

# **Macon-Hall Elementary School**

## **Family Handbook**

### **2025-26**



Nicholas Dominguez, Principal  
Shela Ashford, Assistant Principal  
Anthony Bowen, Assistant Principal  
Jennifer Jackson, Assistant Principal  
Lokita Glover, Title I PLC Coach  
Sydney Hennings, Instructional Coach

## Mission

The mission of Macon-Hall is to provide a high performing learning environment that prepares students to become college and career ready.

## Vision

At Macon Hall our vision is to cultivate a student-centered, culturally inclusive environment in which learners gain the academic confidence and technological proficiency needed for a continuum of success. This will be obtained by a collaborative effort that includes appropriate internal and external communication among administrators, teachers, parents, and all other stakeholders. The aforementioned will work together in an effective manner to promote academic excellence, character development, and social responsibility.

# Macon-Hall Elementary School

9800 Macon Road  
Cordova, TN 38016  
Phone: (901) 416-2625  
Fax: (901) 416-2626

Principal	Nicholas Dominguez
Assistant Principal	Shela Ashford
Assistant Principal	Anthony Bowen
Assistant Principal	Jennifer Jackson
Title I PLC Coach	Lokita Glover
Instructional Coach	Sydney Hennings
Professional School Counselor	Melanie Harrison
Professional School Counselor	Beth James
Clerical Staff	Sandra Raffanti, Financial Secretary Stephanie Smith, GOS Bernisha Walton, GOS
Plant Manager	Darrell Mathis
School Mascot	Timberwolf
School Hours	9:15 a.m. – 4:15 p.m.
School Webpage	<a href="https://schools.scsk12.org/maconhall-es">https://schools.scsk12.org/maconhall-es</a>

## School Information

### School Hours

Macon-Hall's school hours are from 9:15 a.m. to 4:15 p.m. The school office is open from 8:45 a.m. to 4:30 p.m. Monday through Friday.

<b>8:45 a.m.</b>	<b>School doors open for breakfast</b>
<b>9:05 a.m.</b>	<b>Classroom doors open for students</b>
9:15 a.m.	School starts (Students are late to school after 9:15 a.m.)
4:15 p.m.	School dismissal

Students will remain in the gym until 8:55 a.m. A teacher is on duty at their classroom doors from 9:05 - 9:15. Students arriving after 9:15 are considered tardy and must be signed in at the main office, accompanied by a parent/guardian.

### Celebrations

Shelby County Healthy Choices Policy and Guidelines mandate healthy eating habits for our students while at school. Balloons or displays for student birthdays may not be taken into the cafeteria or classroom but left in the office for student pick up. Students may only bring birthday party invitations to school if they will be given to every child in the class. For special celebrations, such as birthdays, please make arrangements with your child's teacher regarding any food.

### Snacks

Food brought into school should follow the Shelby County Healthy Choices Policy and Guidelines. Anyone who is interested in helping with the classroom parties should contact the teacher.

***Birthday for students: Parents should discuss any plans for birthday treats with the homeroom teacher to discuss what is permissible and what is not.***

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

### Breakfast and Lunch:

Breakfast is served in the cafeteria for grades 1-5 from 8:45 a.m. to 9:10 a.m. daily. Students must arrive at school by 9:10 a.m. to be served breakfast so they may be in their classroom at 9:15 a.m. ready for instruction to begin. PreK, Kindergarten, and Functional Skills students will be served breakfast in their classrooms. Breakfast and lunch are free to all students.

### Books

Fees will be charged for lost and damaged library and textbooks. Please encourage your children to take care of their books.

### Field trips

In order to enrich our students' lives, our school, on occasion, will offer a field trip. The charges for field trips cover the bus expense and the cost of admission. If your child misses the field trip for any reason, this money is non-refundable.

**Parents may be asked to chaperone a field trip for a variety of reasons including the safety of a child or if the student exhibits behavioral issues. It is the desire of the school for every child to participate in field trips. Please review all permission slips carefully regarding any special stipulations required for participation. For example, students under any type of suspension will not be allowed to participate. Field trip purchases are often non-refundable.**

Before the field trip, teachers will send home a field trip form requesting the most current parent contact information such as telephone numbers for home, work and emergency contact information. Someone from the school will call and test this information before the trip. Your child may not attend any activity off campus without it. We are always interested in the safety of your child.

### Title One/Macon-Hall Elementary Compact and Involvement Policy

Our school is a federally funded school-wide ESSA Title-One School. We receive additional school funding from our federal government based on the number of students eligible for free or reduced lunch. This funding comes with specific requirements from our government. One of the requirements is that the parents acknowledge the Engagement

Policy and sign a compact, or agreement, that will show that parents, the school, and the students are aware that they all share in the responsibility of the educational process. These documents are jointly written. Title-One also requires that schools create a positive and supportive learning environment resulting in high levels of achievement for all students. Funds are available for academic programs and strategies, additional teachers and other personnel, staff development, materials, supplies, technology, and parent training.

### Transportation

We ask you during school registration to declare whether your child will walk to school or be driven to school in a car, daycare van or bus. All transportation changes after school registration must be in the form of a note. We cannot take a transportation change over the phone for the safety of our students.

### Dress Code (MSCS Policy 6021)

- Pants must be worn at the waist, be appropriately sized, and of a safe length.
- Head apparel (such as hoods, hat, etc.) must not be worn inside the school building, except for religious or medical reasons (see *Individual Exemptions from Certain Dress Code Requirements or from Standardized Dress/Uniforms*).
- Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
- Clothing or accessories may not display offensive, vulgar language or images, nor promote inappropriate and/or illegal products such as alcohol, tobacco, and illegal drugs.
- For students in Grades 3-5, "short shorts", mini-skirts, and skin-tight outer material such as spandex are inappropriate attire. No shorts or skirts shorter than four (4) inches above the knee are allowed.
- Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders. Shirts or tops must be no longer than wrist-length and must cover the waistband of pants, shorts, or skirts with no midriff visible.
- Waist-length and appropriately sized sweaters, sweatshirts, and lightweight jackets can be worn inside school for warmth.

The school administration reserves the right to determine whether a student's attire and appearance are within the limits of decency, modesty, and safety. In matters of opinion, the judgment of the principal/designee shall prevail.

The principal may allow exceptions for school-wide programs or special classroom activities.

The school administration will administer appropriate consequences for policy infractions.

### Food Delivery

To ensure a focused and safe learning environment, students are not permitted to receive food deliveries from delivery services such as, but not limited to, DoorDash, Uber Eats, and GrubHub during school hours. This includes meals, snacks, and any other food items delivered directly to the school premises. We encourage families to plan meals accordingly and provide packed lunches when necessary.

We understand that parents may need to bring items to students on occasion. Please limit these drop-offs as much as possible. This policy helps minimize disruptions and supports our commitment to maintaining a structured educational setting.

In the event a parent needs to drop off an item, including lunch or snacks, parents will proceed to the table in front of the main office, label the item with their student's name, and place the item on the cart next to the table. Parents will need to contact the teacher using Class Dojo so that the student can retrieve the item. In order to protect instructional time, the office will not buzz the classroom.

### Personal Items

Students should refrain from bringing personal items such as (but not limited to) toys, electronics, expensive jewelry, large amounts of money, items of sentimental value, and reusable water bottles or cups.

## Attendance

Tennessee State law requires that all children between the ages of six (6) and seventeen (17) attend school. Regular and punctual attendance is imperative. Higher academic achievement occurs when students attend classes regularly.

It is important that a child be present for school every day unless there is a significant reason for the absence. Students experiencing high numbers of absences will be required to update proofs of residency, participate in special attendance meeting with school and/or district safe, and are subject to having transfers revoked. Please be sure that your child is on time and present every day!

Student attendance will be monitored by the teacher every morning beginning at 9:15 a.m. and recorded in PowerSchool. If a student is not present by 9:15 a.m., they are considered Tardy. The building opens at 8:45 a.m. each day.

### Steps To Follow When Absent

1. Parent or guardian must write an excuse indicating the date, days of absence, reason for absence, and email to the teacher.
2. Submit the excuse to the homeroom teacher via email within 2 school days of the student's return.
3. Ask for make-up assignments.
4. Be aware that assignments that are not made up could be reflected in academic grades.

### Excused Absences

1. Illness or hospitalization of student (Anytime a student is out for 3 or more consecutive days, a doctor's statement will be required. After the accumulation of 10 days, all absences will require a physician's statement to be excused.)
2. Death or serious illness in the immediate family
3. Validated court appearance of the pupil
4. Recognized religious holiday/event

*Pupils shall be permitted the opportunity to make up all work and tests missed as a result of an excused absence.* Work and tests **must** be made up by the end of the quarterly reporting period. If a pupil fails to make up the work and tests, their deficiencies shall be averaged with the other grades.

### Unexcused Absences

Unexcused absences will be treated as truancy. A student who accumulates 3 days of unexcused absences will receive a warning letter. A student who accumulates 5 days of unexcused absences will be given notice to attend a Student Attendance Review Team meeting with the school administration to develop a plan to help with future attendance. After 10 unexcused absences, notice will be given to attend a meeting with the Truancy Department and a possible court appearance. All unexcused absences are reported to Juvenile Court. A student who is absent from school or class without permission will be considered truant and will be subject to disciplinary action. **Anytime a student is out for 3 or more consecutive days, a doctor's statement will be required. After the accumulation of 10 days, all absences will require a physician's statement to be excused.**

### Tardies

Students are marked tardy after 9:15 a.m. and must have a tardy slip from the office. For safety reasons, parents are expected to park, enter the building, and sign students in when tardy. Tardies follow the procedures for unexcused absences.

### Early Dismissal

Parents who request an early dismissal for urgent personal reasons must send a written request to the child's teacher. To ensure your child's safety, children will not be released to other adults without the written permission from the

parents or guardians. The person checking the student out must sign him/her out in the office. Students are not allowed to be checked out early from school from 3:30 p.m. to 4:15 p.m. Please do not check out your child upon returning from a field trip.

## Safety

### Visitors

To increase the safety of our students and to comply with Tennessee state law, **anyone entering the building for any reason must report to the office and sign in.** All visitors must obtain and wear a **visitor's badge** to go anywhere on campus other than the office. Other, but similar, accommodations will be made during assemblies or school registration when we expect larger numbers of parents.

### Morning Arrival

We can't provide outside supervision for students before 8:45 a.m. *Students may enter for breakfast at 8:45 a.m.* Our children are not completely safe if brought early to school and left unsupervised. Parent conferences will be requested for parents who continually leave their children at the school unsupervised before 8:55 a.m.

Students in grades 1-5 who are eating breakfast should report to the cafeteria. Students who elect not to eat breakfast should report to the gym. Students will be released at 9:05 a.m. to report to their classrooms.

### Car Riders

#### Arrival

Students who arrive to school in cars should be dropped off in the car line. The car line is located on the north side of the school. Parents should enter from Siskin Drive via Dew Cove. Students should exit cars no earlier than 8:45 a.m.

#### Dismissal

School is dismissed at 4:15 p.m. If a student is not picked up after school by 4:30 p.m. we will start calling to find someone listed on his or her registration form to come and pick up your child. After 4:30 p.m., parents must enter the building and sign the student out and record the reason for being picked up. This procedure will help document and establish a pattern for students being picked up late. Please note: We are forced to contact DCS/ police for students if we can't find a parent or guardian and the student is still with us. This is never a task that we want to do. Please assist us by contacting the school when an unexpected emergency arises so that we can work with you.

#### Car Line Guidelines

1. Please stay in your car. If you leave your car, you will "clog up" the traffic. If you stay in your car, you will not slow traffic down and you will be able to pick up your child with less delay.
2. Please join the line and then move forward in order for us to assist you in leaving once you have picked up your child.
3. Please do not park where the orange cones are placed. These spaces are for marking off areas that no car should park for various safety reasons.
4. Please never block someone's driveway when you park your car near the school.





### Walkers

Walkers will be dismissed out of the red hall and the blue hall.

### Bus Riders

Will be dismissed in front of the school

### Emergency Evacuation of Students

In case of an emergency (fire, earthquake, tornado, gas leak), where children must be evacuated from the school to another location, please pick up your child from the following location:

Back Parking lot

ONLY a parent or emergency contact person may pick up your child at the evacuation site with appropriate identification.

### Elevator Usage

Students are only permitted to utilize the elevator in the fourth and fifth grade annexes when documented health condition necessitates its usage or when assisting a teacher in moving materials from one floor to the next. ***Students must be accompanied by a school staff member on the elevator.***

## Health Policy

Parents will be notified in cases of illness and/or injury. **Therefore, we strongly urge parents to keep the school updated on any changes in address, telephone numbers, and/or emergency contact names or telephone numbers.**

1. A child whose illness requires that the child be sent home will be given appropriate attention and supervision until the child's parent or other authorized person arrives to pick up the child.
2. A child with uncontrolled diarrhea or vomiting will be provided care away from the other children until a parent/guardian or designee arrives.

3. If symptoms of contagious or infectious diseases develop while the child is in school, he/she shall be placed in an area away from other children until a parent or designated person has been consulted. (Any child who has had a 100.4-degree oral temperature is suspect.)
4. An ill child will not be admitted or allowed to remain at school if one or more of the following conditions exist:
  - A. The illness prevents the child from participating comfortably in school activities.
  - B. The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
    - Oral temperature of 100 degrees or greater
    - Symptoms and signs of possible severe illness (such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness, rash with fever, mouth sores with drooling, wheezing, behavior change or other unusual signs) until medical evaluation indicates the child can be included in the school's activities.
    - The child has been diagnosed with a communicable disease.
    - Diarrhea (Uncontrolled, over and/or above what is normal for that child)
    - Chicken Pox (Child should be excluded until blisters are scabbed over completely)
    - Hepatitis A (Child should be excluded until one week after jaundice appears or one week after the illness started and fever is gone)
    - Pink Eye (Child excluded until treatment has begun and discharge stopped)
    - Undiagnosed Generalized Rash (Child may return when well or cleared by a physician)
    - Head Lice (Child should not return to school until satisfactory treatment has been given or a statement from a medical source can be presented stating treatment is not necessary. If treatment is necessary, the child will be readmitted if a letter from the parent is presented stating treatment has been administered and if the lice and/or eggs (nits) are no longer present.
    - Measles (Child should not return to school until four (4) days after rash appears)
    - Mumps (Child should not return for nine (9) days or until swelling subsides)
    - Ringworm (Child should not return to school until treatment is started. (Lesion should be covered.)

## Medication

We recommend that all doses of medication be given at home by the parents. **Only medications prescribed by a physician for a particular student that require administration during school hours will be given in school and only with proper paperwork on file at the school. See main office staff for more information.**

If under exceptional circumstances a student is required to receive medication during school hours and the parent 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:

- A. Written instructions will be signed by the parent or legal guardian and will include:
  - student's name
  - name of medication
  - purpose of medication
  - time to be administered
  - dosage
  - possible side effects
  - termination date for administering the medication
  - name and phone number of student's physician.
- B. The signed instruction form will be kept on file at the school.
- C. All medication must 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 him/herself. All medication must be in its original container, whether prescription or non-prescription, and be clearly marked with student's name, prescription number, medication name/dosage, administration route, date and refill, licensed prescriber's name, and pharmacy address and phone number. Over the counter medication must be in the original container with ingredients listed and child's name affixed to the container.
- D. The principal or his/her designee will:
  - inform appropriate school personnel of the medication being taken.



- keep a record of the administration of medication on a designated form and will keep this record on file at school.
- keep medication in a locked area (Exception only with advance permission: Students may self-carry emergency medications such as rescue inhalers, epinephrine, diabetic supplies and equipment, and prescribed pancreatic enzyme supplements).
- return unused medication to the parent only or discard appropriately. If discarded at school, the following procedure will be followed:
  - I. medication will be disposed of in a manner so that no student will be able to get the medication.
  - II. the method used, the date the medication is discarded, and the person or people involved will be documented.
- E. The parents of the student must assume responsibility for informing the school Principal of any change in the student's health or change in medication.
- F. Should medications of an invasive nature (ex. intramuscular, intravenous, suppository) be required to be given by school personnel for emergency action, proper physician orders and instructions will be obtained, and proper training will be given to appropriate personnel.
- G. The school system retains the discretion to reject a request for administration of medicine.
- H. A copy of this procedure will be provided to parents upon their request for administration of medication in the schools

## Communication

If you have any questions or concerns **you should contact your child's teacher first**, then the assistant principal, plc coach, or principal, if need be, at 416-2625 or through ClassDojo. Discussing concerns with the teacher is the best way to resolve the specific problem or concern since they will have first-hand knowledge.

Please schedule conferences with teacher in advance so that instructional time for all students can be protected.

It is necessary for appointments to be scheduled with teachers. Impromptu meetings interfere with instruction and other required responsibilities of the teachers. Please contact the teacher to plan meetings during planning periods or outside of the regular school day.

## Academics

The grading system for Shelby County Elementary Schools in accordance with the Tennessee Uniform Grading System establishes the grading system for grades kindergarten through fifth grade.

Two (2) report cards are used in grades K-5; (1) for kindergarten; (1) for grades 1-5.

### Kindergarten

The kindergarten report cards show progress toward the state standards. The grade level standard is set by the state and indicates what a student should know and be able to do. Students are evaluated based on their progress toward meeting benchmarks for each standard. This is indicated by mastery or non-mastery for each skill. Report cards are sent home at the end of each nine-week term. The district is planning to move toward the use of portfolios.

### Grades 1-5

In all schools, students' conduct is graded as "E", "G", "S", "N", or "U" and is to be reported at each grading period on the report card. Self-contained classes receive one homeroom conduct grade. Individual subject classes each give a conduct grade.

The basic grading system for knowledge / subject area is expressed by the letters "A", "B", "C", "D", and "F" with the following numerical values except for 1st grade science and social studies which will be expressed by the letter "S" or "N".

Grading Scale: A = 90-100  
B = 80-89  
C = 70-89

D=60-69  
F=Below 60

In grades 1-5 Language Arts, Math, Science, and Social Studies, a minimum of 17 grades per subject per nine-week term should be recorded for every student. Fifty percent of the required grades must be earned and recorded by the interim of the nine-week term. (These grades are sorted by category. Consult your child's teacher regarding category weighting.) Term grades given at the end of each nine-week period will be determined by the average of daily work, oral assignments, written assignments, projects, and tests. The teacher will assess all student assignments and weigh the value of grades given for various assignments within the nine-week term in computing the term grade.

Semester grades for grades 1-5 are determined by an average of grades for each of the two nine-week terms. Standardized tests will not be used as the sole measure for passing or failing. However, recent changes in TN state law will require students to score "on-track" on the TCAP test or attend special summer learning programs and tutoring.

NOTE: Semester examinations are not given in grades 1-5.

Final Grade - This grade is determined by averaging the two semester grades.

Parents should monitor the Parent PowerSchool Portal to constantly keep up with the progress of a child. Parent-teacher conferences will focus on strategies to improve student performance.

### **Grade Configurations**

We have classes that do not switch called self-contained classrooms and some that are departmentalized or broken into teams. This varying approach is used to provide options for students who struggle in one setting or to make use of a particular teacher's talent in one or more areas.

## **Student Behavior**

Macon-Hall Elementary is a fully functional MTSS school. Posters detailing expectations are placed throughout the school. Students are expected to follow these expectations in each area.

### **Behavior Consequences**

Please see the MSCS Student Code of Conduct for specifics regarding student behavior and consequences. It is located in the district student handbook found at <http://www.scsk12.org/seed/files/2021/Student%20Parent%20Handbook.pdf> page 25.

### **Positive Behavior Interventions & Supports**

Positive Behavior Interventions & Supports (PBIS) is a collaborative approach to student support services. It includes the Macon-Hall Elementary Discipline Plan for which a committee meets throughout the year. The committee reviews student office referrals and works to maximize students' achievement by addressing the cognitive, behavioral, social, emotional, health, safety and alternative educational needs of all students. Please contact the school counselor to view the plan.

### **Bullying**

Bullying as defined by Tennessee Code Annotated is:

**Harassment, intimidation, bullying or cyberbullying<sup>1</sup>** - acts that substantially interfere with a student's educational benefits, educational opportunities, or educational performance, and:

1. If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop, the act has the effect of:
  - a. Physically harming a student or damaging a student's property;
  - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
  - c. Causing emotional distress to a student or students; or
  - d. Creating a hostile educational environment.

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<sup>1</sup> Cyberbullying means bullying undertaken through the use of electronic devices. "Electronic devices" includes, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants, computers, electronic mail, instant messaging, text messaging and websites.

Or

2. If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.

Training with faculty on bullying prevention includes defining bullying/intimidation, recognizing early stages, and providing strategies for addressing was done in a professional development setting during August in-services. Training of students on bullying prevention is to be implemented by the school counselor with the support of classroom teachers. Training can be done through classroom guidance, small group, and individual counseling as well as through regular classroom education practices throughout the school year.

### Conduct

Conduct marks on our quarterly report cards are as follows:

Grades K-5

E	Excellent (Your child is exceeding behavioral expectations.)
S	Satisfactory (Your child is doing fine.)
N	Needs Improvement (Your child has had some challenges in behaving correctly.)
U	Unsatisfactory (Your child has behavior challenges.)

### Conduct Systems and Jurisdiction

Each teacher or grade level develops, based on the developmental level of the students, a conduct system that can be justified by numbers. Students earn or lose points in some fashion that will give us an objective way to measure a student's conduct for the quarter.

### Jurisdiction

Students are held accountable for their behavior on campus and at other specific places and situations as listed below:

1. On school grounds before, during, or after school hours and at any other time when the school is being used by a school group.
2. Off school grounds at a school activity, function, or event; or in a capacity of representing the school.
3. Traveling to or from school, a school activity, a school-related function, or school-related event.
4. Whenever a student engages in any contact with a school employee off or on campus, during or after school hours, and during or after the school year.

<b>Expectations</b>
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We encourage our families to participate in school activities. Children whose parents are involved in their schooling perform better than those who are uninvolved. We look forward to seeing you at our special events and family nights throughout the school year.

Parents/guardians should make sure that their child is at school on time every day, remain all day, and has the supplies he/she needs for school.

If a child has to miss school, parents/guardians should always send a dated and signed note to school that explains why their child missed school.

**Additional Parental expectations: No parent should EVER confront a child that is not their own child. If a problem arises, please contact the office for assistance. Confrontations between adults and children are unsafe and can lead to other unnecessary problems. Parents violating this expectation will be asked to leave campus and are subject to further disciplinary actions deemed appropriate by school administration and the MSCS district staff.**

## Technology

Parents and Students are responsible for the 1:1 devices (tablet, case, and charger) along with accessories issued to students. Breaking a device, losing the device, or losing parts of the device require fees to be paid.

### Acceptable Use Policy

Students are limited to use school computers for testing, research, assignments and student communications. Computer use is considered a privilege and not a right. Students who abuse their use of school computers will lose their computer privileges. School phones are subject to the acceptable use policy and may not be used by students without teacher permission.

### Cell Phones/Smart Watches

Students should not bring cell phones or smart watches to school (see policy below). Students with prior authorization must have cell phones off and remain in school backpack. Teachers will keep confiscated phones in their classroom (Locked/Secure place). Parents are required to send a signed letter asking for permission for their child to bring a phone and acknowledge their responsibility for their child's phone.

**School/Teachers are NOT responsible for any lost or damaged cell phones.**

### CELL PHONES / PERSONAL COMMUNICATION DEVICES (POLICY #6024)

All students are banned from possessing any type of phone or personal communication device that is turned on or is visible/audible at any time during the regular school day. This is now state law for 2025-2026

For the purpose of this policy, possession means being found in any article of clothing, purse, book bag, carry bag, or in any location on school property other than the approved storage location as written and approved by school officials. The device will be turned off upon arrival at school and stored in their teacher's room bagged and tagged with the student's name.

For the purposes of this policy the school day includes the entire day from the *school start time or bell that indicates the start of the school day until the final dismissal time of the school day. Cell phones may not be used on school property. This includes bus, car line (until entering a car), and walkers while on school property.*

A student found in unauthorized possession of any type of cell phone or communication device during the school day will have the device taken from him or her and kept by the school Principal or designee until the parent is notified. The day after receiving confiscation notification, the parent may pick up the device **at a time designated by the principal.**

**Neither the school nor staff is responsible for any lost or damaged cell phones or communication devices.**

## Counseling Services

Counseling is an integral part of the Macon-Hall Elementary School program. Counseling services are available to all students. The counselor works with students individually, in small groups and in classrooms.

The school counselor is the chief advocate for children and a catalyst in facilitating a caring and supportive school environment for students, staff, and parents. The counseling program is designed to be preventive and developmental, as well as responsive to students' immediate needs. The program's focus areas include career awareness and planning, goal setting, time management, study and test taking skills, decision making, safety, and personal and social development. The counselor coordinates resources and directs families and students to appropriate agencies when needed.

The school counselor is the chairperson of the **SST (School Support Team)**. The SST is a multi-disciplinary team made up of the parent, teacher, counselor, and other appropriate school personnel who together engage in a problem-solving process to focus on identifying barriers to learning for the individual student.

Parents are encouraged to contact our counselors, Ms. James or Ms. Harrison by dialing 416-2625 during school hours to schedule an appointment.

### Section 504

Section 504 of the Rehabilitation Act of 1937, as amended, is a civil rights law that prohibits discrimination against individuals with disabilities. The statute ensures that a qualified student with a disability receives reasonable accommodations necessary for that student to access education or school-related programs and activities.

Any child suspected of needing a Section 504 Plan should be referred to the following counselor based upon the student's grade-level:

Kindergarten – Ms. Harrison  
First Grade – Ms. James  
Second Grade – Ms. Harrison  
Third Grade – Ms. James  
Fourth Grade – Ms. James  
Fifth Grade – Ms. Harrison

The counselor will then start the process to see if the student meets the qualifications under this federal law.

## Schoolwide Family Engagement Plan

Macon-Hall Elementary encourages parental involvement in the educational process. Therefore, we worked jointly with parents and community partners to establish expectations for parental involvement at our school.

### Parental Commitment

MHE will promote student success by providing opportunities and encouraging parents to actively participate in the educational process. Parents will:

- Collaborate to revise the School/ Parent Compact and the Family Engagement Plan.
- Join and support the PTO by participating in their sponsored events and activities.
- Respond to surveys and questionnaires expressing their concerns and offer suggestions to improve parent interactions.
- Use their talents and resources to enhance the instructional program.
- Attend the Annual Title 1 meeting, Curriculum night, Family Data Night, and monthly parent workshops.
- Become advocates and supporters of MHE.

### Title 1 /Federal Programs Commitment

MHE faculty, staff, administrators, and parents will meet all Title 1 requirements by implementing the following protocols:



- Advise all MHE parents and community members of our participation in Title 1 state and federal programs.
- Provide parents with a copy of the Family Engagement Plan, the School Compact and the MSCS Family Engagement Policy.
- Encourage parents to observe and volunteer in the school's programs and classrooms.
- Provide parents with progress reports and updated information on our school's achievement.
- Communicate consistently with parents through weekly newsletters, monthly calendars, Wednesday folders, progress reports and teacher/parent conferences.
- Provide training and information sessions explaining the school curriculum, district and state assessments, and data used to measure student proficiency levels.
- Provide training and materials to assist parents with helping their students to reach their academic goals.
- Seeking parental feedback and suggestions to improve the educational experience for their children.

### **School Commitment**

MHE will ensure that our families participate in the development and implementation of Federal programs by:

- Invite all parents to the Title 1 Annual Meeting to inform them of federal programs and Title 1 requirements.
- Offer flexible meeting times during the day and after school to provide parents with opportunities to attend meetings, parent conferences, and training sessions.
- Inform parents of school meetings and events in a timely manner using flyers, social media, as well as the MHE website.
- Provide all written and verbal communication in the native language of our families.
- Include parents in the development and future revisions of the SIP, School Compact, and Family Engagement Plan.
- Provide resources to support student learning.
- Offer information on community support services to assist parents with improving their child's education.

Revised May 2025 <check for revisions>

## **Macon-Hall Elementary School Title I Compact 2025-2026**

Parents, Staff, and Community Stakeholders collaborated to develop this compact as a commitment to establish positive relationships to improve the academic outcomes of Macon-Hall Timberwolves.

### **Parent/Guardian Agreement**

I want my child to be a successful student. Therefore, I will strive to:

- Ensure that my child attends school daily, is punctual, with essential school supplies.
- Establish daily homework routines that include discussing and reviewing classroom assignments, as well as reading to/with my child.
- Support MHE in maintaining discipline.
- Monitor Class Dojo and keep essential contact information such as phone numbers, address, and email updated.
- Respectfully communicate with my child's teacher, when I have concerns about my student's academic progress, and/or behavior.
- Check the contents of the Wednesday folder, and promptly respond to all school or district communication.
- Attend parent conferences, parent meetings, and other school functions.
- Join and support the MHE PTO by volunteering to serve in classrooms and school activities.

Parent's Signature \_\_\_\_\_

### **Student Agreement**

It is important that I work to the best of my ability. Therefore, I will strive to:

- Attend school daily, ready to learn with all essential school supplies.
- Participate in class and ask questions when I do not understand.
- Complete all classwork, projects, and homework assignments.
- Obey all school rules, wear appropriate clothing, and accept responsibility for my actions.
- Be respectful to my peers, and all MHE faculty and staff.
- Set academic goals and work hard in and out of school to achieve them.

Student's Signature \_\_\_\_\_

### **Teacher Agreement**

It is important that my students achieve and grow. Therefore, I will strive to:

- Provide a safe, inviting classroom that is conducive to learning and welcomes parent participation.
- Provide engaging instruction using high impact instructional strategies, to increase academic achievement.
- Develop partnerships with parents through meaningful communication about classroom assignments and behavioral expectations.
- Communicate frequently with parents utilizing various forms of communication including phone calls, class dojo, notes, Wednesday folders, newsletters, and email.
- Treat all students, parents and staff members with respect and dignity.
- Implement all intervention initiatives and differentiate instruction to increase academic achievement for struggling students.
- Recognize and reward high achievement, positive behavior, and improved effort.

Teacher's Signature \_\_\_\_\_

### **School/Principal Agreement**

It is essential that we all work together for students to achieve and be successful. Therefore, I will strive to:

- Provide a safe, supportive, and nurturing environment that promotes positive communication between students, parents, staff, and community members.
- Ensure that we provide high quality curriculum and instruction in a supportive and safe learning environment that promotes academic achievement.
- Plan and implement professional development opportunities that impact faculty and increase student outcomes.
- Provide parents' reasonable access to staff to encourage parents to volunteer and participate in their child's education.
- Communicate regularly with staff and parents about academic and behavioral expectations, current data, and progress towards our academic goals.
- Encourage and motivate students to achieve in academics as well as display positive behaviors.
- Recognize and reward high academic achievements, positive behavior, and improved efforts of students and staff.

Principal's Signature \_\_\_\_\_

## **Parents' Right to Know**

### **All parents have the right to request the following:**

- A teacher's professional qualifications, which includes state qualifications, licensure, grade(s) certification, waivers
- A teacher's baccalaureate and/or graduate degree, fields of endorsement, previous teaching experience
- A paraprofessional's qualifications
- An assurance that their child's name, address and telephone listing is not released to military recruiters

### **All parents will receive information on the following:**

- Their child's level of achievement in each of the state academic assessments
- Their right to public school choice, supplemental services and more effective involvement if their child's school is identified for school improvement
- Their option to request a transfer to another school within the district if their child is the victim of a violent crime at school
- Their right to timely notifications that their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified

## TRANSPORTATION RULES General and Special Education

The following student behavior and safety standards have been established as guidelines for all students eligible for transportation.

### BEHAVIOR EXPECTATIONS

1. Students in grades K through 12 shall display their transportation bus pass to the driver upon boarding the bus both morning and afternoon. Parent Initials \_\_\_\_\_
2. Students in grades K through 1<sup>st</sup> are required to be supervised by an adult parent or guardian when delivered to the bus stop. These students will not be allowed to exit a school bus without a parent, guardian, approved adult, or a sibling **11 years or older** present to receive the student.
3. Special education students must have a parent or guardian at their residence to receive them when dropped off. If there is no one present, they will be returned to their school for supervision until picked up by a parent or guardian.
4. Cooperate with the driver. Students shall be respectful and not use obscene and/or abusive language. 5. Use of aerosol sprays, perfumes, etc. is prohibited.
6. No screaming or yelling on the bus.
7. Students will not throw items in or out of the bus. This behavior can cause serious safety consequences.
8. No fighting, bullying, harassment or horseplay on the bus or at the bus stop.
9. Students will not deliberately stand on private property while waiting for the bus. **(If the bus stop does not allow enough space, please contact SCS Transportation).**
10. Students will load and unload the bus in a safe and timely manner. Be at your bus stop at least 5 minutes prior to your assigned pick up time.
11. Students must stay seated and not turn around in their seat. Nothing should ever block the aisle.
12. Smoking and use tobacco and/or drugs on the bus or at the bus stop is prohibited.
13. Students will not extend hands, arms, head or any body parts out of the windows.
14. Students will not tamper with equipment or vandalize the bus. Parents/students will be charged for repair to damage of the interior/exterior of the school bus.
15. Students should keep bus clean. Eating and drinking on the bus is prohibited.
16. Students may not use electronic devices including cell phones, cameras, iPods/MP3 players, etc. on the school bus. Cell phones and electronic devices may not be used for phone calls, texting or taking pictures at any time while on the bus.
17. Students may only ride the bus which serves their home address and may only board or de-board at assigned stop unless approved by the school principal and/or SCS Transportation.
18. Large band instruments are not allowed on the school bus. **(See Addendum)**

### SAFETY

1. Students will stay out of the streets while awaiting the arrival of the bus.
2. Students must remain seated until the bus has come to a complete stop and the stop arm has been extended.
3. Students shall cross the street in front of the bus and under the direction of the driver. Look both ways then proceed to cross when the driver signals to them and the bus stop arm has been extended.

***Remember: School Bus Transportation is a Privilege***

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I hereby agree that I, as a parent or guardian of the child/children receiving transportation services will, discuss the above rules with my child/children. Furthermore, my child/children will comply with the rules for transportation established by Shelby County Schools.

Parent Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

For more information please visit the Shelby County Schools website and review the following policies: 6050 Student Conduct on Buses;

## REGLAS DE TRANSPORTE Educación General y Especial

Los siguientes estándares de comportamiento y seguridad del estudiante se han establecido como una guía para todos los estudiantes elegibles para el transporte.

### EXPECTATIVAS DE COMPORTAMIENTO

1. Los estudiantes en los grados de Kindergarten a 12 deben mostrar su pase de transporte escolar al conductor al subir al autobús tanto por la mañana como por la tarde. *Iniciales de los padres* \_\_\_\_\_
2. Los estudiantes en los grados de Kindergarten a 1 están obligados a ser supervisados por un padre o tutor adulto cuando están llevados a una parada de autobús. A estos estudiantes no se les permitirá salir de un autobús escolar sin que un padre, tutor, un adulto aprobado o un hermano **de 11 años o más** esté presente para recibir al estudiante.
3. Los estudiantes de Educación Especial deben tener un padre o tutor en su residencia para recibirlos cuando están dejados en casa. Si no hay nadie presente, serán devueltos a su escuela para la supervisión hasta que sean recogidos por un padre o guardián.
4. Cooperar con el conductor. Los estudiantes deberán ser respetuosos y no usar lenguaje obsceno y / o abusivo.
5. Está prohibido el uso de aerosoles, perfumes, etc.
6. No gritar en el autobús.
7. Estudiantes No deben tirar objetos desde adentro del autobús o desde afuera al autobús. Este comportamiento puede causar serias consecuencias para la seguridad.
8. No pelear, acosar, atormentar, o jugar en el autobús o en la parada del autobús.
9. Los estudiantes no atravesarán deliberadamente propiedad privada mientras esperan el autobús. **(Si la parada de autobús no permite suficiente espacio, comuníquese con la Oficina de Transporte de SCS.)**
10. Los estudiantes subirán y bajarán del autobús de manera segura y oportuna. Deben estar en su parada de autobús al menos 5 minutos antes de la hora asignada de la recogida.
11. Los estudiantes deben permanecer sentados y no voltear para atrás en sus asientos. Nada debe bloquear el pasillo.
12. Está prohibido fumar y usar tabaco y / o drogas en el autobús o en la parada del autobús.
13. Los estudiantes no extenderán las manos, los brazos, o cualquier parte del cuerpo fuera de las ventanillas.
14. Los estudiantes no manipularán el equipo ni destrozarán al autobús. Padres / estudiantes serán cobrados por la reparación de daños al interior / exterior del autobús escolar.
15. Los estudiantes deben mantener el autobús limpio. Comer y beber en el autobús está prohibido.
16. Los estudiantes no pueden usar aparatos electrónicos incluyendo teléfonos celulares, cámaras, iPods, reproductores de MP3, etc. en el autobús escolar. Los teléfonos celulares y los aparatos electrónicos no se pueden utilizar para llamadas telefónicas, mensajes de texto o para tomar fotografías en cualquier momento mientras estén en el autobús.
17. Los estudiantes sólo pueden viajar en el autobús que sirve a su domicilio y sólo pueden abordar o bajar en los lugares de parada asignados a menos que sean aprobados por el director de la escuela y / o la Oficina de Transporte de SCS.
18. No se permiten instrumentos de banda grandes en el autobús escolar. (Véase el apéndice)



## SEGURIDAD

1. Los estudiantes permanecerán fuera de las calles mientras esperan la llegada del autobús.
2. Los estudiantes deben permanecer sentados hasta que el autobús se haya detenido completamente y se haya extendido el brazo de parada.
3. Los estudiantes deben cruzar la calle delante del autobús y bajo la dirección del conductor. Mire en ambos sentidos, luego proceda a cruzar cuando el conductor les señale y el brazo de parada del autobús se ha extendido.

***Recuerde: el transporte escolar es un privilegio.***

\*\*\*\*\*

Por la presente, yo, como padre o guardián del niño / niños que reciben servicios de transporte indico que estoy de acuerdo y discutiré las reglas anteriores con mi niño / niños. Además, mi niño/niños cumplirán con las reglas de transporte establecidas por Shelby County Schools.

Firma de padre de Familia: \_\_\_\_\_ Fecha \_\_\_\_\_

Nombre en letras de molde \_\_\_\_\_

Firma del alumno: \_\_\_\_\_ Fecha \_\_\_\_\_ Nombre \_\_\_\_\_  
en letras de molde \_\_\_\_\_

Para obtener más información, visite el sitio web Shelby County Schools y revise las siguientes políticas: 6050 Conducta de los Estudiantes en los Autobuses; 6022 Comportamiento Estudiantil; 6057 Reubicación Física de Estudiantes; 3004 Servicios de Transporte; Y 3005 Programa de Seguridad del Autobús Escolar

# Family Handbook Acknowledgement

**Parents, please initial all statements after you read through them and return this page to your child's teacher within five (5) school days.**

\_\_\_\_\_ I have received the 2025-2026 Macon-Hall Elementary Family Handbook. The handbook contains the Macon-Hall Elementary Parent and Family Engagement Plan, Parent/Student/School Compact, and the Parent's Right to Know.

\_\_\_\_\_ I understand the benefits, responsibilities and penalties outline in the Macon-Hall Elementary School Family Handbook.

\_\_\_\_\_ I have read, understood, signed, and will support the Elementary School Parent/Student/School Compact.

\_\_\_\_\_ I understand that my child will be held accountable for the behavior and consequences outlines in the Macon-Hall Elementary School Family Handbook and the Memphis-Shelby County Schools Code of Conduct at school and at all school-sponsored or related activities, regardless of time or location.

\_\_\_\_\_ I have received a Macon-Hall School Family Handbook and will comply with all of the rules stated in the handbook.

Parent Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Student's Name (Please Print)

Grade

\_\_\_\_\_

\_\_\_\_\_