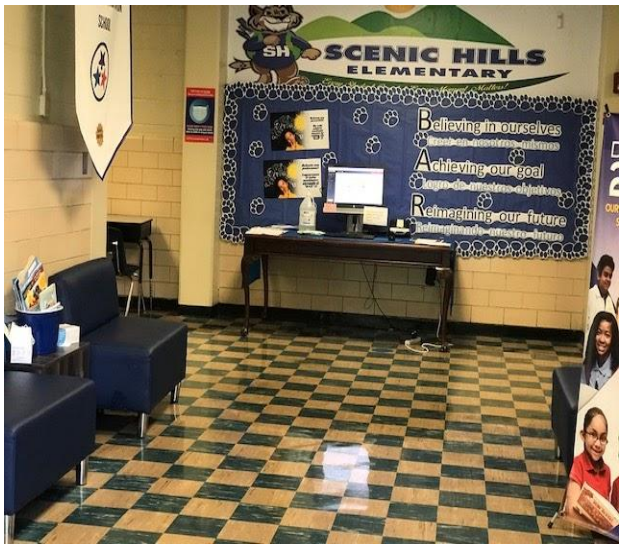
# STUDENT – PARENT HANDBOOK




**Mrs. Jami Fowler-White, Principal**
**Dr. Tonya Hervey, Dean of Students**
**Mrs. Camie Cox, PLC Coach**
**Mrs. Angela Brookins, School Counselor**

**Remember we are a small school with a BIG heart who is raising the "BAR" by:**

**Believing in ourselves**

**Achieving our goals**

**Reimagining our future**

| TABLE OF CONTENTS | |
|---|---|
| | |
| Scenic Hills Elementary's History, Mission, Vision, and Core Values | 3-4 |
| Scenic Hills Elementary Affirmation | 5 |
| School Uniform Policy | 6 |
| School Events & Activities | 7 |
| Announcement Schedule (Thought for the Day) | 8 |
| Grading Standards | 9 |
| Homework | 10 |
| Honors and Recognition | 10 |
| **STUDENT POLICIES AND PROCEDURES** | |
| Guidance Program | 11 |
| Afterschool Detention | 11 |
| Student Attendance | 11 |
| Dress code | 11 |
| Discipline Systems | 12-13 |
| Student Code of Conduct | 13-14 |
| Handbook Signature Page-Return to your child's teacher | 16 |

# History

## History of Scenic Hills Elementary School

Scenic Hills School was scheduled to open for the beginning of the 1958-59, school year as a county school. It was not ready as planned; however, the teachers and students occupied a portion of Coleman Elementary School until January 1959, when the school building was completed.

Mrs. Martha Branch was the first principal. She came to Scenic Hills School from West Frayser School.

Scenic Hills School opened with grades one through six. Enrollment increased so fast that an annex building was built for the 1960- 61 school year and the seventh and eight grades were added. Kindergarten was added at a later date in 1969.

Scenic Hills was the first school in Shelby County to be integrated. Thirteen Black students came to Scenic Hills from Spring Hill School.

Mrs. Branch retired in 1968 and Mrs. Constance Johnson became the new principal.Mrs. Johnson was principal until the spring of 1973, when she chose to remain with the Shelby County School system since Scenic Hills was made a Memphis City School at that time. In the fall of 1973, Mr. Wayne Bingham became the principal of Scenic Hills and remained well into the 1980's.

Scenic Hills has enjoyed a reputation of being a fine school for over half a century. It has maintained an excellent faculty and staff and has been fortunate to have a strong and active P.T.O.

*Compiled by P.T.O.*
*1987-1988*

# Scenic Hills's Mission Statement

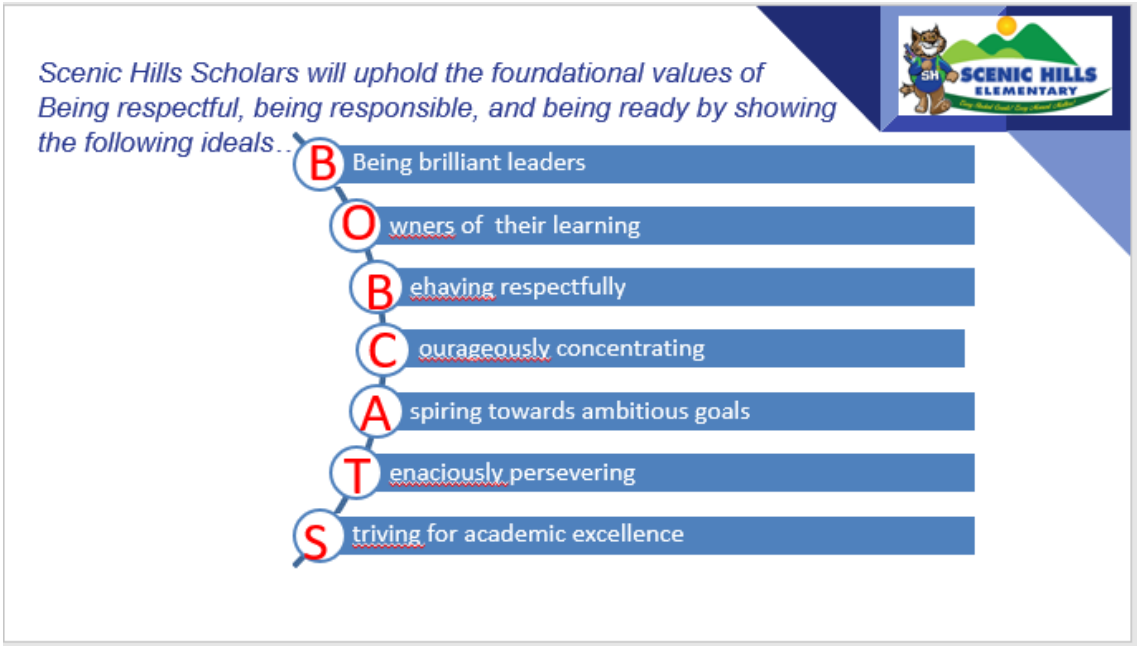
At Scenic Hills Elementary School, we believe that student learning is our primary priority, and all students can learn to their fullest potential. Students will develop their *individual talents*, *critical thinking*, and *technological skills* by being actively engaged in the learning process. Continuous commitment to improvement ensures that our scholars are *well-rounded, self-directed,* and *lifelong learners*. By maintaining a safe and optimum learning environment, we provide the opportunity for students to be successful. Promoting high standards and expectations, teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.

## Scenic Hills's Vision

It is the vision at Scenic Hills Elementary is to foster academic brilliance by embracing diversity and producing goal-oriented, game-changers who are confident leaders in control and dedicated to exhibiting excellence.

## Scenic Hills's Core Values and Beliefs

Scenic Hills Elementary School has three foundational values: Be Respectful, Be Responsible, and Be Ready!!



# Bobcat Affirmation

## Bobcats are Powerful!

I think **P**ositively.
I take **O**wnership for my actions.
I make **W**ise Choices.
I am **E**xcited about new learning
I will **R**each my goals.
I **F**orgive others and myself.
I am **U**nderstanding of differences.
I am a **L**eader.

**I am a BOBCAT!**

# Scenic Hills Uniform Policy

SCENIC HILLS ELEMENTARY

*Every Student Counts! Every Moment Matters!*

GREAT THINGS ARE HAPPENING ON THE HILL!!

2025-26

## UNIFORM POLICY

**TOPS**
STUDENTS SHOULD WEAR WHITE, LIGHT BLUE, AND NAVY BLUE SHIRTS.

**BOTTOMS:**
STUDENTS SHOULD WEAR KHAKI, BLACK, OR BLUE PANTS OR SHORTS

**SHOES**
FOR YOUR CHILD'S SAFETY, WE ASK THAT STUDENTS WEAR SHOES THAT ARE CLOSED AT THE HEEL WITH AT LEAST ONE STRAP.

**TOPS:**
LOS ESTUDIANTES DEBEN VESTIR DE BLANCO, AZUL CLARO, AZUL MARINO Y CAMISA AZUL.

**PANTALONES:**
LOS ESTUDIANTES DEBEN USAR CAQUI, NEGRO, AZUL O PANTALÓN O SHORTS

**ZAPATOS:**
PARA LA SEGURIDAD DE SU HIJO, PEDIMOS QUE LOS ESTUDIANTES USEN ZAPATOS QUE ESTÁN CERRADOS EN EL TALÓN CON AL MENOS UNA CORREA.

# STUDENT DRESS CODE

Each teacher should monitor their students to make sure they are in uniform every day. Any questions about items should be directed to the administration.

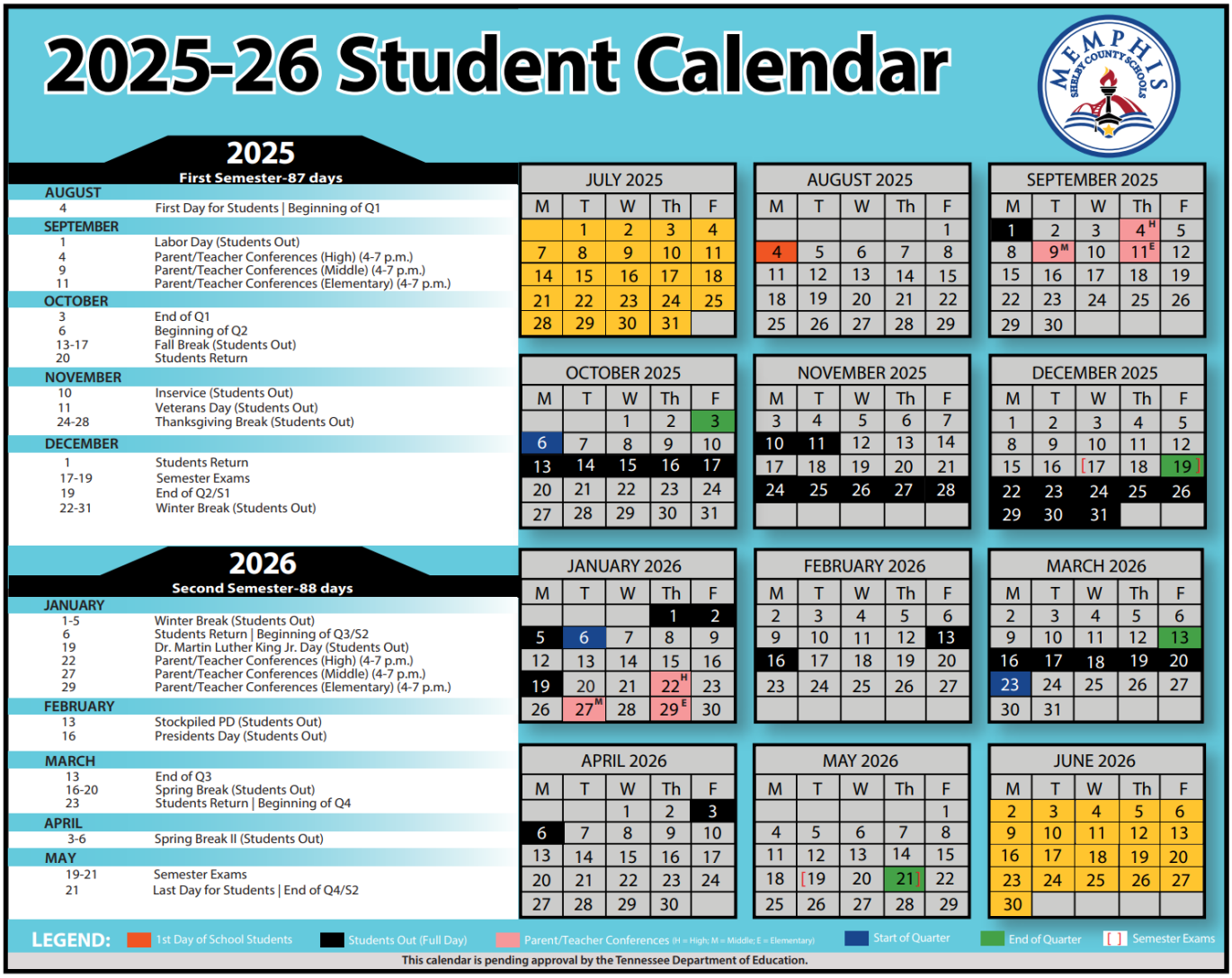
- Shirts- solid royal blue, navy, or white; must have collars or turtlenecks.
- Shirts must be tucked in.
- Bottoms- Tan, black, or navy; no denim material is allowed.
- Bottoms must fit at the waist and not be oversized or undersized.
- Pants should be at the waist level.
- Shorts or skirts must be appropriate knee length.
- Sweaters or jackets- any outerwear to be worn during the school day must be approved colors.
- Socks and leggings worn with shorts or skirts must be solid uniform colors
- Shoes must have a back strap. No High-heel shoes!

# School Events and Activities for Bobcat Scholars

The faculty and staff at Scenic Hills is working to offer a variety of extracurricular activities for our scholars to participate in. Below you will find a list which contains the names of the staff who will be able to provide you with more information on each of these activities.
**The chairperson may enlist volunteers from parents and/or staff to help with their activity/event as needed.

- Angel Tree/Christmas Outreach Coordinator- Mrs. Brookins/Ms. Coburn
- Parent/Volunteer Coordinator- Ms. Coburn
- Junior Crafters' Art/Photography Club – Ms. J. Williams
- Basketball Team– Dr. Green/Mr. Taylor/Mr. Smith
- Flagg Football-Mr. Fields/Dr. Green
- Beta Club/National Honor Society – Ms. Jeans/Dr. Caviness
- Black History Month (February) Coordinator – Ms. Scott
- The Gentlemen's League-Mr. Hill/Mr. Broadway
- Career Day – Mrs. Brookins
- Garden Club – Ms. Vo/Mrs. C. Edwards
- Community Partners – Mrs. Fowler-White/Ms. Coburn
- Scholastic Book Fair-Mr. Hill
- Pom Squad – Ms. Nelson
- Bridge City Kidz-Ms. Somerville
- Family Engagement Coordinator – Ms. Coburn
- Field Day Coordinator (May) –Dr. Green
- Honors Recognition (Each quarter) Coordinator – Mrs. Brookins
- School Clubs-Ms. Small
- RTI2B – Mrs. Brookins/Ms. Somerville
- Social Media Chair- Ms. Somerville
- Spelling Bee (December) Coordinator –Mr. Fields/Ms. Ford
- Choir/Strings – Ms. Scott
- STEM Club-Mr. Redmond
- Digital Devices- Mr. Hill

# Memphis-Shelby County Schools
# School Calendar
# 2025-26




## GRADING STANDARD

Shelby County Schools uses the following grading standard for measuring academic progress and conduct for students in 1st - 5th grade:

| | | | |
|---|---|---|---|
| 90 -100 | A | Excellent | E - Excellent |
| 80 - 89 | B | Good | S - Satisfactory |
| 70 - 79 | C | Average | N – Needs Improvement |
| 60 - 69 | D | Below Average | U - Unsatisfactory |
| Below 60 | F | Failure | |

The following grading standard will be used for grades PK – KK.

**Exceed Standards (ES)** – Consistently grasps, applies and extends key concepts, processes and skills. Works beyond stated goals.

**Meets Standards (MS)** – Grasps and applies key concepts, processes and skills. Meets stated goals.

**Not Meeting Standards (NMS)** – Not grasping key concepts, processes and skills. Making less than expected progress.

Grades should not be punitive, but rather reflect what the student knows and is able to do. Teachers should set high expectations for all students and hold students accountable for their work. District policy allows students to make up all work even for unexcused absences and suspensions. Upon returning from an absence, make up work should be sent home with a due date in proportion to the # of days missed and amount of work to be completed. Teachers should utilize the electronic grade book and parent communication available through the PowerSchool SMS system.

The following criteria will be used for grading:

- 10% Homework
- 20% Class Participation
- 20% Classwork/Daily work (refers to a formative demonstration of the student's ability and includes projects, reports, presentations and daily exit tickets
- 50% Assessments (refers to a student's culminating, independent demonstration of mastery of one or more competencies)

Assessments can include:

- Test scores/ Common Assessments
- Quizzes
- Portfolios of student work
- Interdisciplinary Projects
- Performances
- Exhibitions
- Demonstrations
- Online assessments
- Subject or grade specific assessments and other alternative assessment tools as determined by the state or school district

Exceptional Ed Students - Work and grades for Special Education students should reflect the student's IEP. Homeroom teachers are legally required to modify assignments and make accommodations according to the child's IEP. Report cards for these students should indicate grades have been modified on the report card. (Refer to Board Policy 5002)

Grades of E, S, N, and U should be issued for all special subjects listed on the report card. Where special skill teachers are staffed, grades will be issued by the special skills teachers (art, music, computer, PE). Health grades should be issued by the homeroom teacher based on classroom integration, performance and participation (following the SCS health curriculum along with the PE teacher).

In addition to the Reports to Families, Common Assessment progress reports will be disseminated to all students in grades 1-5. This progress report will communicate specific progress on common and formative

assessment. The common assessment progress report also with other test data (Discovery, DCAP, etc.) will be distributed with Reports to Families every nine weeks.

The Bruce PBIS plan guidelines must be followed when assigning conduct grades. Use caution when assigning N's and U's (must have documentation of ongoing parent contact and conferences).

## HOMEWORK

Homework fosters student achievement, independence, and responsibility and serves as a vital link between school and home. Therefore, it is the policy of Shelby County Schools that meaningful and quality homework is required at all grade levels in all schools. Board policy requires homework to count as 10% of a student's grade (should be given every day except for Fridays). Homework should be an extension of the school day providing extra practice. Homework should reflect classroom instruction. Do not send new material home for homework that has not been introduced in the classroom. Research shows that the amount of homework given should be about 10 minutes times the child's grade. Example: A fourth grade student should have approximately ($4^{th}$ X 10 min.) 40 minutes of homework. Independent reading should be in addition to written homework. Grade level teams should coordinate to ensure that the total time guidelines are within compliance.

### HONORS and RECOGNITIONS

The following standard will be used in determining Honor Roll status (Refer to Board Policy). Homeroom teachers should complete and turn in an "*Honors Report*" form each grading period (see Appendix).

**Principal's List**
Academic Subjects - All A's
Special Subjects - E (Excellent) S (Satisfactory)
Social & Academic Behavior (conduct & work habits) - E (Excellent) or S (Satisfactory)

**Honor Roll**
Academic Subjects – A's and B's (no grade lower than B)
Special Subjects - E (Excellent) or S (Satisfactory)
Social & Academic Behavior (conduct & work habits) - E (Excellent) or S (Satisfactory)

**Citizenship Honors**
All E's in conduct and work habits

**Perfect Attendance**
No absences, tardies, or early dismissals

Only those accomplishments decided on by the Honor's committee and approved by the principal will be recognized in school wide programs. Other individual accomplishments may be recognized in the classroom at the discretion of the teacher. Accuracy in completing the Honors form each grading period is extremely important. These forms are used to order ribbons, trophies, and for Honor luncheon invitations. Principal's Honor luncheon at the end of the year is only for students who made the principal's list every grading period.

# Student Policies and Procedures

## GUIDANCE PROGRAM

The main goal of School Counselor is to develop and implement a comprehensive, developmental program to facilitate the academic, career, and personal/social development of all students through a variety of processes including individual and group counseling, large group/classroom guidance, consultation and collaboration, and coordination of activities and services. Our counselor is dedicated to helping students progress in their academic, personal/social, and career development. The counselor works with students in individual counseling, small group counseling, and classroom guidance. The counselor is also part of a much larger team helping to serve our students. These include the following: parents, teachers, administrators, social worker, psychologist, nurse, speech and vision therapist, special education coordinator, resource officer, and others. Students must be referred for the reasons listed on the counselor referral form.

## AFTERSCHOOL DETENTION

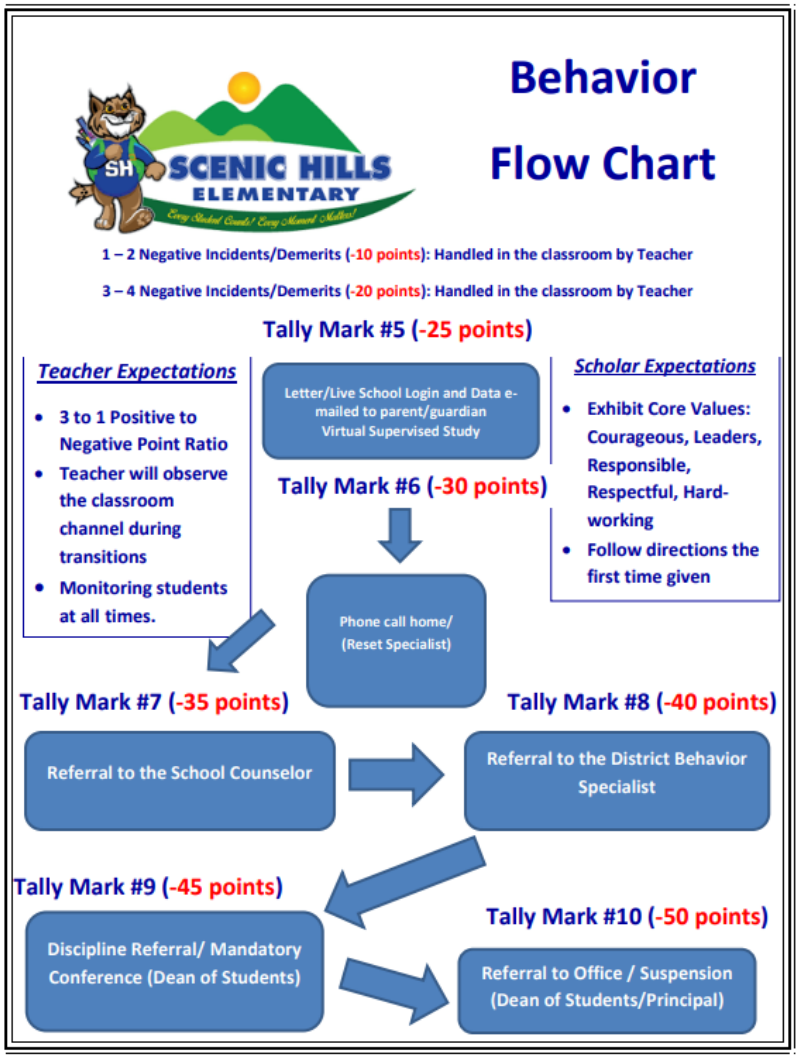
Every first and third Thursday, Scenic Hills will facilitate an after school detention from 3:30 to 4:30 in the library. Students who are referred for detention (8 Tally Marks) will go home with a letter on the Wednesday prior to detention. Failure to attend detention will result in additional consequences. The Reset Room coordinator/ Administrator will supervise detention weekly. Staff will complete the google form to refer a student for detention.

## STUDENT ATTENDANCE

Students should be present in school each day. Students should miss no more than 10% of the school year. Chronic absences and excessive tardiness could lead to a student being retained. Students who are absent (excused or unexcused) are allowed to make up missed classwork.

## STUDENT DISCIPLINE

Classroom Discipline is the teacher's responsibility. Each teacher (homeroom and support) should develop his or her own classroom management plan (that is aligned to the Scenic Hill RTI2-B plan) to assist with student behavior. Scenic Hills will have a school-wide discipline plan (Tally System) for the 2025-26 school year. We are moving to a school-wide app, LiveSchool this school year. The red point totals indicate the infraction totals equivalent to each physical conduct tally mark. The LiveSchool App can be downloaded from Google or the Apple Store. Download it today for real-time behavior data for your child.




This school-wide Discipline plan will ensure consistency **among the school staff**. Phone calls to parents should be a major step in the classroom management plan. Parents should be notified of disruptive or inappropriate behavior on a regular basis. Every teacher should have a designated "buddy teacher" to send students to time out when needed. **NEVER send a child to the hallway alone for "time out or to take tests."** Teachers should use strategies in the Behavior Intervention manual before referring students to the office. In addition, parents should be notified prior to making an office referral. Exceptions to this are incidents involving weapons, drugs (over the counter, prescriptions, or illegal), serious threats, physical fighting or other level 4 & 5 offenses.

## STUDENT CODE OF CONDUCT
## (Offenses and Penalties by Category)

The infractions of school discipline in the Shelby County Schools listed below are grouped into categories according to the seriousness of the offense. This list is not intended to be exclusive or all inclusive. For infractions not specifically listed below, school principals shall assign discipline in accordance with the category that appears to be comparable to the offenses specifically listed in the category. (For assistance determining the appropriate category for an offense, schools should contact the district office responsible for student discipline.)

***Category A* – State Zero Tolerance Offenses**

1. Aggravated assault resulting in serious bodily injury upon any teacher, principal, administrator, school resource officer, or any other school employee;
2. Unlawful possession, sale, or evidence of use of drugs/narcotics at school or at a school-sponsored activity;

3. Unauthorized possession of a firearm on school property or at a school-sponsored activity.

**Penalty** for *Category A* Offenses:
• Expulsion/Suspension for 180 days
Notification will be made to law enforcement authorities. Any modification of this penalty can only be made by the superintendent.

***Category B***
1. Possession of a knife or any potentially lethal weapon, Taser, or explosive on school property or at a school-sponsored activity;
2. Being under the influence of and/or evidence of drinking or possession of alcoholic beverages in school or at a school sponsored activity;
3. Off campus criminal behavior that results in the student being legally charged with an offense that would be classified as a felony and the student's continued presence in school poses a danger to person or property or disrupts the educational process (see full Policy 6022);
4. Issuance of a criminal complaint charging a student with a violent felony or issuance of a violent felony delinquency complaint against a student if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. *(*Out of school suspension is not permitted for this offense. Remand or expulsion is required - See full Policy 6022)*;
5. Gang activities - Activity that is threatening and/or intimidating, harassing in nature or recruiting; gang notebooks with gang pledges, codes and symbols that are used in communication such as threats and warnings and recruiting; gang related fights, and all types of violent acts; gang graffiti especially drawn on school property (bathrooms, lockers and hall walls); electronic devices such as cell phones with recognized gang text, with gang symbols, signs and language that is threatening and or intimidating;
6. Being under the influence of and/or evidence of use or possession of drug paraphernalia, substances for huffing, any substance under guise of it being a controlled substance or prescription drug, and/or medical preparations without proper medical authorization;
7. Possession, use or distribution of counterfeit money on school property or at any school-sponsored activity;
8. Assault upon any teacher, principal, administrator, school resource officer, or any other school employee;
9. Continuous and/or severe Category C Offenses.

**Penalty** for *Category B* Offenses:
• *****Out-of School Suspension or
• Expulsion (11-180 day)

When appropriate, notification will be made to law enforcement authorities. Modification of this penalty can be made by the superintendent or the Disciplinary Hearing Authority.

***Category C***
1. Threatening bodily harm to school personnel, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;
2. False accusations against school personnel;
3. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school-sponsored event;
4. Smoking and/or the possession of tobacco products by students while in or on school, properties or under school's jurisdiction during school hours or while participating in a school-sponsored event;
5. Gang activities - any gang related activity not specified in Category B;
6. One (1) or more students initiating a physical attack on an individual student on school property or at a school-sponsored activity;
7. Malicious destruction of or damage to school property, including electronic media, or the property of any person attending or assigned to the school;
8. Stealing or misappropriation of school or personal property (regardless of intent to return);
9. Immoral or disreputable conduct;
10. Continuous and/or severe Category D Offenses.

**Penalty** for *Category C* Offenses**:**
• In-School Suspension or
• Out-of School Suspension
When appropriate, notification will be made to law enforcement authorities.

***Category D***
1. Open or continued defiant attitude or willful disobedience toward a member of school staff;
2. Vulgar, profane, immoral/disreputable or rude remarks or non-verbal action to staff member or fellow student;
3. Physical or verbal intimidation or threats to other students, including hazing;
4. Threatening bodily harm to another student, including transmitting by an electronic device any communication containing

a credible threat to cause bodily injury or death to a student and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;
5. Fighting in or on school property unless, in accordance with state law, the principal recommends no disciplinary action for a student who is deemed to have acted in self-defense or defense of another;
6. Possession of mace or disabling sprays;
7. Inappropriate use of electronic media, including, but not limited to, all calls (landline, cellular or computer generated), instant messaging, text messaging, audio recording devices, IPods, MP3s or any type of electronic music or entertainment device, and cameras and camera phones;
8. Sexual, racial, ethnic, or religious harassment/discrimination;
9. Bullying, intimidation, and harassment;
10. Refusal to produce an object identified by metal detectors;
11. Inciting, advising or counseling of others to engage in any acts in Categories A, B or C;
12. Continuous and/or severe Category E Offenses.

**Penalty** for *Category D* Offenses**:**
• Parent-Principal Conference; or
• Before/After School Detention/Saturday School; or
• In-School Suspension; or
• Out-of-School Suspension

***Category E***
1. Habitual and/or excessive tardiness;
2. Class cutting;
3. Intentional disturbance of class, cafeteria or school activities;
4. Leaving school grounds without permission;
5. Being in an unauthorized area without permission;
6. Tampering with grades or report cards;
7. Possession of lighters or matches;
8. Possession of and access to beepers, cellular phones or other electronic communication devices during school hours without written permission of the principal;
9. Inciting, advising or counseling others to engage in any acts in Category D;
10. Dress code violation, including wearing, while on school grounds during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.

**Penalty** for *Category E* Offenses**:**
• Parent-Principal Conference; or
• Before/After School Detention/Saturday School; or
• In-School Suspension

# 2025-26 Student-Parent Handbook Receipt

Student Name: _____

I have read and understand all the policies and procedures in the Student-Parent Handbook. I realize that failure to follow all policies and procedures in the Student-Parent Handbook may result in disciplinary action.

I will review MSCS policies on-line. The principal reserves the right to revise this handbook during the school year.

Parent Signature: _____ Date: _____