to share in the genuine excitement that is a part of Scales Elementary School. The faculty and staff are striving to do the very best job possible to provide a quality education for each and every student. The strength and unifying ingredient of Scales is our mutual commitment involving students, teachers, staff, and parents. By working together, we can accomplish tremendous things.

**SCHOOL HOURS: 7:30 - 2:30**  
**Kindergarten Hours: 7:30 - 2:00**  
**(Children can begin arriving at 7:15!)**

### **MISSION STATEMENT**

To assure academic & personal success for each child.

### **VISION STATEMENT**

The Superstars will **SHINE!**

See children as individuals.

Help them to reach their potential.

Invite them to learn.

Nurture uniqueness of all.

Encourage them to reach the stars.

### **BELIEF STATEMENTS**

We believe:

- ☆ All children are unique and have the ability to learn and be successful.
- ☆ Each child is successful given that policies and procedures have been aligned to meet individual students' academic and non-academic goals.
- ☆ We will maintain a policy of high standards of behavior and good citizenship through the communication, collaboration and shared decision-making of students, staff, and all relevant stakeholders.
- ☆ Individuals must be met where they are academically, socially, emotionally, and physically to help them obtain a quality education.
- ☆ Teachers will hold the highest expectations for their students in utilizing research-based instructional techniques and assessments along with cutting edge technology to drive all academic and non-academic instruction.

- ☆ Data driven decision-making enables Scales staff, students, and relevant stakeholders to focus on achieving proficiency and beyond for all subgroups.
- ☆ Schools, families, and communities collaboratively produce successful. Productive citizens by continually evaluating and making necessary changes to meet individual needs.

### **DESIRED LEARNER OUTCOMES**

1. The student will demonstrate basic grade-level knowledge in reading, writing, math, science, and social studies.
2. The student will apply learned skills to develop creative abilities and higher-order thinking skills.
3. The student will demonstrate skill in using technology as a tool for learning.
4. The student will demonstrate the ability to make responsible choices, to establish priorities, and to assume responsibilities to become valuable citizens.
5. The student will demonstrate the ability to practice good health and safety habits.

### **GOALS FOR SCHOOL IMPROVEMENT PLAN**

By using varied teaching and learning modalities,

1. By 2009, students will demonstrate proficiency in Literacy by meeting or exceeding the State and System's proficiency levels utilizing the Terra Nova Achievement test.
2. By 2009, students will demonstrate proficiency in Math by meeting or exceeding the State and System's proficiency levels utilizing the Terra Nova Achievement test.
3. By 2009, students will demonstrate proficiency in science by meeting or exceeding the State and System's proficiency levels utilizing the Terra Nova Achievement test.

### **COLORS AND MOTTO**

The school colors are red and blue, and the school motto is **“It’s always about the children!”** The school nickname is the Superstars. Our mascot is a golden star named Starburst.

### **LOST AND FOUND**

All lost items will be kept in the “lost and found”. It is recommended that your child’s possessions be clearly labeled (name tag, marking pen, etc.) to assist in the return of misplaced articles. Children should not bring toys or other items to school. The school is not responsible for personal items lost or damaged at school. All unclaimed items will be donated to a local charity at intervals during the year.

### **BOOKSTORE**

Scales Elementary School provides a bookstore where students may purchase school supplies. The bookstore is open from 7:15 to 8:00 every morning. Students will need to check in with their teacher and get a bookstore pass before going to the bookstore to make a purchase.

### **YEARBOOK**

The school offers a yearbook each year. Parents will be notified in advance of cost, dates for reserving the yearbook, and approximate delivery date.

### **SCHOOL PICTURES**

Each year individual and group pictures will be made. Pictures are taken in the fall and spring of the school year. Parents are notified in advance of the dates and costs of these pictures. Purchase of pictures is optional.

### **TELEPHONE**

Students may use the school's telephone to make emergency calls with the permission and supervision of Scales staff.

### **Pinnacle "Bank @ School Program"**

Scales Elementary and Pinnacle will be partnering together once again in operating our school/banking program for our students. All students will be able to open and utilize bank accounts. The Scales Bank will be open once a week (Thursdays 9:15-9:45), and the children may make deposits on the selected Bank Day. Only deposits can be made during the Scales Bank Day. Withdrawals from these accounts have to be made at a Pinnacle location. Applications for this banking experience will be sent out early in the year. Our bank will be run by Scales Elementary students with the assistance of Ms. Patty Pearson, the Bank @ School coordinator from Pinnacle and Mrs. Pam East, a fifth grade teacher at Scales. What an exciting opportunity for our children to participate in a real-life experience and learn the importance of saving!

### **FOOD SERVICE/CAFETERIA**

Students are served meals in accordance with the guidelines of the National School Lunch Program. Cafeteria menus are provided to all students each month. These menus are also posted on our website. Please feel free to contact the cafeteria manager with any questions, concerns, or suggestions that you may have. The **cafeteria phone number is 217-2413**. Students may choose from a variety of selections. Parents are encouraged to write checks to Scales Cafeteria and send on the **FIRST** day of the week. Place the check in a sealed envelope with the child's name on it. PLEASE send a separate check for each child as the teacher keeps a record of each payment; e.g. if there are three students in a family, three checks need to be sent. Parents may also choose to sign up for the online program to make payments and manage their child's lunch account. To set up this account you can go to <https://www.parentonline.net>. Scales does

participate in the federally funded free and reduced breakfast and lunch program. Applications are available in the school office, and approval is based on your income. No canned soft drinks should be sent to school. Charges are not acceptable in the cafeteria. If your child comes to school without lunch money, they may be served an alternate meal, generally a peanut butter and jelly sandwich and milk. We always encourage parents and grandparents to come and dine with their student's at breakfast or lunch. The guest price for breakfast is \$1.50 and for lunch \$3.25. We consider adults dining with students to be excellent role models for all children. Plus, the adult's experience of going through the serving line with the child can be very rewarding for both child and adult. By the adult demonstrating proper nutrition choices when they dine in what is traditionally considered "the student's world," we have found it to be an invaluable lesson for children. Therefore, we **greatly discourage your bringing in food from outside sources** when you come to Scales to dine with your student. Murfreesboro City Schools' department of school nutrition strives to make school meals healthy and nutritious each day. **You will notice in the cafeteria we have a "Peanut Free" eating zone in our cafeteria. This table/ area is a necessity to assist those with significant peanut allergies. This "peanut free" table is to be used by those students and guests who have those significant allergy issues and MUST eat in a location free of all nut products. If you are eating at that table, you are to have NO nut products at all there! This "Peanut Free" area is to be respected and adhered to at all events when the cafeteria is in use before, during, or after school hours.** Your demonstrated support of the cafeteria program is greatly appreciated. **CAFETERIA PRICES ARE SUBJECT TO CHANGE—THIS IS A SCHOOL BOARD DECISION.**

### SCHOOL MEALS

Full-Price Lunch . . . . .	\$1.85
Full-Price Lunch per WEEK . . .	\$9.25
Reduced-Price Lunch . . . . .	\$ .40
Reduced-Price Lunch per WEEK . . .	\$2.00
Staff Lunch . . . . .	\$2.50
Visitor's Lunch . . . . .	\$3.25
Holiday Lunch . . . . .	\$5.00
Holiday Lunch for Visiting Children . . . . .	\$3.00
Full-Price Breakfast . . . . .	\$1.25

Full-Price Breakfast per WEEK . . . \$6.25

Reduced-Price Breakfast . . . \$ .30

Reduced-Price Breakfast per WEEK . . . \$1.50

Staff Breakfast . . . . . \$1.50

Visitor's Breakfast . . . . . \$1.50

Milk . . . . . \$ .40

Ice Cream . . . . . \$ .50

### **SNACK POLICY - CANDY AND GUM**

We encourage healthy snacks from home. Some ideas include apples, raisins, grapes, banana, pretzels, crackers, celery sticks, carrot sticks, 100-calorie type packs, etc. Your teacher may provide guidance or suggestions for individual classrooms, Bottled water is a great item to send with your child to Scales as there is research indicating the need to keep one's brain hydrated. Chewing gum is not permitted at school. Healthy snacks are sold daily in our cafeteria from 8:30 – 9:30. This service is offered for students that choose to purchase a daily snack from the cafeteria.

### **RETURNED CHECKS**

Returned checks to any school account will be charged a \$10.00 service fee.

### **Students Have Imaginative New Experiences (S.H.I.N.E)**

#### **Scales Elementary After School Program**

Childcare is provided through the **SHINE** program, a division of MCS Extended School Program, from 6:00 until 7:15 in the morning and from 2:00 to 6:00 in the afternoon, Monday through Friday. Children may stay for both sessions or only attend one session, either morning or afternoon. Information about **SHINE** options and fees is available if needed. Please call Scales **SHINE** (After School Program) at 895-5280. Students check in with **SHINE** as they arrive. Parents must sign them out before they leave in the afternoon. All students who participate in **SHINE** must be picked up by 6:00 p.m.

### **STUDENT COUNCIL**

Students in grades four through six participate in the selection of student council members. Elections are held for officers, which include president and secretary from 6<sup>th</sup> grade, vice-president from 5<sup>th</sup> grade, and treasurer from 4<sup>th</sup> grade. Each class, in grades 4 – 6, also elects two representatives. The council meets on a regular basis with sponsors selected by the school administration. Each year the

student council participates in charitable community activities, school-wide projects, and volunteer efforts.

### **D.A.R.E.**

Students in fifth grade participate in the D.A.R.E. (Drug Awareness Resistance Education) Program. These classes are taught by Murfreesboro Police Officers trained in this specific curriculum. This occurs in one of the two semesters with a graduation ceremony to follow. Additionally, classroom visits by D.A.R.E. officers to Kindergarten, 2<sup>nd</sup>, and 4<sup>th</sup> grades occur.

### **FIVE-STAR FRIENDS**

Students in grades two through six can participate in this unique Scales organization where typically developing students interact with special needs students during a portion of their academic year. Children from these five grade levels will be given an opportunity to volunteer in one or more of our special needs classrooms. These children will assist in playtime, feeding time, centers, and as the special needs teacher determines is best for our special friends. These children might also have the opportunity to accompany our special needs friends to “Special Olympics” in the spring. Each year our Special Education Team will determine if the students will participate in the “Murfreesboro City Schools” Special Olympics or in the one at MTSU that is typically held in April. Our Five Star friends will be ambassadors *to and for* our special needs students. The time the typically developing peers spends with their special needs peers will be beneficial to both groups as they learn about one another and how to interact together. The students in grades two through six who participate in this organization must maintain successful grades and appropriate behavior to maintain their active placement in this life-changing opportunity. Specific criteria in student selection will be shared via the Special Education Department.

### **POLICIES AND REGULATIONS ATTENDANCE, ABSENCES**

The school day begins at 7:30 a.m. Walkers, bike riders, and car riders should arrive at school no earlier than 7:15 am at which time the classrooms are opened. It is Scales’ policy to have **NO** unsupervised children at any time. Every effort should be made to ensure that students arrive no earlier than 7:15 and are promptly picked up at dismissal time. Students riding a bus must come directly to and wait in the cafeteria until dismissed by the person in charge. The Attendance Act requires that all children must attend some type of day school until the age of 18.

Children may not be kept home except for the following conditions.

1. the child’s personal illness,
2. death in the family,
3. special religious holidays.

Students must have a signed note from the parent or guardian stating the reason for the absence and the date, following each absence. This note must be sent to

your child's teacher. Absences other than for reasons stated above or without a signed, dated note from home are considered unexcused. Five unexcused absences will be treated as truancy, and the Murfreesboro Police Dept. will be notified. If a student is absent for an extended period of time, parents are strongly encouraged to arrange for schoolwork to be picked up and completed. A child who does not attend at least 1/2 day (7:30 – 10:46) is considered absent. Additionally, if absences become excessive (even those excused with parent notes), the principal may require doctor's notes or pursue truancy proceedings. Routine attendance is essential to academic and personal success! With the **No Child Left Behind (NCLB)** law, each school is evaluated on the number of absences accrued and can be placed into "target" status if absenteeism is determined to be a real issue of concern. Currently the required percentage of attendance as stated by **NCLB** is 93%.

### **TARDIES**

The school day begins at 7:30 a.m. If a child arrives in the classroom after 7:30 a.m., he/she is considered tardy. Tardies are reported on the attendance report by the classroom teachers. Any tardies impact the student's ability to learn as teaching time is lost. Unexcused tardies will be reviewed for potential action.

### **EARLY DISMISSAL**

Students who are to be dismissed early are to be signed out in the office, and the child will be called. Just like tardies, early dismissals impact the student's ability to learn as teaching time is lost. Excessive early dismissals will be reviewed for possible action. **If anyone other than those people listed on the registration card is to pick up a child, the office should be notified in writing.**

### **WE I.D.—even if we know you!**

Parents, please be sure that when you, or any appropriate person on the student's registration card, comes to school, that he or she brings a picture i.d. and has that out and ready for office staff. We "I.D." even if we know you. This is to help us with identifying visitors, making sure they are allowed to pick up a child, and to further create a safe environment. Remember, we i.d. to protect our students. A new service offered to help expedite check out of students is a computerized identification system. You may show i.d. on your first visit and then have your picture made on site in the office. Following that, you should be able to check out your child i.d. free, as your photo and name will be on file. There are times when technology is down, so having your i.d. on you is still a good idea for check out. Share this with those able to check out your child(ren). All should have i.d.s and/or be in our computerized identification system.

### **TRANSPORTATION**

**Calls to change forms of transportation for children must be made prior to 2:00 PM each day. Due to dismissal being a hectic time, particularly in the front office, last minute changes create difficulty for all parties involved.**

City school buses transport children who live in the Scales zone to and from Scales Elementary. Buses load and unload at the front entrance. Please be advised that large projects or packages cannot be carried onto the bus as there must be adequate room for at least two children in each seat. Parents should not block bus lanes in the morning or afternoon. Assigned school personnel will be on duty to meet the buses in the morning and to monitor boarding of the buses at dismissal time. Bus riders are expected to follow the rules and regulations regarding safety and behavior on the bus and at bus stop locations.

Established Bus Riders wanting to ride another bus home with a friend must provide a signed note from the parent or guardian informing the principal of the change in the student's bus stop for the day. This note must be signed by the principal and faxed to the transportation department. **If the transportation department determines that the bus is already at maximum student capacity, the request will not be honored.** The school will notify the parent and other arrangements must be made.

For Non-Established Bus Riders wanting to ride the bus home with a friend parents must come to the Scales office and complete the "Special Request for Transportation" form for "non-established bus riders"; this can also be faxed if necessary. **This form HAS to be received in the Scales office prior to 10:00AM** and then faxed to the Department of Transportation for approval. **If the Transportation Department determines that the bus is already at maximum student capacity, the request will not be honored.** The school will notify the parent and other arrangements must be made. A new permission form must be completed each time this occurs.

For any change in transportation on a particular day, a note signed by the parent or guardian is required. Changes by phone must be made by 1:30 for Kindergarten and by 2:00 for 1st thru 6th grades.

Parents who transport their children are asked to:

1. Load and unload children on school property and observe traffic signs and rules as well as the directions of staff members who have been assigned to assist with loading and unloading.
2. **Have** a sign in the car window when picking up in the car rider lines (K – 2<sup>nd</sup>). The classroom teacher provides this sign. \*\* If you need a new sign, send a note to your teacher and one will be sent home the following day with your child.
3. **Parents should not walk up in the car line to pick up.** Parents should be in vehicles during dismissal.
4. Instruct children to watch for their ride and walk to the car when directed.
5. Avoid blocking bus parking areas and pick up area for other cars.

### **Bike Riders:**

Students may ride their bicycles to school. Locks are recommended. Bike riders are expected to follow all safety and traffic rules. Students should wear helmets when riding their bikes to school. Bike riders are expected to leave the campus promptly after dismissal. Bike riders are expected to follow the directions of the crossing guard. Bikes should be walked across the intersection at the direction of the crossing guard. (Crossing guards will be posted at the main entrance to Scales on St. Andrews Drive, at the sidewalk exit from Scales by the gymnasium onto St. Andrews, and at the corner of St. Andrews and Deerview.) The school is not responsible for students' bicycles.

### **Walkers:**

Students should exit the building immediately upon dismissal. The children must stay on the sidewalks, and proceed to the crossing guard. They should wait for directions from the crossing guard before crossing the street. (Crossing guards will be posted at the main entrance to Scales on St. Andrews Drive, at the sidewalk exit from Scales by the gymnasium onto St. Andrews, and at the corner of St. Andrews and Deerview.)

*\*Students walking or riding bikes are subject to disciplinary action for misbehavior on the way to and from the school.*

**Skateboards, Rollerblades, and Scooters:** These are **not to be ridden** to or from school.

### **Rules for Students as Passengers on Buses:**

Riding the school bus is a privilege, not a right. In order to receive free transportation, students must observe the following rules:

1. Students shall take seats promptly after boarding the bus. No seats can be reserved. Should the driver assign a student a seat, the student must comply. Students shall remain in their seats while the bus is in motion.
2. Students shall not open windows on the bus unless asked to do so by the driver.
3. Students must keep hands, arms, and head inside the bus.
4. Students shall not use alcohol, drugs, or tobacco in any form.
5. Students shall not throw objects on the bus or out the windows.
6. Students shall not distract the driver with loud talking, laughing, fighting or unnecessary confusion.
7. Students shall not eat food, drink beverages, or chew gum.
8. Students shall not transport live animals or insects, even in cages or containers, for any reason. If it is necessary to bring these to school, parents should arrange to transport them.
9. Students shall not litter.
10. Students shall not transport items that may endanger the health or safety of any other passengers, such as glass, flower arrangements, or

balloons/balloon bouquets. Aisles should be kept clear of books, bags, lunches, instruments, and school projects. Parents should make arrangements to transport items too large to be held on student's lap.

11. Students shall not transport weapons.
12. Students shall not use inappropriate language as follows: It is unacceptable to use language or gestures that are lewd, obscene, profane, or in general offensive and objectionable as measured by the prudent and prevailing standard of the community and Board of Education.
13. Students shall not be disobedient as follows: It is unacceptable to be defiant or refuse to obey and follow a legitimate request, command, rule, regulation, directive, or order.
14. Students shall not be disrespectful as follows: It is unacceptable to be discourteous, impolite, rude, insubordinate or surly.
15. Students shall not be disruptive as follows: It is unacceptable to interrupt, in any of its settings, the orderly course of transportation affairs by any means, way, form, or fashion.
16. Students shall not be abusive or aggressive as follows: It is unacceptable to mistreat, misuse, hurt by treating badly, demean, insult, intimidate, extort, mock, jeer, ridicule, threaten or use excessive force.
17. Students shall not damage school property.
18. Students should arrive at their bus stop five (5) minutes prior to their scheduled bus arrival time and students are not permitted to change location of authorized bus stops.
19. Students must cross the road under the direction of the driver and be careful in approaching bus stops; walk on left side, facing oncoming traffic; on exiting, cross road only after the driver has signaled that it is safe.
20. Students must have note, signed by a parent and dated, to get off the bus anywhere other than their designated stop. **(The classroom teacher and an administrator will sign this note so the driver will know we are all aware of this change.)**

**SPECIAL NOTE: Students are subject to being recorded on video cameras at any time they are riding a school bus.**

- When deemed appropriate, violations of the above bus riding rules will be reported to the school authorities for disciplinary action. *Parents or guardians are ultimately accountable for the behavior of their minor children.* The drivers need your cooperation and support of their efforts to enforce the rules that are essential to the SAFETY and security of your children. While the drivers represent you in a "parent-like" role, the students must obey them regarding the rules for students the same as if you, the parent or guardian, were enforcing them.
- Parents or guardians who fail to act responsibly in terms of teaching, requiring, and upholding the rules for their children while they are passengers on school buses may subject themselves to providing their child's own

transportation. Students will be suspended from riding the bus for breaking bus rules.

- Questions about bus service will be addressed by the Department of Transportation at 898-7126.

### **DISCIPLINE**

All children are expected to follow the rules of Scales Elementary School. The rules have been designed to be in the best interest of the children and staff for a positive learning experience. These rules are posted in the building and each classroom teacher has a poster of age-appropriate rules for his/her class. Each teacher instructs and discusses these rules and concepts with the entire class. Teachers, staff, and students are expected to follow these rules. If a child becomes a disruptive figure in the classroom, his or her behavior must be corrected. This is the job of the teacher, parent and school administration working together as a team.

The following is a list of behaviors that are not acceptable at Scales:

- ✓ Biting
- ✓ Bullying
- ✓ Damage to school or private property
- ✓ Disrespect
- ✓ Disrupting the classroom
- ✓ Drugs, alcohol, or tobacco possession or use
- ✓ Fighting or other forms of violence
- ✓ Horseplay
- ✓ Spitting
- ✓ Harassment
- ✓ Possession of weapons
- ✓ Misbehavior in the restroom, cafeteria, hallways, or other special areas
- ✓ Profanity (verbally or via gestures)
- ✓ Running in the building
- ✓ Theft
- ✓ Threatening others
- ✓ Unnecessary noise in the hallway
- ✓ Violation of Classroom Rules
- ✓ Other behaviors deemed disruptive to the educational process by the school administration

### **THE FOLLOWING ITEMS ARE NOT ALLOWED AT SCALES:**

Cellular phones and pagers.

- ✓ Digital camera or digital video recorder.
- ✓ Toy guns or weapons of any kind, as they are disruptive to the learning environment.

- ✓ Ipods, collector cards, Walkmans, PSPs, mp3 players, CD players, radios, Game Boys, or any other portable music or game devices.
- ✓ Laser light pointers should **not** be brought to school. (These are for instructional use only by teachers.)
- ✓ Lighters and/or matches. (Appropriate discipline will follow if these are brought to school.)

***If brought to school, these will be immediately confiscated, brought to the administration, and returned only to the parent or guardian.***

Violations of the established rules and expectations of behavior may be subject to Disciplinary Action and could include but are not limited to the following:

1. Warning
2. Time Out
3. Office Referral
4. Counselor Referrals
5. Parent Contact (phone calls or conference)
6. Withholding of Privileges
7. In-School Suspension (ISS)
8. Out-of-School Suspension (OSS)
9. Functional Behavioral Assessment
10. Outside agency contact such as Murfreesboro Police Department
11. Other consequences as deemed appropriate by the school administration.

**Severe infractions of the rules will be dealt with immediately by administration.**

### **IN-SCHOOL SUSPENSION**

An In-School Suspension (ISS) program is used for students whose behavior will not allow others to learn and a teacher to teach. **ISS is a consequence assigned by Scales administration only.**

### **PLAYGROUND**

Classroom or special area teachers will supervise students who use the playground during the school day. Instruction for safe play will be given. The following is a list of expectations for the playground:

1. Swing alone with no twisting, standing, or jumping.
2. Slide down the slide seated, with no climbing up the wrong way or hanging from the bars.
3. No pulling on limbs or climbing trees.
4. Picking up and/or throwing sticks, rocks, or glass is not allowed.
5. Stay in the designated area within sight of the teacher or supervisor.
6. Play safely on the monkey bars.

### **FIELD TRIPS**

Field trips will be included in the learning environment of Scales School. These field trips will be teacher supervised and are usually in correlation to a unit of study. Adequate notice will be given to the parent and the school will provide transportation. Each child will pay for his/her share of the trip, and a permission slip signed by the parent is required for attendance. **Siblings will not be allowed on field trips.**

### **DRESS CODE**

Children are expected to come to school dressed appropriately. Clothing/accessories, which would disrupt teaching and learning, are not considered acceptable dress. All shirts and pants should meet even when engaged in physical activity. When raising hands in the classroom, tummies should be covered. The following items are considered inappropriate and unacceptable for school dress:

1. cut-off shorts or shirts
2. fishnet or see-through shirts
3. halter tops/midriff tops/tank tops/spaghetti-strap tops (*sleeveless shirts must be at least 2" across the shoulders. Armpit area should be adequately covered.*)
4. clothing with inappropriate logos, messages or pictures (alcoholic beverage logos, tobacco logos, profanity, etc.)
5. clothing with obvious holes
6. extremely short skirts, skorts, or shorts (should be to one's fingertips or longer than one's fingertips when standing straight.)
7. hats/caps when worn indoors (except for the occasional spirit related event)
8. biker shorts
9. cleats
10. sagging pants (Loose fitting pants must be worn with a belt.)
11. bandanas/scarves
12. sweat bands
13. roller shoes ("Heelys")
14. wave caps

***If needed, parents will be called to bring appropriate attire for his/her child. Parents, please help us with this dress code as learning can be negatively impacted with inappropriate distractions due to attire worn at school.***

### **SAFETY DRILLS**

Periodic safety drills (tornado, fire, Code Red, etc.) will be held throughout the school year. During such drills the classroom and/or special area teacher supervises the movement of the class to a safe location. Students are expected to follow all rules during this time.

### CLINIC

Any child who becomes ill or is injured at school is sent to the school clinic located in the office suite. The office staff will take the child's temperature and clean and bandage scrapes and cuts. Parents are contacted when a child needs further attention. The clinic is provided for emergency and short-term use until parents can make arrangements to pick up ill students. Parents are expected to pick children up within **one hour** of being notified that the child is ill. Failure to pick sick children up in a timely manner may result in contacts with the Murfreesboro Police Department or Rutherford County Department of Human Services. It is extremely important, for this reason, that the office be informed of any change in home or work phone numbers throughout the school year. Please do not send your child to school if he/she is ill. If the child has had a fever, he/she should have had a normal temperature for at least 24 hours before returning to school without having had any fever reducers. A fever is defined as 100.5 degrees or higher. Also, children who have been vomiting should not return to school for at least 24 hours after the vomiting has stopped. (We want our students to be healthy and able to learn as well as to protect other students from the unnecessary spread of germs.)

### FRONT OFFICE

Inform the office of all changes made related to contacting you. Update your phone number, address, email, and/or any individuals who may or may not pick up your child routinely. It is essential that the Scales employees be able to reach you for any situation that may arise.

### HOMEWORK

Our school believes that homework is an excellent means of fostering good study habits. It is an extension of the day's learning activities, and therefore, reinforces classroom learning. Parents are expected to support the homework policy as defined below:

1. Teacher discretion will be used in assigning homework.
2. Homework is to be completed neatly and returned on time.
3. All homework should be reviewed by parents nightly.
4. The typical amount of time that homework should take each night is ten minutes per grade level. (In other words, a child in first grade should take ten minutes to complete homework. In second grade, a child should be able to complete his/her homework in 20 minutes. A third grader should be able to complete homework in thirty minutes.) ***Special projects or assignments or assigned independent reading time will require additional minutes of time spent.*** *If homework takes longer than one hour, please write a note to the teacher explaining the situation.* (Remember, homework should be completed in a quiet, working environment. Extraneous sounds and/or distractions should be kept to a minimum.) *If the time involved to complete homework is a continuous problem, please meet with the teacher to discuss possible alternatives.*

### **Agendas**

At the start of each school year, students in grades 3-6 are given an agenda at no cost. This agenda helps students with planning and writing down daily assignments. Most teachers use the agenda daily and require each child to have one. The fee to replace this agenda should your child lose it, is \$5.00. It can be purchased at our school bookstore.

### **REPORTING STUDENT PROGRESS**

Parents and teachers working together maximize the potential for success of each student. Therefore, it is necessary that communication be a continuous process between the home and the school. Faculty and staff welcome and encourage communication. Report cards are distributed on a nine weeks basis and sent home with the students. The parent(s) should sign the report card and return it promptly to the teacher. Parent conferences are scheduled twice a year and at any other time the teacher and/or parent deem necessary.

Academic Acknowledgement – Students are constantly rewarded for their hard work and progress at Scales. To further acknowledge the academic success of students in grades 4-6 there are two distinguished groups that the students may become a member of through their hard work and effort. These honored and celebrated students are photographed and their pictures are proudly displayed in our main hallway.

**Honor Roll** – To be on the Honor Roll a student must earn all A's and B's and have no marks in conduct for that grading period.

**Principal's List** – To be on the Principal's List a student must earn all A's and have no marks in conduct for that grading period.

### **PARTIES/INVITATIONS/DELIVERIES**

Invitations to and/or reminders regarding personal parties will not be distributed at school unless they are given to every child in the class. Due to safety concerns, **flower and balloon deliveries are not to be sent to school**, and will be returned to the florist/vendor. In accordance with the Murfreesboro City School Board Policy, classes may have two parties per year. These parties are usually planned and coordinated by the room parent(s). *Birthday parties cannot be accommodated.* When a child has a birthday, please send him/her to the office to receive a complimentary birthday sticker and pencil!

### **ADMINISTRATION OF MEDICATION**

If it is necessary for a child to take medication prescribed by a physician during school hours and the parent cannot be at school to administer the medication, medication will be stored at the school for the child to self-administer with

assistance from employees of Scales and with proper medical forms filled out by doctors and parents filed in the school office.

### **LICE**

Children who are infested with lice may not attend school. If a student has been identified with lice, the student will be immediately isolated and the parent notified to come pick up the child. Parents are expected to pick children up within **one hour** of being notified that the child has lice. Treatment for lice and **removal of all nits** is required before the child may reenter school in accordance with Murfreesboro City Schools Administrative Directive Policy. Two days per year of absence will be excused for lice. Additional days will be unexcused absences.

### **SCHOOL SECURITY/VISITORS**

Anyone other than a Scales student or staff member is considered to be a VISITOR and must enter the building at the front entrance and report to the welcome desk or school office to sign in and receive a visitor's pass. Before leaving the building, visitors must return to the office to sign out and return the visitor's pass. All exterior doors with the exception of the front door are locked at 7:30 a.m. each day and remain locked throughout the day. We ask parents not to park cars on the circular drive entrances. (Signs are posted indicating that there is to be no parking on the circular drive. Please adhere to this.) Utilize the provided parking spaces when entering the campus. Only Scales students in our after school program, SHINE, may use the playgrounds until 5:45 p.m. each day. After 5:45 p.m. the community may use the playgrounds.

### **PROTECTED INSTRUCTION**

Scales Elementary teachers and students will be exploring various content areas (reading, language arts, math, science, music, art, health/wellness, etc.) each day. We believe that your child's learning atmosphere is of the utmost importance and should be protected. So, to avoid interruptions to valuable learning time, parents may drop off items or personal messages for students at the Scales office. (In other words, parents will not be able to bring items to their children as to protect instructional time for all learners.) School personnel will see that the students are informed of the message or receive the necessary item at the appropriate time. Please assist us in limiting interruptions and protecting instructional time. Unexpected visits can be distracting to the learning potential of all. Please schedule visits with the teacher or front office staff. If a parent desires to visit the classroom, a call to the teacher will be made by the front office staff to determine if that time is appropriate. If it is an appropriate time, the parent will be welcomed into the classroom. There are those times when a visitor might interfere with the learning environment such as during assessments and evaluations, when a guest speaker is present, etc. At that time, if the visit is deemed unsuitable, the parent will be asked to reschedule the visit. We appreciate your support and understanding if such a visit needs to be

rescheduled. Like you, we desire the best possible learning climate for all our children to achieve academic & personal success!

### **COMPUTER LAB/TECHNOLOGY**

- Every classroom at Scales is uniquely designed with overhead projection systems that will enable all items on the teacher computer (PowerPoint, scanned documents, charts, graphs, cable, DVDs, etc.) to be viewed on a 60" x 60" screen in the classroom for all to see easily. Cable is connected directly to the teacher computer and, as a result, there is no need for televisions in Scales classrooms.
- Scales is very fortunate to have a computer lab where each child has access to hands-on computer use each week. Instruction ranges from basic computer operation to programming. Compass Learning by Odyssey will be one specific item of software utilized at Scales. This is a K - 8 program focusing on reading, language arts, math, science, and social studies. This is an individualized program that determines where a child is functioning in each area and as the child works through lessons, his/her level should increase. This is an excellent tool for reaching the varied needs of learners at Scales. Teachers are able to individualize instruction via this special software program. Funds for the purchase of software and supplies will come from money raised at our school-wide fundraiser and via other sources.
- Additionally, at Scales each grade level will have access to "einstruction" known as the "Classroom Performance System" (CPS). The students will be assigned specific remotes and will be able to participate in various forms of assessment with these unique instruments in any and all content areas.
- Our website <http://cityschools.net/scales/> is a great communication tool for all to access and learn more about what is happening at Scales. View individual teacher pages, "Community Star" photos, calendar updates, cafeteria information, announcements, items needing specific attention, Podcasts, and other pertinent information. Please visit this site as often as possible as it's updated with information routinely.
- Lastly, each teacher has a class website that contains a wealth of information for parents, students, and community members. These websites are updated regularly and include but are not limited to: newsletters, schedules, pictures, upcoming events, and class happenings.

### **MEDIA CENTER**

The media center operates on a combination of scheduled activity, open check out, and research times which are available to enhance curricular concepts. Classes are scheduled for instructional sessions with the media specialist. Each student is issued a library number and uses this when checking out materials. Parents are responsible for paying replacement cost for any lost or damaged

material. When a student has an overdue book, no additional materials will be checked out until the late books are returned.

### **MUSIC PROGRAM**

The music program introduces the basic concepts of melody, rhythm, harmony, form, and expression. Activities include singing, moving, playing instruments, creating, and improvising. During PTO meetings, musical talents and abilities will be showcased.

1. Chorus – Chorus is offered to 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade students as a part of the Scales after school program. During the school year, the chorus performs at PTO meetings school assemblies, as well as local community events when possible.

2. Band – Band is open to all 6<sup>th</sup> grade students desiring to be a member of the Scales band program. At the beginning of the school year, students go through an interview process with the band director to see which instrument they are interested in playing. If needed, school instruments are provided, but parents/students are responsible for any damage or loss. During the school year, the band performs at PTO meetings, basketball games, and school assemblies. Activities include playing instruments, reading/notating music, and performing.

### **GUIDANCE SERVICES**

There are many services provided by the Guidance Department, such as: individual counseling, small group counseling, classroom guidance, parent consultation, teacher consultation, and assisting in acquiring needed community involvement or support to meet specific needs. Students can refer themselves for individual counseling or can be referred by teachers, parents, or other staff members. Parents and teachers can ask for assistance from the counselors when conferencing about specific problems which they have not been able to resolve themselves.

### **PHYSICAL EDUCATION**

**Participation:** Each child is required by state law to participate in physical education. Every class is scheduled to meet with the physical education teacher. All pupils take part except for those who have:

1. a statement from a doctor excusing them from participation, or
2. a parent's written request asking for the child to be excused temporarily and stating the reason.

If a child has any health problems or a chronic illness, the parent should inform the physical education teacher. The four major areas taught are games/sports, gymnastics, physical fitness, and rhythmic activities.

**Dress:** Each child is to dress properly for physical education classes.

1. Students must wear tennis shoes each time they come to gym class.
2. Students must wear appropriate clothing in order to bend, stretch, move, etc. When evaluating appropriate clothing make sure that students can bend over and stretch to the sky without unnecessarily showing skin.

## **Basketball**

Competitive basketball teams are offered after school for boys and girls in the 5<sup>th</sup> and 6<sup>th</sup> grades. Students must tryout to be on the team. Practices take place after school in the gym. Parents are responsible for making sure children are picked up after practice is over. Parents will be given a schedule of games in advance. The coaches will be responsible for getting the teams to their games, but parents are responsible for picking up their child at the end of each game. Additionally, parents, friends, and family are encouraged to attend games and support the teams. Please remember that children must be accompanied by an adult at the basketball games. A parent must be present at all times for the safety of the children.

## **PARENT INVOLVEMENT/SCALES PARENT TEACHER ORGANIZATION PARENT VOLUNTEER PROGRAM**

An organized parent volunteer program is in place and utilized at Scales. Parents are urged to volunteer to work throughout the school. Classroom teachers and special area personnel need help throughout the school year in a variety of ways. So, join PTO and get involved. Scales children, teachers, and staff need you! ☺

## **PARENTAL CONCERNS**

If you experience concerns or issues that need to be addressed, contact the teacher or appropriate instructor *first* to attempt to resolve the situation. If this same situation continues to be an issue (and you believe another meeting with the teacher would not bring resolution), you may request a meeting with the teacher and/or administrator or counselor. If that meeting is needed, we are hopeful that a positive resolution will be reached.

## **DISCRIMINATION /HARASSMENT OF STUDENTS**

Students shall be provided a learning environment free from sexual, racial, ethnic, and religious discrimination/harassment. It shall be a violation of this policy for anyone to discriminate against or harass a student through conduct or communication that is sexual, racial, ethnic, or religious in nature. (For complete details on discrimination and complaint procedures, please refer to the Murfreesboro City Schools Handbook, "A Policy Handbook For Parents.")

## **STATEMENT OF NON-DISCRIMINATION**

The Murfreesboro City School System does not discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or veteran status in programs or activities or employment opportunities and benefits as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Services available include elementary grades K-

6, preschool classes, special education, family resource centers, ESL (ELL), Title I, and extended school programs (ESP).

Inquiries or complaints regarding compliance with Title VI should be directed to Danielle Kaminsky; inquiries regarding Section 504 should be directed to Priscilla Van Tries; inquiries regarding the Americans with Disabilities Act, Title VII and Title IX should be directed to Mr. Lee Wilkerson. School complaint managers for Title IX have been named for each school for investigation of discrimination/harassment of students (sexual, racial, ethnic, religious) and the names of the school complaint managers are available from the principal at the respective schools. Lee Wilkerson and Crystal Farris are the Title IX complaint managers and are responsible for investigation of discrimination/harassment complaints (sexual, racial, ethnic, religious) and coordinating the system's compliance efforts. The above listed individuals may be contacted at the Murfreesboro City Schools Administrative Office at 2552 S. Church Street, Murfreesboro, Tennessee 37127 or by calling 615-893-2313.

For additional information or inquiries regarding Title VI or Title IX compliance issues contact the Tennessee Department of Education or the United States Department of Education Office for Civil Rights at the addresses below or if you feel that you have discriminated against a complaint may be sent to:

Tennessee Department of Education  
Office for Civil Rights  
710 James Robertson Parkway  
Andrew Johnson Tower, 6<sup>th</sup> Floor  
Nashville, TN 37243  
Phone: 615-741-2731 or 615-253-1550  
Email: [TiffanyBakercox@state.tn.us](mailto:TiffanyBakercox@state.tn.us)  
Web: <http://www.tennessee.gov/education/civilrights.shtml>

OR

Office of Civil Rights  
U.S. Department of Education  
61 Forsyth Street S.W., Suite 19T70  
Atlanta, GA 30303-3104  
Phone: 404-562-6350; TDD 404-331-7236  
Email: [OCR\\_Atlanta@ed.gov](mailto:OCR_Atlanta@ed.gov)  
Web: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>