

Parent/Student Handbook

2024-2025

“No Excuses for Excellence”



Home of the Eagles
1750 E. Alcy Road
Memphis, Tennessee 38114
Main Office (901) 416-3674

Eureka L. McAfee, Principal

Alcy Elementary School

A School-Wide
Title I School

Alcy Elementary School's staff, parents, and community are dedicated to the intellectual personal, social, and physical growth of our scholars. Our highly qualified staff recognizes the value of professional development in order to rigorously challenge scholars. Our teaching practices are both reflective and responsible to the needs of our scholars. Through diversified experiences our scholars discover their potential, achieve readiness for college and careers, and succeed in a safe and caring environment.

THE VISION OF ALCY ELEMENTARY SCHOOL

Alcy Elementary School's vision is to prepare and motivate our scholars to be able to compete in a rapidly changing world by instilling in them critical thinking skills, a global perspective, a passion for learning, and a respect for core values of honesty, loyalty, perseverance, and compassion.

THE MISSION OF ALCY ELEMENTARY SCHOOL

Alcy Elementary School's mission is to provide every scholar with a high-quality education where every child's needs are met daily. AES is an environment where scholars will have maximal learning experiences, build leaders, build character, and a perseverant attitude where no challenge is left undefeated. AES is a place where all scholars are encouraged to strive for excellence academically, socially, and emotionally in a safe and supportive environment.

MOTTO OF ALCY ELEMENTARY SCHOOL

No Excuses for Excellence

Administrative Staff

Ms. Eureka L. McAfee, Principal

Mrs. Lakeisha Cottrell, Assistant Principal

Dr. Villette Jones, Title I PLC Coach

Ms. LaWanda Cooper-McDaniel, Instructional Facilitator

Ms. Sonya Harris-McGhee, Interventionist

Alcy Elementary School strives to create a safe, collaborative, respectful, and friendly learning environment that ensures high levels of learning and performance for ALL scholars. We recognize ALL faculty and staff as valued professionals and colleagues.

CHILDREN are the
priority
CHANGE is the
reality
COLLABORATION
is the strategy.

-Judith Billings

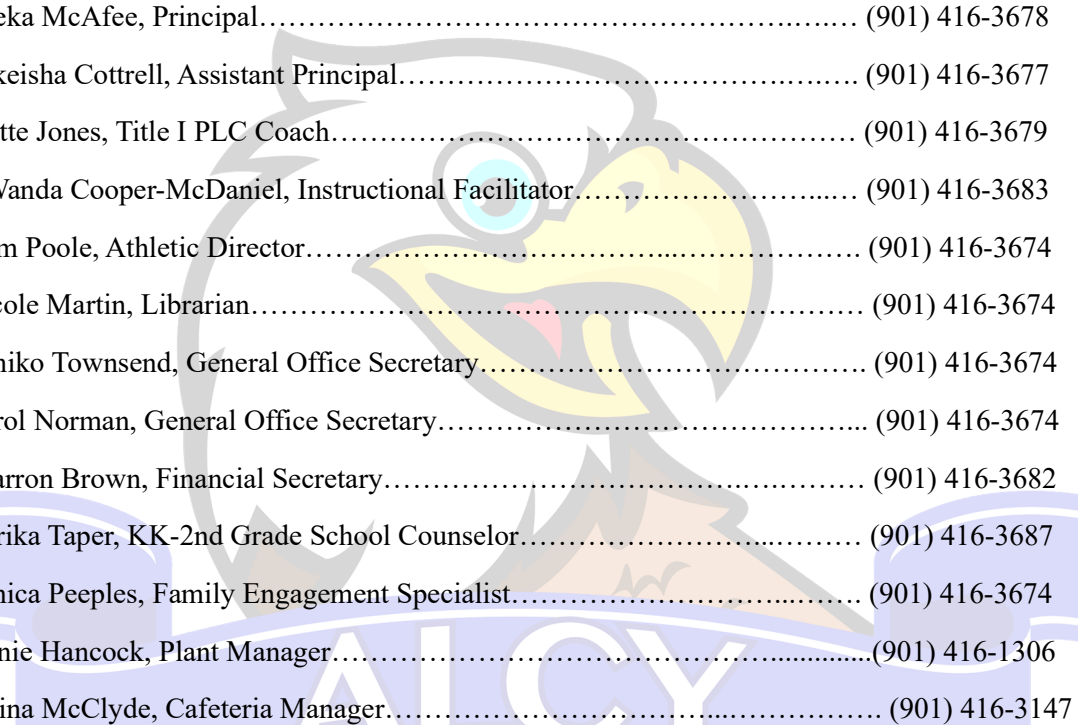
www.supportforspecialstudents.com

This handbook has been prepared to communicate Alcy Elementary School procedures and expectations. Hopefully, you will find the information beneficial to you. The handbook should be read and then filed in a convenient place ready to serve as an information source concerning the school. Additional information will be provided as needed.

Alcy Elementary: A School-wide Title I School

Shelby County Schools does not discriminate in its programs or employment based on race, color, religion, national origin, handicap/disability, sex, or age.

ALCY ELEMENTARY IMPORTANT PHONE NUMBERS



School Phone Number.....	(901) 416-3674
School Fax.....	(901) 416-3692
Ms. Eureka McAfee, Principal.....	(901) 416-3678
Mrs. Lakeisha Cottrell, Assistant Principal.....	(901) 416-3677
Dr. Villette Jones, Title I PLC Coach.....	(901) 416-3679
Ms. LaWanda Cooper-McDaniel, Instructional Facilitator.....	(901) 416-3683
Mr. Adam Poole, Athletic Director.....	(901) 416-3674
Mrs. Nicole Martin, Librarian.....	(901) 416-3674
Ms. Toshiko Townsend, General Office Secretary.....	(901) 416-3674
Mrs. Carol Norman, General Office Secretary.....	(901) 416-3674
Mrs. Sharron Brown, Financial Secretary.....	(901) 416-3682
Ms. Sherika Taper, KK-2nd Grade School Counselor.....	(901) 416-3687
Ms. Monica Peeples, Family Engagement Specialist.....	(901) 416-3674
Mr. Ronnie Hancock, Plant Manager.....	(901) 416-1306
Ms. Regina McClyde, Cafeteria Manager.....	(901) 416-3147



Our scholars are our primary focus. We look forward to seeing them every day, so we can help shape their minds and prepare them for the future. Our parents are essential too. We need your partnership as we support your children. We are on the same team! Help us to help your children.

“It is not about what teachers cover; it’s about what students discover.”

“Parents are teachers and home is a child’s first and most important classroom.”

GENERAL INFORMATION SCHOOL POLICIES

SCHOOL HOURS

Alcy is an 8:15 a.m. - 3:15 p.m. school. The first bell rings at 8:00 a.m. Students eating breakfast may enter the building at 7:45a.m. and go directly to the cafeteria. There are no teachers/staff in the building to supervise the students prior to 7:45 a.m. It is vital for your child's educational success to be at school on time daily. KK and 1st grade are dismissed at 3:10 and all other students are dismissed at 3:15 p.m. Children will not be admitted back into the building after 3:30 p.m. The park is not a supervised area and is not a safe environment for students to be left alone. If you will be picking up your child after 3:30 and prefer him/her to wait for you at the park, please submit a written note giving your permission for your child to wait at the park. In the event of inclement weather, all students will be escorted back into the school building.

ARRIVAL

Students should enter the school building through their assigned entrance. Students should line up according to the signs posted at entrances. All Prekindergarten - second grade students will enter through the doors east of the PreK drive. All third - fifth grade students will enter through the main entrance. Upon entering the building, students will be escorted to their class area by a teacher.

ATTENDANCE

It is essential to students' learning, growth, and development that they attend school each day. Higher academic achievement occurs when students attend school regularly. The following sections address school and legal attendance policies and requirements, including absences, tardies, and early dismissals.

EXCUSED ABSENCES All children are expected to be in attendance and on time each day. Student absences shall be excused only for the following reasons: personal illness of the student; death or serious illness in the immediate family; subpoena for court appearance; recognized religious holiday; and deployment for and return from military service of a student's parent/guardian or custodian (one day excused for the parent's deployment and one day excused for the parent's return). A written note explaining the absence is required no later than 2 school days of the student's return to school. A doctor's note is required for a personal illness of a student that extends beyond three (3) consecutive school days or when a student accrues more than (10) absences in a school year. If no documentation justifying the absence as excusable is submitted within the two-day period, the absence will become an unexcused absence. After the 3rd day of absence, the office cannot make any changes per board policy.

UNEXCUSED ABSENCES (Truancy Policy #6016) If a student receives five (5) or more absences during the school year without adequate excuse, the parent will be notified that the student is required to attend school. If within 3 days of receiving the notice, the parent has failed to comply, the District Attorney General and/or local law enforcement will be notified of this fact and legal action may be taken against the parent as provided by T.C.A. §49-6-3007.

Except as otherwise provided by law, a child may be truant under the law who is less than six (6) years of age, provided that a child may be withdrawn six (6) weeks of initial enrollment without penalty. For additional information regarding enrollment and compulsory attendance, please contact Student Services at 901.473.2560.

TARDIES/EARLY DISMISSALS Students miss valuable instructional time when they are late to school or check out early, and it violates the school district's attendance policy. Students may enter the building at 8:05 a.m. Students will be considered tardy at 8:20 a.m. All students who are tardy must be escorted into the office by a parent. Per SCS policy, early dismissals are represented as tardies on report cards and progress reports. Children must be picked up in the office. Students will be released only to parents, guardians, or others designated on the registration form. After boarding the bus or arriving on campus, a student is the responsibility of the school system and is NOT allowed to leave without checking out in the school office. **No one will be dismissed from 2:30 p.m. until 3:15 p.m.** The only excused tardies or early dismissals are those that are for medical reasons and a doctor's note is required for documentation. Continued unexcused tardiness or early dismissals will also result in disciplinary action. The school will use any necessary interventions to promote timely school attendance. After the 9th time that a student arrives late to school or leaves school early without a medically documented excuse, the student will receive consequences.

ABSENCES/TARDIES/EARLY DISMISSALS AFFECT TRANSFERS Students with unexcused absences and/or tardies and early dismissals, that total ten (10) or more for the semester, are subject to lose their open enrollment transfers to Alcy at the end of the semester and/or for the following school year.

MAKE-UP WORK Students shall be permitted the opportunity to make up all work and classroom tests missed, because of an excused absence. All work and tests for both excused and unexcused absences should be made up as soon as possible. The number of days absent is equal to the number of days the student must complete and submit make-up assignments. If a student fails to make up the work and tests, the deficiencies shall be averaged with the other grades. If a student is absent two or more consecutive days, parents may call the school office by 10:30 a.m. and the teacher(s) will prepare the make-up assignments and place them in the school office at 3:15 p.m.

UNAUTHORIZED PRESENCE OF STUDENTS ON CAMPUS

Frequently, students are left at school well before 7:45 a.m. and after 3:30 p.m. No adult supervision is provided at these times. Please be aware that the safety of your child is at risk each time he/she is left unsupervised before or after school. We strongly urge parents to plan for timely transportation of their children. Alcy offers a before-care and after-school program. The Before-School Care program will start at 6:45 a.m. and the after-school program will last until 6:00 p.m. **PARKING** For the safety of your children, please abide by the NO PARKING sign in the front faculty parking lot. This will help us meet the needs of all our students and staff.

WALKERS/BIKE RIDERS

Students who walk or ride their bikes must follow the route indicated by the safety patrol officers. Students must cross with the crossing guard. During arrival and dismissal, bike riders

will be asked to walk their bikes until they are away from all the walkers. Parents, please do not park your car in this zone. Children cannot be dropped off across the street near the crossing guard. Please speak with your children about the danger of jaywalking. For traffic flow and student safety, there is no parking on Alcy Road in front of the school. The front of the school on the street is not a supervised area and is not a safe environment for students to be picked up. In the event of inclement weather, all students will be escorted back into the school building.

SCHOOL BUS RIDERS

Bus riders must follow rules and regulations established by the bus company. Children should report to their bus stops on time. To report a late morning bus, call the Transportation Division at 416-5540. Children will load at approximately 3:10 p.m. in the afternoon. In the event of a late afternoon bus, there will be someone in the office to take phone calls until all buses have departed from school. A note is required if your child is not to ride the bus. Without a note from a parent, your child will be placed on the bus as usual.

SCHOOL BUS DISCIPLINE

To guarantee the safety of all children, bus disciplinary procedures will be implemented. Disciplinary action will be taken for each offense the bus driver reports of bus safety or behavior violations. Serious incidents, for example, fighting, profanity, etc. will result in an automatic suspension.

BREAKFAST

Breakfast is free of charge to any Alcy student and is served from 7:45 a.m. - 8:00 a.m.

LUNCH PROGRAM

Every student in every school automatically qualifies for a free breakfast and a free lunch every day. No student will pay for breakfast or lunch. MSCS will no longer accept cash or checks in the cafeteria. If you have any questions, contact Ms. McClyde at mcclyderl@scsk12.org or 416-3147.

SCHOOL VISITORS

All visitors and parents are welcome and encouraged to visit the school. Your child's instructional time and safety are priorities at Alcy Elementary. If you need to speak with your child's teacher, we request that you schedule an appointment. For the protection of the students, all visitors must report to the office and sign in upon entering the building. The video entrance system will be activated at approximately 8:25 a.m. daily. Anyone who arrives after this time will buzz the office to gain entrance. All children not enrolled at Alcy should be accompanied by a parent. A forgotten item (such as a lunch box) should be brought to the office, and the child will be called to pick it up.

STUDENT CONDUCT

In The Halls: Scholars will follow Alcy H.A.L.L.S. Procedure.

In The Cafeteria: Scholars will follow the Alcy C.A.F.E. Procedure.

In The Classroom:

1. Act Safely-Get permission before opening the door. Walk in the classroom. Sit with chair legs on the floor. Keep feet on the floor. Keep hands and feet to yourself.

2. Be Responsible-Be on time. Be prepared. Turn in homework. Follow directions. Complete assignments. Stay on task. Watch for voice level cue. Raise your hand before speaking.
3. Be Respectful- Listen. Raise your hand before speaking. Keep the environment clean and trash free.
4. Care for yourself, others, and the Environment- Students will keep hands and feet to themselves.
5. Always do Your Best- Complete all assignments with rigor and fervor. Students will take their time to complete assignments and will not rush through work. Think-Do-Complete Be attentive to morning and evening announcements.

DISCIPLINE POLICY

One of the most important lessons that education teaches is discipline. While discipline does not appear as a subject, it underlines the whole educational structure. Discipline is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for others. Therefore, it is the responsibility of each student to operate as a responsible citizen. Memphis-Shelby County Schools District establishes the policies governing student conduct. These policies are upheld by the administration and faculty of Alcy Elementary School, where there are “No Excuses for Excellence.”

The following types of behavior will result in consequences that range from conferences, isolation from peers at lunch, in-school detention, home suspensions, or expulsion, depending upon the severity and/or frequency of the Code of Conduct violations:

- Fighting, disruption, or interference with curricular or extracurricular activities.
- Damage or destruction of school or personal property.
- Assault on school employees, students, or other persons.
- Possession of weapons or drugs (real or look alike).
- Stealing of school or private property.
- Being insubordinate or showing disrespect toward a school employee, student, or guest of the school.
- Inappropriate touching or display of affection while on school premises.
- Engaging in any act that intimidates, threatens, degrades, or disgraces a fellow student, visitor, administrator, or member of the school staff by gestures, written, or verbal means, and through the internet, including email, Facebook, and other social networks and websites.
- Using any form of profanity, written or verbal.
- Skipping or cutting class, which is defined as not being in the assigned place at the appropriate time.

BULLYING or harassment will not be tolerated at Alcy Elementary. This includes verbal, physical, non-verbal gestures, interaction online including email, social networks and websites, or any form of intimidation. These types of behaviors should be reported immediately to teachers or administrators.

IN SCHOOL DETENTION Students will be assigned to In- School Detention, when warranted, according to the Shelby County Schools Code of Conduct and school policy. Students must

follow the Detention guidelines and report on the assigned day(s). Students must also follow instructions given by the Detention Facilitator.

DRESS CODE - UNIFORMS

To maintain safety, discipline, and academic focus, Alcy Elementary has an existing uniform policy for this school year.

Approved Shirts:

- Polos in Navy or Royal Blue, White and Grey (No baby blue shirts)
- Alcy T-Shirts (spirit wear shirts approved by the principal)
- Monogrammed/Applique' (raised stitching) shirts in blue or white with "A" or "Alcy" only and may only use Alcy Uniform colors: blue, white, grey, black, or navy in monogram/applique' fabric and stitching.

Shirts that are Not Allowed:

- Screen print (including "A" or Alcy, school buses, apples, etc.)
- No Vinyl (sticker like) Shirts, Including Alcy or A fonts, Minecraft & Star Wars fonts.
- Monograms/Appliques' that include the letter "A", pictures- school buses, apples, etc. or any items not approved by the principal.

Allowed Dresses:

- Polo dresses in blue, or white only
- Monogrammed/Applique/ (raised stitching) dresses in blue, white, gray, with A or Alcy Only and may only use Alcy uniform colors: blue, white, gray, black, or navy in monogram/applique's fabric and stitching.
- Jumpers in khaki, navy, or black with a blue or white, collared shirt underneath

Allowed Bottoms:

- Pants, skirts/skorts, & shorts (to knees) in solid colors: khaki, navy, and black.
- Jeans are only permitted on Fridays for students who had zero tardies/absences for the week and for special occasions designated by the principal.
- Leggings may not be worn as pants. They may be worn under a dress, jumper, or skirt only and must be solid black, navy, gray, or white.

Allowed Jackets/Sweaters/Sweatshirts:

- Solid Alcy colors (blue, black, white, grey, navy)
- No writing, logos, teams, except for Alcy or A
- Heavy coats should not be worn during times other than arrival, recess, and dismissal.

Shoes:

- Shoes must have a strap on the back
- Crocs are not allowed
- Shoes must not have more than a 1" heel

Violation of the dress code will result in parents being called to bring the appropriate clothing to school and consequences ranging from parent conferences to loss of privileges. Administration reserves the right to amend this dress code without notice.

PLEDGE OF ALLEGIANCE

To promote a community and sense of patriotism, each Shelby County School sets aside a time in the morning for students, faculty, and staff to salute the flag and recite the Pledge of

Allegiance. Parents of students who desire not to recite the pledge are responsible for notifying the principal and teacher in writing.

HOMEWORK

Expect your child to have homework every night, except on weekends and special occasions. Students need to take home all of the materials necessary to complete their homework before they leave the building. They will not be permitted to re-enter the classrooms after 4:30 p.m.

LIBRARY MEDIA CENTER

The students attend library classes regularly. These class times are for library book checkout, skill instruction, research, thematic instruction, and literature enrichment. Students that check out books are financially responsible for those books. If you do not wish to allow your child to check out books please notify the school in writing.

ACCIDENTS AND ILLNESS

If a student is injured or becomes ill at school, we will make him/her comfortable and call you immediately. If you are unable to be reached, we will attempt to contact the emergency number(s) listed on the registration form. Be sure to update any changes to the phone number with your child's teacher and the office as the year progresses. Please remember, we cannot keep seriously ill students at school.

BIRTHDAYS

NO FOOD MAY BE BROUGHT TO THE SCHOOL FOR BIRTHDAY CELEBRATIONS. Balloons or displays for student birthdays may not be taken into the cafeteria or classroom but can be left in the office for student pick up. Student birthdays will be announced daily during school announcements. Students may only bring birthday party invitations to school if they are given to every child in the class. Otherwise, invitations must be mailed.

SNACKS DURING SCHOOL

Depending on the time of lunch, certain grades may offer a snack break. Snacks must meet the school guidelines. The following are recommended healthy snacks: 100% juice boxes water/flavored water 100% fruit snacks cube/string cheese goldfish/pretzels graham crackers fig newtons reduced fat/baked chips animal crackers fresh fruit low-fat/flavored milk granola/cereal bars peanut butter & crackers low-fat yogurt angel food cake low-fat pudding/jello apple sauce cups all fruit popsicles low-fat popcorn fresh vegetables w/low fat dip

*If your child has any food allergies, please notify the teacher.

CHRONIC ILLNESSES

The office needs to know of chronic illnesses such as asthma, diabetes, allergies, etc. We need specific written instructions on file should an emergency arise.

MEDICATION

Administering Medicines to Students

It is the policy of the Shelby County Schools that all children's medication be administered by a parent at home. Under exceptional circumstances medication may be administered by school personnel under the appropriate administrative regulations.

Medication in Schools

If, under exceptional circumstances, a child is required to receive medication during school hours, and the parents cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the regulations that follow:

1. Medication (only if necessary) - Only medicines which absolutely **MUST** be given during school hours should be brought by parent or guardian to school for dispensing at school. The parents also must complete a medical authorization form. Please plan for all other medicines to be given at home, either before or after school time. Most medications which need to be given one, two, or three times a day can be given during the hours outside of school. Your child's health care provider can give you guidance about whether a dosage schedule can be changed. All medication will be brought to school by the parent or guardian, unless other arrangements have been approved by the school principal, but under no circumstance shall a student bring the medication to school by himself/herself. All medication must be brought in its original container whether it be a prescription or non-prescription medication.
2. Bring only enough medication to school for a **TWO-WEEK** period (10 days' worth). This is particularly important for medications that might be stolen or that have street value, such as Ritalin.
3. Over-the-counter medicines-usually **MAY NOT** be given at school. There may be some exceptions, but arrangements need to be made with the principal and/or school nurse.
4. Original Containers- All medicines must be in their original containers and correctly labeled. Prescription medicines must have a pharmacy label or a label from the doctor's office or health care facility, which includes the child's name, name of the medicine, strength of each unit of medicine, dosage amount, and time as well as the doctor's name. Over-the-counter medicines must be labeled with the child's name in a manner which does not cover up the original container label.
5. Parent Authorization- All medicines must have a Parent Authorization form completed, and the medicine container information must match the Parent Authorization. Copies are available in the school office.

LOST AND FOUND

A "lost and found" area is in the cafeteria. Lost articles may be claimed by proper identification. It is a good idea to clearly mark items with the owner's name. Eyeglasses and jewelry can be claimed through the office. Throughout the year, items that are not claimed may be taken to Goodwill.

MESSAGES TO STUDENTS

We ask that messages be kept to a minimum. We would like to avoid all interruptions to the classrooms. Please make sure your children know before coming to school how they are to get home from school. Due to support schedules, field trips, etc., it may not be possible to

give messages to the homeroom teacher. Students will not be allowed to go home with friends unless we have a written request from the child's parent/guardian.

MONEY

When money is brought to school, please enclose it in an envelope labeled with your child's name, teacher's name, section, and purpose. Children should be discouraged from bringing extra money to school.

TEXTBOOKS/LIBRARY BOOKS, ETC.

Students are responsible for all textbooks and library books issued during the school year. Books will not be issued until parents/guardians sign the textbook rules form. Parents must pay for all lost or damaged books. Payment must be received before report cards or replacement books can be issued.

WITHDRAWAL OF STUDENTS

To make your transition to a new school site an easier one, please give 24 hours' notice before withdrawing your child.

FIELD TRIPS

Students attending any field trips sponsored by the school must submit a signed permission slip before participating in the activity. We cannot accept permission over the phone. Since it is necessary to have buses ordered and tickets purchased in advance, we cannot refund field trip money. Permission slips and money must be turned in by the stated deadline.

EMERGENCY SCHOOL CLOSINGS

Please make advanced arrangements in case of early dismissal due to the weather. If school is closed due to bad weather, the Superintendent of Schools will notify the local TV and radio stations that will broadcast the information. Please do not call the school office. People who are not listed on the student information form will not be allowed to check-out your children.

FIRE, TORNADO AND EARTHQUAKE DRILLS

For the safety of all, drills are held regularly. Everyone should know the specific directions for reaching a point of safety from wherever he/she may be in the building. Specific information for drills is posted in each room.

ACADEMICS

ACADEMIC ACHIEVEMENT Alcy has a tradition of high academic achievement in all disciplines. Our mission is to provide an environment in which all students can reach their highest academic potential.

CURRICULUM Alcy's curriculum is designed to stimulate creativity and to develop critical thinking skills. Opportunities are offered for individual and group projects, scientific experiments, and field experiences.

REPORT CARDS Report cards will be sent home every nine weeks. Kindergarten academic progress will be measured as mastery (M) or non-mastery (NM). Kindergarten conduct and

social skills will be measured as satisfactory (S) or (non-satisfactory). Only students in First-Fifth grades are eligible for Honor Roll recognition. To make the Principal's Honor Roll, First grade through Fifth grade students must have all A's in academics and E's in conduct. First grade students can meet the requirements for Principal's Honor Roll with an S in social studies and science. To make the Academic Honor Roll, First grade through Fifth grade students must have A's and B's in academics and E's and G's in conduct. First grade students can meet the requirements for Academic Honor Roll with an S in social studies and science. To have Perfect Attendance, students must have zero (0) absences and no more than two (2) unexcused tardies per nine weeks.

Grading Scale for Grades 1-5

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

First grade science and social studies grades will be expressed by the letter "S" or "N". For grades first through fifth the reading language arts grade will be determined by percentages in three categories. Reading will count for 50%, grammar 30%, and Spelling 20%. These percentages will be calculated to determine a final language arts grade.

PROGRESS REPORTS Progress Reports will be sent home every 4 ½ weeks in a nine-week period. Notices should be signed by the parent or guardian and returned to the classroom teacher.

GUIDANCE PROGRAM

A guidance counselor is available at Alcy to provide individual and small-group counseling, academic screening, and student support. The counselor also conducts parent, teacher, and student conferences for referred students.

CLUE

This program (Creative Learning in a Unique Environment) is for academically gifted students. CLUE meets twice a week for 2 ½ hours. Critical thinking and communication skills are areas stressed in the CLUE classes. For additional information regarding the CLUE program, please contact the school or the CLUE office at 416-5600.

ACCELERATED READER PROGRAM (A.R.)

The Accelerated Reader Program allows students to earn points for books they enjoy reading. Students take computerized reading practice quizzes on books in their reading range that are a part of the A.R. program. These practice quizzes check the student's comprehension of the books that they read. The school library provides access to checking out library books that are A.R. titles. A.R. point values vary depending on the book's level. Second through fifth grades require students to reach their individualized goal per nine weeks.

COMPUTER AWARENESS

Computers are available for students in kindergarten through fifth grade. All homerooms are equipped with a laptop cart. Alcy is also equipped with additional Power Macintosh computers in the library and homerooms. All are networked and have internet access.

FINE ARTS & After-School Programs

Alcy's fine arts program consists of strings instruction, music, art classes, and participation in the "Arts in the School" program. After-school programs include ballet, art classes, gymnastics, karate, chess, piano lessons, robotics, cross country, choir, and science club.

ORFF MUSIC

Music instruction is provided to all students. The Orff technique involves body movement, singing, and playing musical instruments.

PARENT CONFERENCES

Conferences are encouraged and welcomed by the faculty. Please send a note to the teacher to schedule conferences. The teacher will then call or email you to schedule the appointment. Two specific times have been designated by SCS as parent-teacher conference dates. Parents are required to meet with their child's teacher on only one of these dates. Teachers will designate the conference date and allow parents to schedule a convenient time.

ADMINISTRATIVE CONFERENCES

Parents should meet with their child's teacher regarding any matters of concern. If the concern persists after working with the teacher, parents may request a conference with the Assistant Principal. Matters needing further resolution after a period of time may be referred to the Principal for a conference. Appointments must be made for parent conferences, to clear suspensions, and conduct other school business.

EXTRA CURRICULAR

CLASS PARTIES Two organized classroom parties are scheduled per academic year. Anyone who is interested in helping with the classroom parties should contact the PTO Room Sponsors' Chairperson.

SAFETY PATROL Fifth grade students, with satisfactory conduct and parental permission, are allowed to patrol halls, bus areas, and in front of the school at the beginning and end of the school day. These students must also receive teacher recommendations and be approved by the Safety Patrol Coordinator.

SPECIAL EVENTS

We welcome and encourage parents to attend all programs and special events. Please check your monthly school calendar for dates and times.

BOOK FAIR Alcy participates in two Book Fairs during the year. Parent volunteers help students select their books and collect money. The proceeds will be used to purchase additional books for the library.

SPRING FLING Alcy families enjoy fun and fellowship at the annual Spring Fling held in April. Food, games, and prizes guarantee a great time for everyone.

FIELD DAY/SCHOOL CARNIVAL During this event held in May, each child can compete in running and field events. Alcy parents volunteer to help to make this a fun day for all.

HEALTHY CHOICES WEEK/CAREER AWARENESS WEEK Healthy Choices Week is a week full of activities that bring community attention to healthy eating and exercise habits, safe behaviors, and positive relationships to deter students from the unhealthy choices plaguing the Shelby County Community. In the spring, career awareness is highlighted with activities during Career Week. Parents and community friends share information about their careers with students in the classroom.

SPELLING BEE The school has a Spelling Bee for grades 3-5 in the fall. The winner of the Spelling Bee represents Alcy in the county competition held in the spring.

COMMUNITY/PARENT INVOLVEMENT VOLUNTEER HOURS Each family is encouraged to complete 10 volunteer hours a semester (equaling 20 for the year). For example: chaperone a field trip, attend PTO meetings, Spring Fling, Family Math Night, or assist in the school library, cafeteria, and classroom. We need and welcome your involvement!

THE SUZY K. PRESTIGIACOMO TEACHER SUPPLY FUND was established by Tom Prestigiacomo, father of Katie and Joey, as a memorial to his wife, Suzy, who was a teacher at Alcy Elementary. The Supply Fund was initiated with funds won by Tom Prestigiacomo on "Wheel of Fortune." Often, teachers purchase supplies for their classrooms out of their own pockets. Therefore, money generated by the interest in this account will be used each year to purchase supplies for teachers.

VOLUNTEER PROGRAMS Alcy is blessed with many fine volunteers who help make special programs and activities at the school run smoothly. Watch D.O.G.S. (Dads of Great Students) is committed to providing positive male role models in the schools. Fathers, stepfathers, grandfathers, uncles, and father figures are involved in various activities such as parents on patrol, mentoring, and assisting in school functions. If you are interested in helping with these programs or any other type of volunteer work, please call the school office (416-3674). Everyone is required to have background checks prior to supervising students. This includes cafeteria duty, field trips, field day, class parties, bus duty, etc. The background checks must be completed on an MSCS computer. The background checks are valid for one calendar year.

ADOPT-A-SCHOOL Fogelman Properties, East Memphis Kiwanis Club, Regions Bank, and Memorial Park Funeral Home are Alcy's adopters in the Adopt-A-School Program. They have provided the school with the funds for field trips and materials to aid with classroom instruction, incentives for students who make the most improvement in academic achievement and/or behavior, and assistance with school activities.

PTO Alcy has a strong Parent-Teacher Organization. Membership is free. Meetings are held monthly. Money received from membership fees and fundraisers are used to purchase

educational equipment and programs, and to benefit the school in general. More information concerning parent/teacher activities will be sent home with your child. Here are some examples of areas where the previous years' fund-raising money has been spent:

- Computers, Smart Boards Projectors, and Printers for the classroom
- Video camera, easels, classroom carts
- Cordless microphone, speakers and amplifier
- Books and maps for classrooms and library
- Elliston extra-large letter cutter and dies
- Cultural Arts Program
- State-Testing preparation materials
- Arts-in-the-School Program
- Children-In-Need Fund
- Accelerated Reader Software and Books

STUDENT FEES SCS

Policy defines the difference between requested and required fees as they relate to your child's education. The three specific areas in which school personnel may request fees include: the cost for activities that occur during any portion of the regular school day or after school hours, if required for credit or grade (including field trips); funds for activities/supplies that are needed to participate in courses offered for credit or grade (including art, band, various career-focused courses, etc.); and refundable security deposits for the use of school property for courses offered for credit or grade (including interscholastic athletic equipment, musical instruments, etc.). You will continue to be required to pay fines and fees such as those for lost/damaged books, etc. It is our desire to continue to offer academic programs that provide a sound educational base for the intellectual growth of our students through experiences such as field trips, sports, arts, and music. The requested fees associated with these experiences help provide your children with a variety of opportunities to participate in activities and programs. An activity fee of \$4.00 is also requested at the beginning of the year to help with the cost associated with Music, P.E., Art classes, and computer classes.

Section 504 of the rehabilitation Act of 1973

In compliance with state and federal laws, Shelby County Schools will provide to each eligible student with disabilities, without discrimination or cost to the student or family, those related aids and services, or reasonable accommodations that are needed to provide the student an equal opportunity to participate in and obtain the benefits of school programming, including extracurricular activities, to the extent to which the student is able. In order to qualify as an eligible student with a disability pursuant to Section 504 of the Rehabilitation Act of 1973, the child must be of school age and have a physical or mental disability that substantially limits a major life activity that prohibits participation in or access to school programs. Please contact the teacher, school counselor, or administration, if you suspect your child has a disability that would qualify for protection pursuant to Section 504 of the Rehabilitation Act. Services and protections for student determined to have disabilities pursuant to Section 504 of the Rehabilitation Act of 1973 are distinct from those services and protections applicable to eligible students with disabilities enrolled in special education programs pursuant to the Individuals with Disabilities Education Improvement Act (IDEA 2004). To learn more about the evaluation process or

services that are available to children with disabilities, please contact the school counselor or
Shelby County Schools
2800 Grays Creek
Arlington, TN 38002 Phone (901) 473-2560
Memphis Shelby County Schools
Division of Exceptional Children

Notice of Parent and Student Rights and Procedural Safeguards

Section 504, Rehabilitation Act of 1973

The Rehabilitation Act of 1973, commonly referred to as Section 504, is a federal nondiscrimination statute. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students. An eligible student under Section 504 is a student who (a) has, (b) has a record or having, or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, breathing, working, and performing manual tasks. The purpose of this Notice is to delineate the rights assured by Section 504. The enabling regulations for Section 504 at 34 CFR Part 104, entitles students to the following rights:

1. Your child has the right to an appropriate education designed to meet his/her individual educational needs as adequately as the needs of nondisabled students are met.
2. Your child has the right to free educational services except for those that are imposed on nondisabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student.
3. Your child has a right to placement in the least restrictive environment.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for nondisabled students.
5. Your child has a right to an evaluation prior to an initial Section 504 placement and any subsequent change in placement.
6. Testing and other evaluation procedures must conform with the requirement of 34 CFR 104.35 as to validation, administration, areas of evaluation, etc. The district shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent observations, anecdotal reports, and assessment scores.
7. Placement decision must be made by a group of persons (i.e., Section 504 Committee), including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities.
8. If eligible under Section 504, your child has a right to periodic reevaluations, generally every three years.
9. You have the right to notice prior to any action by the district in regard to the identification, evaluation, or placement of your child.
10. You have the right to examine relevant records.

11. You have the right to an impartial hearing with respect to the district's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney.
12. If you wish to challenge the actions of the district's Section 504 Committee regarding your child's identification, evaluation, or educational placement, you should file a written request for a due process hearing with the district's Section 504 Coordinator.
13. If you disagree with the decision of the impartial hearing officer, you have a right to a review of that decision by a court of competent jurisdiction.
14. You also have the right to file a complaint with the Office of Civil Rights. The address of the Regional Office, which covers Tennessee is:
Office for Civil Rights
U. S. Department of Education
61 Forsythe Street, SW. Suite 19T70
Atlanta, GA 30323
Telephone: (404) 974-9406
Fax: (404) 974-9471

STUDENT RIGHTS In accordance with Title IX of the Education Amendments Act (sexual harassment and student treatment), Title VI of the Civil Rights Act (race, color, and national origin), the American with Disabilities Act, and Section 504 of the Rehabilitation Act, Memphis Shelby County Schools has developed a grievance procedure. This policy is in regard to:

- Sexual Harassment of students by adults (Title IX)
- Student to student sexual harassment (Title IX)
- Nondiscrimination: Students (Title IX, Title VI, & the ADA)

If a student has a grievance related to the issues stated above, the following procedures must be followed:

Complete the Student Grievance Form (Step 1), which will be kept in the main office. Upon receipt of the student grievance, the administration will swiftly and diligently work to resolve the grievance. Once resolved, the administration will complete the Response to Student Grievance Form (Step 2) and distribute a copy of the grievance and solution to the parents. If the grievance cannot be resolved, an appeal to Title IX, Title VI, ADA, and 504 representatives (Step 3) will be requested.

Retaliation against any person who files charges of discrimination, who participates in an investigation, or who opposes an unlawful employment practice is prohibited by all federal laws. Memphis Shelby County Schools does not discriminate in its programs or employment based on race, color, religion, national origin, handicap/disabilities, sex or age. Students and/or their parents/guardians as well as employees may present complaints regarding discrimination as set forth in the following statutes to the designated Federal Rights Coordinator: