

## Parent/Student Handbook 2023-2024

Melanie Nelson, Principal

Kevin Morris, Assistant Principal

Rebecca Hobson, Professional Learning Coach

Shonte Hill, International Studies Optional Coordinator

Tamara Turner, School Counselor



2086 Young Avenue  
Memphis, TN 38104  
Phone- (901) 416-4606  
Fax- (901) 416-4611

Memphis-Shelby County Schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex, or age. For more information, please contact the Office of Equity Compliance at (901) 416-4879.

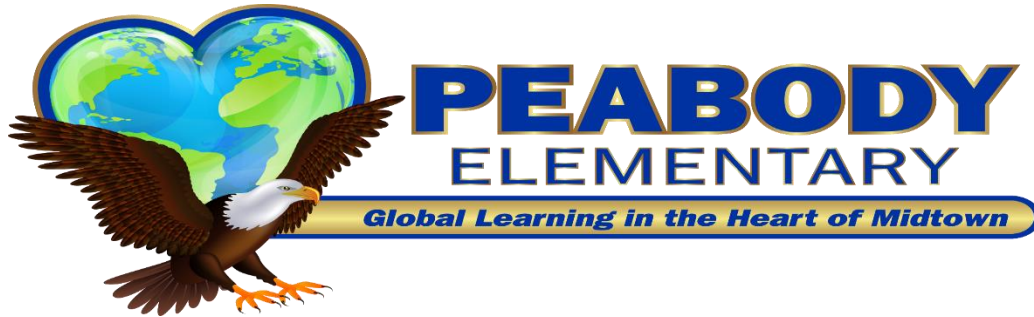
# PEABODY ELEMENTARY SCHOOL YEARLY CALENDAR FOR 2023-2024

<i><b>DATE</b></i>	<i><b>EVENT</b></i>	<i><b>TIME</b></i>
August 7-11, 2023	Staggered Entry for Kindergarten	8:15 A.M.- 3:15 P.M.
August 14, 2023	First Day for ALL Kindergarten	8:15 A.M.- 3:15 P.M.
<b>August 15, 2023</b>	<b>KK Parent Orientation</b>	<b>5:30 P.M.-6:30 P.M. (Parents Only)</b>
<b>August 16, 2023</b>	<b>1<sup>st</sup>-2<sup>nd</sup> Parent Orientation</b>	<b>5:30 P.M.- 6:30 P.M. (Parents Only)</b>
<b>August 17, 2023</b>	<b>3<sup>rd</sup>-5<sup>th</sup> Parent Orientation</b>	<b>5:30 P.M.- 6:30 P.M. (Parents Only)</b>
<b>August 29, 2023</b>	<b>Open House/Title One/PTA Meeting</b>	<b>5:00 P.M.-6:00 P.M.</b>
<b>September 4, 2023</b>	<b>Labor Day</b>	<b>Students/Teachers Out</b>
September 6, 2023	Progress Reports Issued	N/A
<b>September 7, 2023</b>	<b>Parent Teacher Conference</b>	<b>4:00 P.M.-7:00 P.M.</b>
<b>September 28, 2023</b>	<b>AR Starry Night Sponsored by KK Grade Nelson</b>	<b>5:00 P.M.-6:00 P.M.</b>
October 6, 2023	End of 1 <sup>st</sup> Nine Weeks	N/A
<b>October 9-13, 2023</b>	<b>Fall Break</b>	<b>Students/Teachers Out</b>
October 17	Popcorn Fundraiser Starts	N/A
October 20, 2023	Career on Wheels for Grades Prek-2 <sup>nd</sup>	8:30 A.M.
October 25, 2023	<b>1<sup>st</sup> Club Day</b>	<b>3:30 P.M.- 4:30 P.M.</b>
October 25, 2023	Report Cards Issued	N/A
<b>October 26, 2023</b>	<b>AR Starry Night Sponsored by 1<sup>st</sup> Grade Morris</b>	<b>5:00 P.M.-6:00 P.M.</b>
October 31, 2023	Popcorn Fundraiser Ends	N/A
TBA	Jumpstart's Read for the Record	During Reading Block
<b>November 1, 2023</b>	<b>Honors Assembly</b>	<b>Grades KK-2 8:35 A.M.-9:35 A.M. Grades 3-5 9:45 A.M.-10:45 A.M.</b>
<b>November 8, 2023</b>	<b>Club Day</b>	<b>3:30 P.M. – 4:30 P.M.</b>
<b>November 10, 2023</b>	<b>Veteran's Day</b>	<b>Students/Teachers Out</b>
November 15, 2023	Progress Reports Issued	N/A
November 15, 2023	Picture Day	N/A
<b>November 16, 2023</b>	<b>International Carnival Night</b>	<b>5:00 P.M.-6:30 P.M.</b>
<b>November 20-24, 2023</b>	<b>Thanksgiving Break</b>	<b>Students/Teachers Out</b>
<b>November 29, 2023</b>	<b>Club Day</b>	<b>3:30 P.M.- 4:30 P.M.</b>
<b>November 30, 2023</b>	<b>AR Starry Night Sponsored by 2nd Grade Morris</b>	<b>5:00 P.M.-6:00 P.M.</b>
<b>December 8, 2023</b>	<b>Spelling Bee</b>	<b>1:30 P.M.</b>
<b>December 13, 2023</b>	<b>Club Day</b>	<b>3:30 P.M. – 4:30 P.M.</b>
<b>December 19, 2023</b>	<b>Winter Holiday Program</b>	<b>5:00 P.M.</b>
December 20, 2023	End of 2 <sup>nd</sup> Nine Weeks and last day of school for 1 <sup>st</sup> Semester	N/A
<b>December 21-29, 2023</b>	<b>Winter Break</b>	<b>Students Out</b>
<b>LEGEND</b>  <b>RED DATES:</b> Parent Meetings/Conferences <b>PURPLE DATES:</b> Students out of School for Breaks/Holidays <b>GREEN DATES:</b> Programs at School <b>BOLD BLACK DATES:</b> Club Days		

## PEABODY ELEMENTARY SCHOOL SECOND SEMESTER Yearly CALENDAR 2023-2024

<b>DATE</b>	<b>EVENT</b>	<b>TIME</b>
January 4, 2024	Students Return Back to School	8:15 A.M.-3:15 P.M.
<b>January 10, 2024</b>	<b>Club Day</b>	<b>3:30 P.M.- 4:30 P.M.</b>
January 10, 2024	Report Cards Issued	N/A
<b>January 15, 2024</b>	<b>Dr. Martin Luther King Jr. Holiday</b>	<b>Students/Teachers Out</b>
January 17, 2024	Report Cards Issued	N/A
<b>January 18, 2024</b>	<b>Kindergarten Round Up</b>	<b>8:30 A.M.</b>
<b>January 23, 2024</b>	<b>Optional Open House Grades 1<sup>st</sup>-4<sup>th</sup> Middle School Open House- 5<sup>th</sup> Grade Only</b>	<b>5:00 P.M. 6:00 P.M.</b>
<b>January 24, 2024</b>	<b>Club Day</b>	<b>3:30 P.M.- 4:30 P.M.</b>
<b>January 24, 2024</b>	<b>Honors Program</b>	<b>Grades KK-2 8:35 A.M.-9:35 A.M. Grades 3-5 9:45 A.M.-10:45 A.M.</b>
<b>January 25, 2024</b>	<b>AR Starry Night Sponsored by 3<sup>rd</sup> Grade Hobson</b>	<b>5:00 P.M.-6:00 P.M.</b>
January 31, 2024	Progress Reports Issued	N/A
<b>February 7, 2024</b>	<b>Club Day</b>	<b>3:30 P.M.- 4:30 P.M.</b>
February 9, 2024	College & Career Day	TBA
February 14, 2024	Progress Reports Issued	N/A
<b>February 15, 2024</b>	<b>Parent-Teacher Conferences</b>	<b>4:00 P.M. – 7:00 P.M.</b>
<b>February 21, 2024</b>	<b>Club Day</b>	<b>3:30 P.M.- 4:30 P.M.</b>
<b>February 27, 2024</b>	<b>Black History/Fabulous February Program</b>	<b>8:35 A.M.</b>
<b>February 29, 2024</b>	<b>Science Fair/STEM Night</b>	<b>5:00-6:00 P.M.</b>
March (TBA) 2024	Read Across America Day	9:00 A.M.-10:00 A.M.
<b>March 6, 2024</b>	<b>Club Day</b>	<b>3:30 P.M.-4:30 P.M.</b>
March 8, 2024	End of 3 <sup>rd</sup> Nine Weeks	N/A
<b>March 11-15, 2024</b>	<b>Spring Break</b>	<b>Students/Teachers Out</b>
<b>March 21, 2024</b>	<b>AR Starry Night Sponsored by 4<sup>th</sup> Grade Nelson</b>	<b>5:00 P.M.-6:00 P.M.</b>
<b>March 27, 2024</b>	<b>Club Day</b>	<b>3:30 P.M.- 4:30 P.M.</b>
March 27, 2024	Report Cards Issued	N/A
March 29, 2024	<b>Spring Holiday</b>	<b>5:00 P.M.-6:00 P.M.</b>
<b>April 3, 2024</b>	<b>Honors Assembly</b>	<b>Grades KK-2 8:30 A.M.-9:30 A.M. Grades 3-5 9:40 A.M.-10:40 A.M.</b>
<b>April 3, 2024</b>	<b>Club Day (last meeting of the year)</b>	<b>3:30 P.M.- 4:30 P.M.</b>
<b>April 5, 2024</b>	<b>Jr. Beta Club Induction</b>	<b>1:30 P.M.</b>
<b>April 6, 2024</b>	<b>Spruce Peabody Clean Up Day!</b>	9:00 A.M.-11:00 A.M.
April 17, 2024	Progress Reports Issued	N/A
<b>April 25, 2024</b>	<b>AR Starry Night Sponsored by 5<sup>th</sup> Grade Morris</b>	<b>5:00 P.M.-6:00 P.M.</b>
April - May TBA	TCAP Assessment for Grades 2-5	8:30 A.M.
May TBA	All-City (For Selected Choir Students Only)	TBA
May TBA	Arts Fest	TBA
<b>May 10, 2024</b>	<b>International Festival</b>	<b>8:30 A.M.-11:00 A.M.</b>
<b>May 15, 2024</b>	<b>End-of-the-Year Honors Program for Grades 1-4 Only &amp; Community Partners Appreciation Program</b>	<b>9:00 A.M.</b>
<b>May 17, 2024</b>	<b>Field Day</b>	<b>9:00 A.M.</b>
<b>May 21, 2024</b>	<b>KK Promotional Ceremony</b>	<b>8:35 A.M.</b>
<b>May 22, 2024</b>	<b>5<sup>th</sup> Promotional Ceremony</b>	<b>9:30 A.M.</b>
May 24, 2024	End of 4 <sup>th</sup> Nine Weeks and last day of school	8:15 A.M.-3:15 P.M.

## Peabody Eagles



## **Marks of a Peabody Eagle**

- **Peabody Eagles make things happen.**
- **Peabody Eagles see and seize opportunities.**
- **Peabody Eagles influence the actions and opinions of others.**
- **Peabody Eagles add value to you.**
- **Peabody Eagles draw winners to them.**
- **Peabody Eagles equip others to lead.**
- **Peabody Eagles provide ideas that help the school.**
- **Peabody Eagles possess an uncommonly great attitude.**
- **Peabody Eagles live up to their responsibilities and commitments.**
- **Peabody Eagles show fierce loyalty to the school and its leadership.**

## **Daily Affirmation**

**Today, I will soar. I am a Peabody Eagle. I will respect myself, others, and my school. I will work harder to get smarter. I will make it a great day!**

### **The Mission, Beliefs, and Vision of Peabody Elementary School Our Mission**

**As an International Studies School, Peabody Elementary empowers students to grow through rigorous instruction and project-based learning, which fosters student success academically and socially.**

## **Our Vision**

**Our school is a caring, learning community with high expectations from which our students will leave on track to be college or career ready.**

## **Our Beliefs**

**Peabody Elementary believes in utilizing collaborative decision-making for academic excellence to ensure that all students are successful. All students can learn and student learning is the primary focus of Peabody Elementary School. To achieve our mission and implement the district's policies, we believe:**

- 1. All students can learn and student learning is the primary focus of Peabody Elementary School.**
- 2. Instructional planning must be driven by student data as it relates to achievement and student learning.**
- 3. Projects, assignments, and technology integration must address district goals and be implemented across the curriculum.**
- 4. Instructional strategies must be research-based and designed to meet the needs of all learners.**
- 5. Instructional time must be utilized efficiently to produce quality student work and promote student-centered learning.**
- 6. Classroom management must promote a safe and physically comfortable environment in order to encourage students to take ownership of their learning.**
- 7. Assessment and evaluation techniques must be based on sound research and are used to modify instruction to promote individual students progress and learning.**
- 8. Educational and extracurricular program decisions should involve all stakeholders and must be student-centered, promote academic achievement, and promote positive social interactions.**
- 9. Effective decision-making and community collaboration are integral parts of a successful school.**
- 10. Effective communication for policy implementation by administrators, teachers, parents, students, and community is essential to encouraging higher levels of achievement, promoting a student-centered program, and pushing educational efforts to the highest level.**

## **SCHOOL POLICIES AND INFORMATION**

<b>Y CARE BEFORE/AFTER SCHOOL CARE</b>
--

Peabody Elementary has an Extended Day Y Care Program for our students. The program will provide safe, enriching, and quality care for children. The program is designed for working parents during the hours children could possibly be unsupervised at home. We will provide opportunities for children to participate in arts/craft activities, clubs, enrichment classes, computer and library access, and other seasonal activities. A special time will be set aside daily for homework. During homework time, your child will receive special help with assignments if needed. A snack meal will be provided daily. The advantages of having your child in our Extended Day Y Care Program are:

- Staffed primarily with employees who are employed in the school as certified teachers, instructional assistants, and other staff members who are familiar with your child.
- Students remain at the school, which eliminates the need for transporting to another location.
- Supervised homework time daily with sessions to assist students. Extracurricular activities provided such as field trips, dances, etc.

The Y Care program operates under the inspection and approval process of the Tennessee State Department of Education using the standards and licensing procedures approved by the State Department of Human Services.

Before School Care: 6:30 a.m.-7:45 a.m.

After School Care: 3:15 p.m.-6:00 p.m.

**Y Care Costs:**

Registration one-time fee  
\$10

Before Care Only  
\$25 per child weekly

After School Care Only  
\$40 per child weekly

Before & After School Care  
\$ 50 per child weekly

Annual Registration Fee  
\$25

Registration fee is waived for YMCA members. Fee assistance is available. Visit [ymcamemphis.org](http://ymcamemphis.org) to apply online. You may also call the Parent Support Center at 901-766-7677 or email [customersupport@ymcamemphis.org](mailto:customersupport@ymcamemphis.org)

<b>ATTENDANCE</b>
-------------------

**General Information**

**School Hours**

7:45 a.m.	Doors open for Cafeteria
7:45 a.m.	Breakfast line opens
8:00 a.m.	Doors open for school
8:05 a.m.	Breakfast line closed



<b>8:15 a.m.</b>	<b>School Begins</b>
<b>8:16 a.m.</b>	<b>Students are <i>LATE</i> and marked tardy</b>
<b>3:05 p.m.</b>	<b>Dismissal of Day Care/Bus Rider Students</b>
<b>3:10 p.m.</b>	<b>Dismissal of After School Care Students</b>
<b>3:15 p.m.</b>	<b>Dismissal of Walkers and Car Rider Students</b>

School begins promptly at 8:15 A.M. Students are considered tardy and marked late at 8:16 A.M. if they are not in the classroom at this time. Any student who arrives after 8:30 A.M. must be signed in by a parent or guardian. All parents are reminded that children who are not a part of Before School Care are not permitted on campus prior to 7:45 A.M. Students participating in breakfast are allowed inside the cafeteria at 7:45 A.M. However, parents are not allowed to enter the cafeteria for breakfast.

We want our students to be safe and supervised at all times. Therefore, students are not allowed on the front steps entrance before 8:00 A.M.; unless, they are accompanied by an adult. All students must report to the cafeteria between 7:45 a.m.-7:59 a.m. For safety concerns, please do not drop-off students before 7:45 a.m.

If a parent plans to walk their child to their classroom, you must check into the office first. However, we prefer for parents to walk students to the main door only for the child to build independency. All parents and visitors are required to sign in with their driver's license through the office. A badge will be issued upon signing in. Any person found in the building without a badge will be stopped and questioned. Parents meeting children after school must wait outside of the building. For the security of the children and staff, these safety procedures are non-negotiable.

### **Attendance/Dismissal**

It is very important to have your children at school on time and to remain in school until dismissed. Frequent tardies/absences and early dismissal may interrupt your child's daily schedule and cause him/her to miss important instructional time. Early releases will be treated in the same manner as tardies. **Students will not be allowed to be dismissed after 2:30 P.M.; unless there is an emergency such as a doctor's appointment. Please bring documentation to verify emergency/doctor's appointment.** All children must be picked up no later than 3:30 p.m. It is required that your child attends 6.75 hours daily in order to be counted as a full day. If your child will be absent, call the office by 8:00 a.m. at 416-4606. Leave a message that your child will be absent along with a reason. **Remember to send a note to your child's teacher upon his/her return stating why he/she was absent. Notes must be submitted within (2) days of the absence. The school does not except notes after 30 days of absences to credit as excused. Five (5) unexcused absences will create a SART letter/meeting which requires parents to come to the school to meet with the school counselor/principal to discuss a plan to improve attendance.**

Good attendance is one of the criteria to remain in the Optional and Choice Transfer Program.

### **SCS Attendance Policy- Policy #6014**

Please be advised that Shelby County Schools enacted an attendance policy. The Shelby County Board of Education believes that regular attendance is a necessary requirement of all students. All students are expected to attend school on each day that school is officially in session. Only the following reasons will be considered for excused absences:

1. Illness or hospitalization of student. The District may require a parent conference and/or physician verification to justify absences after the accumulation of ten (10) days of absence

during a school year. Notes must be date specific and will be required for subsequent absences beyond ten (10) days.

2. Death or serious illness within the student's immediate family.
3. When the student is officially representing the school in a school sponsored activity.
4. Special and recognized religious holidays regularly observed by persons of their faith. Any student who misses a class or day of school because of the observance of a day set aside as sacred by a recognized religious denomination of which the student is a member or adherent, where such religion calls for special observances of such day, shall have the absence from that school day or class excused and shall be entitled to make up any school work missed without the imposition of any penalty because of the absence.
5. Legal court summons not as a result of the student's misconduct.
6. Extenuating circumstances over which the student has no control as approved by the principal.
7. If a student's parent, custodian or other person with legal custody or control of the student is a member of the United States Armed Forces, including a member of a state National Guard or a Reserve component called to federal active duty, the student's Principal shall give the student:
  - a. An excused absence for one (1) day when the student's parent, custodian or other person with legal custody or control of the student is deployed;
  - b. An additional excused absence for one (1) day when the student's parent, custodian or other person with legal custody or control of the student returns from deployment; and
  - c. Excused absences for up to ten (10) days for visitation when the student's parent, custodian or other person with legal custody or control of the student is granted rest and recuperation leave and is stationed out of the country.
  - d. Excused absences for up to ten (10) days cumulatively within the school year for visitation during the deployment cycle of the student's parent, custodian or other person with legal custody or control of the student. Total excused absences under this section (c) and (d) shall not exceed a total of ten (10) days within the school year. The student shall provide documentation to the school as proof of the deployment of the student's parent, custodian or other person with legal custody or control of the student.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

A written statement within two (2) school days of the student's return to school shall be required from the parent or guardian explaining the reason for each absence.

### **Steps to Follow When Absent**

1. Parent or guardian must write an excuse indicating the date, days of absence, reason for absence, and include his or her signature.
2. **Submit the excuse to the homeroom teacher within (2) days of absence.**
3. Ask for make-up assignments. Assignments that are not made up could reflect in academic grades.

### **Excused Absences/Make-up Work**

Pupils shall be permitted the opportunity to make up all work and tests missed as a result of an excused absence. In the event of an excused absence, one day of makeup time shall be allowed for each day of unexcused absence. Assignments and tests must be made up by the end of the week in which the student was absent. If a pupil fails to make up the assignments and tests, their deficiencies shall be averaged with the other grades.

### **Tardy Procedure**

Families can help ensure their children's success by seeing that the children arrive to school on time and ready to learn. It is crucial that students learn the importance of arriving on time because so much learning happens in the first few minutes that sets the tone and schedule for the day. The morning meeting begins promptly at 8:15 a.m. Morning Meeting includes news, morning announcements, introduction of new skills, and TNReady skills review. Students entering class late disrupt the teaching and learning in progress. It is the parent's or caregiver's responsibility to ensure that students arrive at



school by 8:15 a.m. Students are marked tardy at 8:16 a.m. (Please refer to SCS Student Code of Conduct for disciplinary measures).

## DISMISSAL

For attendance purposes, children are expected to be in school from 8:15 a.m. – 3:15 p.m. If you must check a child out for an appointment, please be sure this is done before 2:30 p.m. **Students will not be allowed to be dismissed after 2:30 p.m., because it disrupts the end of the day instructional review and intervention; unless there is an emergency or doctor's appointment. Please bring documentation to verify emergency/doctor's appointment. Early releases will be treated in the same manner as tardiness.**

**Students will not be allowed to be dismissed after 2:30 p.m.; unless there is an emergency or doctor's appointment. Please bring documentation to verify emergency/doctor's appointment. Early releases will be treated in the same manner as tardiness. Please remember that if your child is on Choice Transfer (10) & Optional Transfer (15) early dismissals will prevent them from being a part of the Choice or Optional Program at Peabody Elementary the upcoming school year. Choice Transfer and Optional Transfer/Status are subject to be rescinded during the school year or at the end.**

**The principal/optional coordinator will request a conference with parents who develop a pattern of excessive Early Releases and/or picking up students late. *Late pick-ups will be taken into consideration for students on Choice/Optional Transfer as well.***

### **Early Dismissal**

**If it becomes necessary to check your child out of school for a medical appointment or other reasons that can be ruled an immediate emergency, please do so before 2:30 p.m. Otherwise, students will not be released after 2:30 p.m. Early releases will be treated in the same manner as tardies.**

**Only adults (18 years of age or older) who are listed on their child's Dismissal/Registration form may pick up Peabody students; unless the parent or guardian has notified the school and they are listed on the Dismissal/Registration form. For your child's safety, people not listed on your Dismissal form will NOT be allowed to pick up your child.**

Parents should complete a Dismissal Form which is sent home in your child's Tuesday Folder the first Tuesday during the start of school. The Dismissal Form on the following page will be used when verifying your child's mode of transportation. If your child's mode of transportation changes, you must complete a new form in the office in-person before the change of transportation takes place. Telephone requests will not be accepted. **Only the persons listed on the Dismissal Form will be allowed to pick up your child- no exceptions. Therefore, list any person who may pick-up your child in case of emergencies.**

**COMPLETE THE FORM ON THE NEXT PAGE AND RETURN TO SCHOOL THE FIRST DAY OF SCHOOL!!!**

**NOTE: CHANGES IN TYPE OF TRANSPORTATION FOR YOUR CHILD MUST MADE IN THE OFFICE OR EMAILED TO SECRETARY AT [johnsone19@scsk12.org](mailto:johnsone19@scsk12.org), EVEN IF THE CHANGE IS ONLY FOR ONE DAY. NO EXCEPTIONS WILL BE MADE.**

**Peabody Elementary School**  
**Parent Contact Form**

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

Home Address: \_\_\_\_\_

Parents Name(s)

Mother: \_\_\_\_\_ Home# \_\_\_\_\_ Cell# \_\_\_\_\_

Email address: \_\_\_\_\_

Father: \_\_\_\_\_ Home# \_\_\_\_\_ Cell# \_\_\_\_\_

Email address: \_\_\_\_\_

Emergency Contact Name #1: \_\_\_\_\_ Cell# \_\_\_\_\_ Home# \_\_\_\_\_

Emergency Contact Name#2: \_\_\_\_\_ Cell# \_\_\_\_\_ Home# \_\_\_\_\_

Does your child have any allergies? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does your child take any medications? \_\_\_\_\_ Yes \_\_\_\_\_ No

**How will your child get home each day? If a parent chooses to change their mode of transportation after submitting this form, you *MUST* complete a new form in person. *Parents WILL NOT* be allowed to call or send a message by the student to change their mode of transportation.**

Car Rider \_\_\_\_\_ Car Rider # \_\_\_\_\_ Day Care \_\_\_\_\_ SCS School Bus \_\_\_\_\_ Walker \_\_\_\_\_

Does your child have siblings at Peabody? If so, list their name, grade and teacher.

**Sibling #1** Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

**Sibling #2** Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

**Sibling #3** Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

List **ALL** people who may have to pick up your child. If they are not listed, they will not be allowed to pick them up.

**Please remind all people picking up your child that they must have their ID & at least 18 years of age.**

1. \_\_\_\_\_ 4. \_\_\_\_\_ 7. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_ 8. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_ 9. \_\_\_\_\_

Thank you in advance for helping with following procedures to keep our students safe.

## **School Procedures**

### **School Arrival Procedures**

1. Students will be allowed to enter the cafeteria from 7:45 a.m.-7:59 a.m.
2. Students will enter through the front door entrance of the building at 8:00 a.m.
3. All students leaving the cafeteria must use the East stairway.
4. Students entering the front door should use the West stairway.
5. Students must walk on the right side of the hallways and stairs. Students should go to the classroom without making stops. There will be no students in teacher's rooms prior to 8:00 a.m. unless authorized by the classroom teacher.

\_\_\_\_\_

6. Students who arrive after 8:30 a.m. must be accompanied by their parent and retrieve a tardy slip from the office before entering the classroom. **Please remember that students are considered late at 8:16 a.m.**
7. No electronic devices such as MP3 players, cell phones, games, etc.
8. Food should be eaten only in the cafeteria. Any food remaining must be thrown in the trash.
9. No chewing gum.
10. No child should use the vending machine in the teacher's lounge.
11. Students/parents are not allowed to open outside doors for staff, parents, or guests.

### **School Dismissal Procedures**

1. Day Care/ESL Bus Rider students should be dismissed to the first floor, exiting to the west at 3:05 p.m.
2. After-Care students should be dismissed to the cafeteria at 3:10 p.m.
3. At 3:15 p.m., teachers will come outside with their class and stay with them in their designated areas.
4. Students remaining for clubs after 3:15 p.m. will come to the steps and wait for their Club sponsor.
5. During days of inclement weather (rain) students should adhere to the "rainy day" policy. See the Inclement Weather Policy below.
6. All students must be check-out from the office; not the classroom.

### **Inclement Weather Conditions**

Students' health and safety is a priority at Peabody Elementary. During inclement weather or rainy days, the children will be dismissed from inside the building. Parents must come into the school to pick up the children.

Parents must remain in the designated foyer area behind the ropes. School personnel will call for your child on the walkie talkie to report to the foyer.

In the event of severe weather (tornado, earthquake), students will not be dismissed until the City of Memphis has ended the Severe Weather Warning. Parents **WILL NOT** be allowed in the building during this time. We ask that parents seek safety at home or a safe location if the city has issued a Severe Weather Warning because students WILL NOT be released until the warning has ended.

## **School Parking**

**Parents are not allowed to park in the Faculty Parking Lot or drop-off/pick-up students on the lot. Cars found on the Faculty Parking Lot will be asked to move immediately.**

**Parents, please do not park on Tanglewood Street on any given day. Tanglewood Street is RESERVED FOR DAYCARE AND SCHOOL BUSES ONLY!!!**

**Again, please do not park in the Car-rider line at ANY time (Young Ave. adjacent to the school) for ANY reason. Memphis Police Department will issue you a ticket. If you are going to Afterschool care, please park on the opposite side of the school.**

**To teach your child proper safety, always utilize the crossing walk with the crossing guard when crossing the street. Please do not cross in between cars and traffic. This is very dangerous!!!**

### **Peabody School-Wide Rules**

- 1. I will be READY***
- 2. I will be RESPONSIBLE***
- 3. I will be RESPECTFUL***

**Arrival Expectations: I will...**

1. Enter building quietly
2. Keep hands and feet to self
3. Use quiet feet in the hall
4. Walk in the building
5. Put away my belongings and get ready to begin class
6. After eating, go directly to my class
7. Remain on Zero noise level in the hallway
8. Follow directions

**Cafeteria Expectations: I will...**

1. Walk in a straight line and enter and exit quietly
2. Keep hands and feet to myself
3. Sit in assigned area and stay seated
4. Raise hand for assistance
5. Get permission to go to bathroom
6. Use inside voice
7. Clean area after eating
8. Throw away all food and trash (Food cannot be taken back to classroom)
9. Follow directions

**Bathroom Expectations: I will...**

1. Be quick
2. Wash my hands
3. Keep hands and feet to self
4. Remain on Zero noise level
5. Follow directions

**Hallway Expectations: I will...**

1. Keep my hands by my side
2. Always face forward
3. Keep lips sealed
4. Walk in a straight line
5. Remain on Zero noise level
6. Follow directions

**Library Expectations: I will...**

1. Enter and exit quietly
2. Listen and use inside voice
3. Keep hands and feet to self
4. Return books and materials on time
5. Bring needed materials
6. Follow directions

**Bus Expectations: I will...**

1. Walk to the bus
2. Follow directions of bus driver
3. Keep hands, feet, and objects to self
4. Remain seated on the bus until it is time to get off
5. Have belongings ready to enter or exit the bus
6. Follow bus rules

**Playground Expectations: I will...**



1. Share equipment
2. Use equipment appropriately
3. Use appropriate language
4. Keep hands and feet to self
5. Exit/enter building quietly
6. Follow directions

**Physical Education Expectations: I will...**

1. Use equipment appropriately
2. Put equipment away when finished
3. Keep hands and feet to self
4. Watch out for others
5. Share equipment and take turns
6. Sit at assigned area
7. Stop and listen when I hear the whistle or intercom
8. Enter and exit in a quiet straight line
9. Follow directions

**Assembly Expectations: I will...**

1. Walk in orderly assembly manner
2. Keeps hands, feet and objects to self
3. Give speaker full attention
4. Listen attentively
5. Follow directions

**Dismissal Expectations: I will...**

1. Wait until my mode of transportation is called
2. Walk directly to assigned area
3. Keep hands, feet, and objects to self
4. Bring all needed materials
5. Stay with my mode of transportation assigned
6. Follow directions

We will follow Peabody school-wide discipline plan for classroom minor inappropriate behaviors/conduct. The classroom teacher may choose to refer a student to the office for repeat violations. Disciplinary actions will be determined by the school administrators. Any offenses that are in violation of the laws of our city or state will be referred to the Memphis City Police Department and/or the Department of Children Services.

# Peabody Elementary School's Discipline Plan

In an attempt to assist our students to reach their highest potential and to create an atmosphere that is conducive to learning, Peabody Elementary School has adopted the following discipline plan.

Our Discipline Plan is the Responsive Classroom approach. It is a way of teaching that fosters safe, challenging, and joyful elementary schools. Developed by classroom teachers, this approach consists of practical strategies for bringing together social and academic learning throughout the school day. Make sure you have effectively used the following Responsive Classroom practices before referring a student to the office.

- **Reinforcing Language**
- **Reminding Language**
- **Redirecting Language**
- **Student Conferences**
- **Logical Consequences**
- **Reflecting Area**

This Conduct and Work Habits form will be used to determine weekly conduct grades. Parents should sign the form and return weekly in the Tuesday Folder. Points will be totaled at the end of the Nine Week Grading Period and a conduct mark will be provided based upon the grading scale below.

**Teachers will follow the following steps before referring a student to the office?**

## CONSEQUENCES

Each day begins anew. Every student starts with an **E** in conduct. If misbehavior occurs, each classroom teacher will follow these steps on a daily basis:

1. Student is given a warning with reinforcing language. Upon the 1<sup>st</sup> check, conduct becomes a **G**.
2. Student is given more warnings with reinforcing language and reminding language. Teacher conferences with student with redirecting language. Upon the 2<sup>nd</sup> check, conduct grade becomes a **S**.
3. If misbehavior continues, student goes to the Reflection Area. Upon the 3<sup>rd</sup> check, conduct grade becomes a **N**.
4. If misbehavior continues, 4<sup>th</sup> check is given. The teacher may give a Reflecting Time in neighboring teacher's classroom. Upon the 4<sup>th</sup> check, conduct grade becomes a **U**. **Parent will be called.**
5. If misbehavior continues, parent conference may be requested or student is referred to the office or guidance.
6. ***If a student is issued a disciplinary referral and/or in-school/out of-school suspension, the child will automatically receive (4) checks=U for the day.***

<b>E</b>	<b>0= 100%</b>
<b>G</b>	<b>1=93%</b>
<b>S</b>	<b>2= 85%</b>
<b>N</b>	<b>3=70%</b>
<b>U</b>	<b>4+=60%</b>

Parents will receive a weekly conduct form with the conduct scale above. Parents should sign the form and return weekly in the Tuesday Folder. Points will be totaled weekly and at the end of the Nine Week Grading Period, and a conduct mark will be provided based upon the grading scale above.

## Conduct Form

Each teacher will keep a discipline folder, which follows the School Wide Positive Behavior System.

## *Peabody Elementary Conduct and Work Habits*

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

This daily sheet will be used to determine weekly conduct grades. Parents should sign and return weekly in the Tuesday Folder.

**Conduct/Work Habits grades for the week are:**

**E= 0 checks                      G= 1 checks                      S= 2 checks                      N= 3 checks                      U= 4 checks**  
**100%                                      93%                                      85%                                      70%                                      60%**

Points will be totaled at the end of the Nine Week Grading Period and a conduct mark will be provided based upon the grading scale above. **If a student is issued a disciplinary referral and/or in-school/out of-school suspension, the child will automatically receive (4) checks=U for the day.**

**Weekly Conduct Grade:** \_\_\_\_\_

**Weekly Work Habits Grade:** \_\_\_\_\_

<b>CONDUCT</b>	<b>MON.</b>	<b>TUES.</b>	<b>WED.</b>	<b>THURS.</b>	<b>FRI.</b>
Follows directions					
Keeps hands, feet, objects to self					
Exhibits self-control					
Obeys school rules and procedures					
Is respectful					
Uses appropriate language					
Pays attention/follows along					
Resolves conflicts appropriately					
<b>WORK HABITS</b>					
Completes work					
Works independently					
Works cooperatively with others					
Uses class time productively					
Is prepared for class					
Demonstrates best effort					
Follows written and oral instructions					
<b>Received A Disciplinary Referral</b>					
<b>Contacted Parent</b>					
<b>Parent's Signature (MUST RETURN):</b>					

Your child has \_\_\_\_\_ assignments missing. ***Please initial that you reviewed graded assignments in Tuesday Folder & return papers.***

Comments: \_\_\_\_\_

Grades Pre-K to 5th will use the weekly conduct folder with daily conduct grades of E, G, S, N, and U. Look for the Conduct and Work Habits form in your child's Tuesday Folder each week. Parents are expected to sign the form and return it to back to school the following day.

### **Positive Consequences**

1. Teacher creates incentives for students

2. Students will have the opportunity to purchase items from the Peabody Store with Eagle Bucks
3. Compliment Chain for following expectations outside of the classroom such as support and cafeteria
4. Notes of encouragement and praise
5. Drops in the Bucket for "Good Hallway Behavior"
6. Other planned activities each grading period such as Sock Hops, Dress Down Days, Electronic Game Days, etc.

### **DISCIPLINARY ACTIONS**

Every Peabody Elementary student is expected to maintain excellent conduct at all times. However, if disciplinary action is necessary, it shall be fair, consistent, appropriate, and reasonable. The Discipline Committee has approved the following for disciplinary guidelines/options:

1. Conference with student
2. Time Out/Reflection Area
3. Removal from classroom to neighboring classroom
4. Conference with student and parent
5. In School Suspension
6. Out of School Suspension

Optional and Choice Transfer students must maintain E, G, or S in conduct and work habits. Optional and Choice Transfer students must maintain good behavior in accordance with the Optional and Choice Transfer Agreement.

**(Offenses and Penalties by Category)**

The infractions of school discipline in the Shelby County Schools listed below are grouped into categories according to the seriousness of the offense. This list is not intended to be exclusive or all inclusive. For infractions not specifically listed below, school principals shall assign discipline in accordance with the category that appears to be comparable to the offenses specifically listed in the category.

**Category A – State Zero Tolerance Offenses**

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

**Penalty for Category A Offenses:**

- Expulsion/Suspension for 180 days

Notification will be made to law enforcement authorities. Any modification of this penalty can only be made by the Superintendent.

**Category B**

1. Possession of a knife or any potentially lethal weapon, Taser, or explosive on school property or at a school-sponsored activity;
2. Evidence of drinking or possession of alcoholic beverages in school or at a school sponsored activity;
3. Off-campus criminal behavior resulting in a felony charge, when the behavior poses a danger to persons or property or disrupts the educational process;
4. Gang activities – Activity that is threatening and/or intimidating, harassing in nature or recruiting; gang notebooks with gang pledges, codes and symbols that are used in communication such as threats and warnings and recruiting; gang related fights, and all types of violent acts; gang graffiti especially drawn on school property (bathrooms, lockers and hall walls); electronic devices such as cell phones with recognized gang text, with gang symbols, signs and language that is threatening and or intimidating;
5. Evidence of use or possession of drug paraphernalia, substances for huffing, any substance under guise of it being a controlled substance or prescription drug, and/or medical preparations without proper medical authorization.
6. Possession, use or distribution of counterfeit money on school property or at any school sponsored activity.
7. Assault upon any teacher, principal, administrator, school resource officer, or any other school employee. 8. Continuous and/or severe Category C Offenses

**Penalty for Category B Offenses:**

- Out-of School Suspension
- Expulsion (11-180 day)

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

### **Category C**

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

#### **Penalty for Category C Offenses:**

- In-School Suspension
- Out-of School Suspension

When appropriate, notification will be made to law enforcement authorities.

### **Category D**

1. Open or continued defiant attitude or willful disobedience toward a member of school staff;
2. Vulgar, profane, immoral/disreputable or rude remarks or non-verbal action to staff member or fellow student;
3. Physical or verbal intimidation or threats to other students, including hazing;
4. Threatening bodily harm to another student, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a student and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;
5. Fighting in or on school property unless, in accordance with state law, the principal recommends no disciplinary action for a student who is deemed to have acted in self-defense or defense of another;
6. Possession of mace or disabling sprays;
7. Inappropriate use of electronic media, including, but not limited to, all calls (land line, cellular or computer generated), instant messaging, text messaging, audio recording devices, iPods, MP3s or any type of electronic music or entertainment device, and cameras and camera phones;
8. Sexual, racial, ethnic, or religious harassment/discrimination;
9. Bullying, intimidation, and harassment
10. Refusal to produce an object identified by metal detectors;
11. Inciting, advising or counseling of others to engage in any acts in Categories A, B or C.
12. Continuous and/or severe Category E Offenses

#### **Penalty for Category D Offenses:**

- Parent-Principal Conference
- Before/After School Detention/Saturday School



- In-School Suspension
- Out-of-School Suspension

**Category E**

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

**Penalty for Category E Offenses:**

- Parent-Principal Conference
- Before/After School Detention/Saturday School
- In-School Suspension

**Parents please refer to the M-SCS Student Handbook to gain more knowledge of all student policies.**

## Recess Policy

**. Public Chapter 669**

Requires that students in grades K-1 receive three (15-minute) periods of non-structured physical activity per day; requires students in grades 2-6 receive at least two (20 minute) periods of unstructured physical activity during the week; and requires students in grades 7-12 receive 90-minutes of physical activity a week. (Effective March 31, 2016) In order to ensure our students receive their recess breaks, Peabody Elementary will follow the following recess regiment daily:

**Grades KK-5: (1) 20 minutes outside Recess daily**

*In the event of rain or inclement weather, students will still receive recess. Teachers will utilize interactive recess activities such as “Go Noodles” for indoor recess.*

## **Birthdays and Healthy Snacks**

We value our instructional time during the school day. We realize that children and parents are excited about birthdays. However, school is a place for learning. Peabody will allow parents to complete the Birthday Request form to request bringing a small snack at 2:45 p.m. on a Friday only to celebrate for their child’s birthday. Instruction will not stop before 2:45 p.m. for birthday recognitions. The parent should contact the classroom teacher prior to bringing items to the classrooms. The classroom teacher will submit a Birthday Request form to the office for approval. **The Birthday Request form must be submitted to the office (3) days before the birthday celebration.** The classroom teacher will notify the parent when the request has been approved. Please avoid showing up to school with food items without prior approval from the classroom teacher/principal. If this happens, parents will be asked to complete the Birthday Request form and schedule for an approved day. Again, birthday celebrations are only on Friday from 2:45 p.m.-3:00 p.m.

If there is a holiday on Friday or school is out, students may utilize that Thursday for the Birthday Request.

Please remember that parents will ONLY have 15 minutes to distribute a light HEALTHY snack or goodie bag. Do not bring food items containing nuts. Balloons, clowns, face painters, magicians, etc. will not be allowed in classrooms for birthday recognitions. If the above items/activities come to the school, they will not be allowed to go to the classroom.

*If students bring birthday invitations, the invitations must be given to every student; not a select few.* Again, please keep in mind that Peabody Elementary is a place of learning.

**OUR PRIORITIES ARE HEALTH, WELLNESS, AND SAFETY! ALL ITEMS MUST BE STORE BOUGHT AND CANNOT BE MADE AT HOME. PLEASE CONSULT WITH THE CLASSROOM TEACHER IN REGARD TO FOOD ALLERGIES OF OUR STUDENTS!**

**What can I bring other than Cupcakes? Healthy Birthday Treat Ideas:**

- cinnamon rolls
- fruit juice popsicles
- fruit and cheese kabobs
- muffins apple slices or strawberries with caramel or chocolate dipping sauce
- cookies made with whole grains and dried fruit (for example, oatmeal raisin)
- angel food cake topped with fruit
- yogurt parfaits (plain or flavored yogurt layered with fruit and granola, add honey if plain)
- fruit and yogurt or milk smoothies

**Suggested snacks for classrooms:**

- fruit (bananas, orange wedges, whole apples or apple slices, clementine, grapes, strawberries, applesauce)
- cheese (slices, cubes, or string cheese)
- apple slices sprinkled with cinnamon
- ants on a log: celery filled with cream cheese or nut butter, topped with raisins
- jerky or turkey sticks
- lunch meat rolled up, with or without cream cheese inside, alone or in a wrap
- whole wheat crackers
- baby carrots, celery sticks, cucumber slices, cherry or grape tomatoes (with
- popcorn
- dried fruit or freeze dried fruit
- pretzels
- yogurt (tubes or cups) raisins or craisins
- pita bread (with cheese or hummus)
- graham crackers
- rice cakes
- animal crackers
- baked chips
- muffins
- pudding
- hummus or fat free ranch dressing for dipping)

;

<b>CAFETERIA/LUNCH</b>
------------------------

**No open food can be taken out of the cafeteria at any time. Students are not allowed to bring can drinks, aluminum can foods, glass bottles, or large food/beverage items to lunch. Please make sure food/beverage portions are sized for individual helpings. Students are not allowed to share food. If students do not finish eating lunch, all remaining food must be placed in the trash. Students will not be able to take any food out of the cafeteria.** Cleanliness is always stressed in the cafeteria. Students are responsible for helping to keep the cafeteria clean. Each class will be responsible for cleaning and picking up paper under and around tables and trashcans.

If parents wish to bring pizza or any food to share with the classroom, the pizza/food must be distributed in the classroom; not in the cafeteria and prior arrangements must be made with the teacher for approval.

## □ **Free Breakfast and Lunch**

ALL M-SCS students qualify for free breakfast and lunch.

Every student in SCS will automatically receive one free breakfast and one free lunch every day as part of the Community Eligibility Program. As a result, families do not need to complete a meal application.

SCS does not accept cash or checks in the cafeteria. Payments are not required for breakfast or lunch; however, students must still pay for individual items. Parents can pre-pay online by credit card, debit card or check by visiting [mypaymentsplus.com](https://mypaymentsplus.com). To pre-pay, parents must know the student's ID number, which can be found on a report card, student schedule, student ID card, transcript, or from the school office or cafeteria.

Students who eat a nutritious breakfast each day perform better academically and have better attendance and behavior. We invite and encourage all students to come join us in the cafeteria.

If a student brings his/her lunch and would like to purchase milk, the cost for milk is .50 cents. Again, parents must pre-pay online for any lunch purchases.

Parents can always stop by the cafeteria or call (416-8861) to speak with the Cafeteria Manager, Ms. Hammond, to discuss food allergies or menu choices for the day.

## □ **Healthy Lunch Box**

**Peabody Elementary has been awarded one of the healthy schools in America. We ask that you support our school's efforts to promote healthy eating in our school. Please avoid sending sodas and large bags of potato chips.**

### **Healthy Lunchbox ideas:**

fillings for sandwiches on whole wheat bread or wraps:

turkey or ham and cheese hummus and cheese nut butter or sunflower butter with slices of fruit (bananas or apples or grapes) and honey cream cheese and apple slices lettuce, tomato, and avocado nut butter and applesauce

whole wheat bagel with cheese, avocado, and tomato English muffins with cheese and turkey or ham crackers, cheese, and turkey or ham slices ants on a log: celery filled with cream cheese or nut butter, topped with raisins jerky or turkey sticks, salami slices quesadillas w/ refried beans and salsa for dipping pancakes hard-boiled egg soup or chili oatmeal with fruit and milk leftovers from dinner (spaghetti, rice w/veg and meat, beans and rice, etc.) noodles (whole wheat pasta, corn or rice penne, soba, udon, or lo Mein noodles, with vegetables, tofu, and/or sauce) fruit (bananas, orange wedges, whole apples or apple slices, clementine, grapes, strawberries,

watermelon, blueberries, applesauce, pineapple) dried fruit or freeze dried fruit vegetables (steamed broccoli, carrots, celery, cherry or grape tomatoes, cucumber slices, steamed fresh green beans, edamame) with hummus, fat-free ranch dressing, or yogurt for dipping peeled cucumber wheels with cream cheese or salt cottage cheese yogurt cups or tubes plain yogurt with fruit stirred in whole wheat crackers pita chips with hummus granola bars string cheese pretzels nori (seaweed snacks) popcorn

## CLUBS

After school special interest clubs are offered for students in grades K - 5. A variety of extracurricular activities, suited to the age and interests of the child, are offered on scheduled days from 3:30 p.m. – 4:30 p.m. The clubs meet a minimum of ten times during the months of October through April. If a parent is late picking up their child from club (3) times, the child will be dismissed from the club. Specific information will be presented to parents during Open House Night.

## SCHEDULING CONFERENCES

*Please read comments on your child's report cards. If your child has an "F" in any class, teachers will request a Parent Conference in the comment section of the report card.*

*We want to ensure all parent concerns are addressed immediately. Therefore, If a parent has a classroom concern, the first protocol to solve the issue is for the parent to schedule a parent conference with the teacher before discussing the incident with the principal. If the parent has met with their child's teacher and still feel as if the issue is not resolved, the second protocol is to schedule an appointment with the principal. However, please try to resolve all concerns with your child's teacher first before contacting the principal to build a healthy parent/teacher relationship.*

**Parent-teacher conferences are encouraged and may be initiated by the parent or teacher. Two parent-teacher conferences are scheduled by the M-SCS Board of Education each year. Any other times you would like to meet your child's teacher, an appointment must be scheduled before or after school or during the teacher's planning time. Drop-in visits take**

away instructional time from the students and is prohibited. If you would like to observe your child's classroom, you must have prior approval from the principal or the classroom teacher. Classroom observations can only be 30 minutes. *Such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.*

Please contact the teacher and office prior to the day of your requested date. No impromptu observation will be allowed. All meetings or classroom visits must be pre-scheduled with the teacher. All visitors having extended contact with students will be asked to complete the M-SCS Volunteer process which includes a background check.

The principal's job is to ensure high quality education for all students. It is imperative that the principal monitors and adjusts the instructional program to excel all students' learning. In order to do this, the principal visits the classrooms and works with teachers during the instructional hours of 8:15 a.m. to 3:15 p.m. Conferences with the principal should be requested through the office. Please call 416-4606 to request a conference time with the school principal. We are here to partner with you to create a conducive environment for learning.

## **SAFETY DRILLS**

Safety drills are conducted according to recommended procedures. If parents or other visitors are at school during a drill, they are expected to participate. All drills are unannounced via intercom or Fire Bell.

If a Severe Weather Warning is issued by the city, parents will not be allowed into the school until the warning has ended.

- Fire Drills are conducted monthly
- Tornado Drills are conducted twice yearly
- Earthquake Drills are conducted twice yearly
- Intruder/Lockdown Drills are conducted twice yearly

## **DRESS CODE**

Students will wear clothes to school that are comfortable and appropriate for the school environment. Shorts may be worn in hot weather but the principal and teacher reserve the right to disapprove dress that attracts too much attention or is not appropriate. Shorts and skirts should comply with the fingertip rule. (When the arms are stretched out down the side of the body, the skirt/shorts should come down to the fingertips.) Parents will be called to bring a change of clothing when dress is considered inappropriate. Students are not allowed to wear hats/caps in the building. The administrative rules and regulations state that shoes with rollers/wheels are prohibited.

Peabody Elementary has adopted the following uniform dress code for all our students:

### **Boys**

Tan, Navy, Black pants or shorts

White, light blue, Peabody blue, navy dress shirt with collar

### **Girls**

Tan, Navy, Black pants, shorts, skirts, or dresses

White, light blue, Peabody blue, navy blue blouse with collar



**Socks/tights (Preferred but not required) Solid colors- without print or design) white, light blue, Peabody blue, navy, black**

**Light jackets, sweat shirts, cardigans, sweaters, or vests may be worn; however, they must be white, light blue, Peabody blue, navy, black, or gray- WITHOUT PRINTS OR LOGOS. Heavy coats may not be worn during the school day. No denim material may be worn. T-shirts worn underneath a shirt should be white. Peabody club or spirit T-shirts (Purchased from PTA, After School care, or Peabody) can be worn on Friday with uniform bottoms.**

Please note that appropriate school attire includes:

- Walking shorts, fingertip length
- Sneakers, loafers, shoes with a back strap
- Shirts should be tucked in with a belt

Appropriate school attire **does not** include:

- Tee shirts with pictures or words unrelated to school sponsored activities
- Denim of any type
- Spandex or bicycle shorts
- Halter tops, tank tops, tops with thin straps
- Cut-off or short tops which show the midriff
- See-through or fishnet shirts
- Muscle/sleeveless shirts
- Trousers or slacks that do not fit at the waist
- Baseball or football shoes, wooden exercise shoes, thongs/flip-flops or high platform shoes

ALL shoes must have a support/strap on the back. For safety, open toe shoes are not allowed.

The policy revisions prohibit all students from wearing clothing, apparel, or accessories that denote a student's membership in or affiliation with any gang associated with criminal activities. The revisions also state that principals have authority to place restrictions on the Basic Uniform for safety reasons including gang-related activity.

If students earn an Out of Uniform/Dress Down Day incentive for attendance, special events, etc., parents will be notified via school communication such as Peabody Eagle Nest Informer/Newsletter or Robo-email/text. If you do not receive any school communication, please send your child to school within school uniform guidelines.

**If your child is in uniform violation, your child will receive the following notice. Please make the necessary uniform correction immediately and return the form signed by the next day.**



## PEABODY ELEMENTARY SCHOOL

---

### UNIFORM VIOLATION NOTICE

Dear Parent:

Date: \_\_\_\_\_

Your child, \_\_\_\_\_, is in violation of the Peabody Uniform Expectations. Please read below and look for specific violation(s) checked.

Please make sure your child returns to school following the Uniform guidelines for Peabody Elementary.

\_\_\_\_\_ **Shirt Colors: white, light blue, Peabody blue, navy with a collar**

\_\_\_\_\_ **Pants/Skirt Colors: tan, navy, black**

\_\_\_\_\_ **Belt if pants have belt loops**

\_\_\_\_\_ **Light Jackets, sweat shirts, cardigans, sweaters, or vests: white, light blue, Peabody Blue, navy, black, gray (*without prints or logos*)**

\_\_\_\_\_ **T-shirts worn underneath uniform shirt should be white**

\_\_\_\_\_ **Flip -flops or open toe shoes**

*For more details about Uniform Policy, please refer to your Student Handbook- pg. 26.*

### **CONSEQUENCES**

\_\_\_\_\_ **1<sup>st</sup> Notice**

**Consequence- WARNING**

\_\_\_\_\_ **2<sup>nd</sup> Notice**

**Consequence- Telephone Call to Parent**

\_\_\_\_\_ **3<sup>rd</sup> Notice**

**Consequence- Conference with Parent**

*Parent sign and return the next day. Please make sure your child is following Peabody Uniform Expectations upon returning to school.*

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>FEE WAIVER</b>
-------------------

If a child is eligible for free or reduced price meals, he/she is also eligible for fee waivers. A fee waiver form must be completed and returned to the school each year in order for a student to receive a fee waiver.

- **FEE ELIGIBLE**

- Activities that are a required part of a course
  - Fees for participation in courses for credit grade

- **FEE NOT ELIGIBLE**

- Fines for overdue or lost library books
  - Charges for lost or destroyed textbooks
  - Debts owed the school
  - Club membership or dues
  - Fees for event outside the school day

## PAYMENTS

When making purchases at the school, we prefer cash. As of 2019, Peabody no longer accepts checks at the school. Again, only cash or money orders are accepted for payments.

**We will offer an on-line payment option for specific events. If we do, the school will send home this information for payment with the details of the event.**

## FIELD TRIPS

Field trips are planned experiences that provide students with insight, information, and knowledge that constitute an extension of the regular classroom instruction. Each field trip shall be supervised by school personnel at a minimum of one adult for every twenty children, so that supervision is maintained. Signed parental permission forms must be obtained for each student.

**Parents must be an approved M-SCS Volunteer to participate in the field trips. Parents must have completed the M-SCS Volunteer process (10 days) prior to the field trip. Approval must be received from M-SCS 72 hours (3 days) prior to the field trip. The office will not attempt to approve any parent volunteers who do not meet these timeframe guidelines prior to field trips.**

**Refunds will not be issued for a Field Trip; unless it is cancelled by the school. If a student has a behavior concern, a parent may be requested to attend the field trip in order for their child to participate. If the parent cannot attend, the student will not be allowed to participate. If a student receives a suspension during the time of a field trip (after the permission slips have been sent home), the student will not be allowed to attend and a refund will not be issued.**

### PEABODY ELEMENTARY SCHOOL

#### FIELD TRIP PROCEDURES

Dear Parent/Guardian:

Your child will be attending a Field Trip to \_\_\_\_\_ on \_\_\_\_\_  
\_\_\_\_\_. The cost to attend the Field Trip is **\$12**

Students must pay and return this form and Permission Form by: \_\_\_\_\_

**A signed Permission Form is required before a student can board the school bus.**

Please read the Field Trip Guidelines below:

- The VOLUNTEER PROCESS must be completed at least TEN (10) days before the Field Trip because each parent must have received SCS BOARD APPROVAL seventy-two (72) hours prior to the Field Trip **within** Shelby County.

Daytime Field Trips **outside** of Shelby County takes 7-10 days for SCS BOARD APPROVAL. Therefore, complete the **Volunteer Level 2 Process** ten (10 days) prior to field trip. <http://www.scsk12.org/face/level2>

- **Parents are not allowed to attend if they have not completed the MSCS Volunteer Process and Approved.**
- Parents must provide their OWN TRANSPORTATION.
  - Students must RETURN TO SCHOOL ON THE FIELD TRIP BUS. Students cannot leave with parents from the Field Trip LOCATION.
- PERMISSION FORMS must be completed and submitted for any student to attend the Field Trip.
- If a student has a behavior concern, a parent may be requested to attend the field trip with their child to participate. If the parent cannot attend, the student will not be allowed to participate.
- If a student receives a suspension during the time of a field trip (after the permission slips have been sent home), the student will not be allowed to attend, and a refund will not be issued.
- **All permission forms must be received by \_\_\_\_\_, at 8:30 A.M. to ensure that we can secure the school bus. If the Field Trip is cancelled due to lack of participation and payment, parents will be notified.**

*Melanie Nelson, Principal*

\*\*\*\*\* PLEASE SIGN AND RETURN WITH THE PERMISSION FORM \*\*\*\*\*

PARENT'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Yes, I would like to volunteer/chaperone for the Field Trip.

\_\_\_\_\_ No, I am not able to volunteer/chaperone for the Field Trip.

**PLEASE FOLLOW THE GUIDELINES ABOVE IF YOU ARE PLANNING TO VOLUNTEER/CHAPERONE. WE WILL NOT ACCEPT ANY CHAPERONE PAYMENTS UNLESS YOU HAVE BEEN APPROVED. PARENTS WILL NOT BE ALLOWED TO ATTEND IF YOU HAVE NOT BEEN APPROVED BY MSCS.**

## VOLUNTEER PROCESS

### PARENTS WHO ARE INTERESTED IN VOLUNTEERING AT PEABODY PLEASE FOLLOW THE STEPS BELOW:

Please go to <http://www.scsk12.org/face/level2> and follow the steps. Please notify the office secretary that you have started the M-SCS volunteer process.

<b>LEVELS FOR VOLUNTEERING</b>
--------------------------------

**Level 3** (7-14 days' approval) volunteers must be:

- Fingerprinted once (at the BOE)
- Background checked annually
- Attend a volunteer orientation annually
- **Examples: overnight field trip chaperones, one-to-one tutoring**

**Level 2** (7-14 days for approval) volunteers must be:

- Background checked annually
- Attend volunteer orientation annually
- **Examples: daytime field trips outside of Shelby County, classroom helpers**

**Level 1** (7-10 days for approval) volunteers must be:

- Background checked annually
- Volunteer Orientation
- **Examples: daytime fieldtrips in Shelby County, proctors, chaperone**

**If you need additional assistance with registering as a volunteer, please contact General Office Secretary, @ 416-4606.**

## SCHOOL EVENTS

When Peabody has school events for our students such as Attendance Incentives (Skate/Game Night), Field Day, Field Trips, etc., these events are only for Peabody students to participate. If a Peabody student has siblings who do not attend Peabody, they will not be allowed to participate.

## HEALTH POLICY

- Parents will be notified in case of illness and/or injury. **PARENTS MUST KEEP THE SCHOOL UPDATED ON ANY CHANGES WITH ADDRESS, TELEPHONE NUMBERS, AND/OR EMERGENCY CONTACT NAMES OR TELEPHONE NUMBERS.**
- 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 adult arrives.
- A child with uncontrolled diarrhea or vomiting will be provided care apart from the other children until the child's parent or other authorized adult arrives.
- **Students will not be allowed to remain at school if one or more of the following exists:**
  - a. If the illness prevents the child from participating comfortably in school.
  - b. If the illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other students.
  - c. Oral temperature of 100 degrees or greater. Child must be free of fever for 24 hours before returning to school.
  - d. Diarrhea
  - e. Vomiting

-----  
To return to school after the following the child must bring proof of treatment to the office.

- f. Chicken pox (Child should be excluded until blisters are scabbed over completely.)
- g. Hepatitis A (Child should be excluded until one week after jaundice appears or one week after the illness started and fever is gone.)
- h. Pink Eye (Child is excluded until treatment has begun and discharge has stopped.)
- i. Undiagnosed Generalized Rash
- j. Head Lice (Child is not to return to school until nits, lice and eggs are no longer present.)
- k. Measles (Child should remain at home until four days after the rash appears.)
- l. Mumps (Child should not return for nine days or until swelling subsides.)
- m. Ringworm (Child should not return to school until treatment is started and lesion is covered.)

## HOMEWORK

Homework will count 5% of each Nine Weeks grade. Homework will be based on the evaluation of meaningful homework assignments.

The total amount of daily homework assigned will depend on the grade level of the student and should not exceed 60 minutes.

<b>KK-</b>	<b>15 minutes</b>
<b>1<sup>st</sup>-</b>	<b>20 minutes</b>
<b>2<sup>nd</sup>-</b>	<b>30 minutes</b>
<b>3<sup>rd</sup>-</b>	<b>45 minutes</b>
<b>4<sup>th</sup>-</b>	<b>60 minutes</b>
<b>5<sup>th</sup>-</b>	<b>60 minutes</b>

**It is expected that all student's read an additional 20 minutes every night to improve his or her reading skills and participate in our Accelerated Reading (AR) Program. Students read an AR book, take an AR test (usually only 5 questions on the computer), and earn points for our quarterly AR Incentive Store. Students love reading, earning points for the AR Store, and competing with classmate's/ grade teams to earn points!**

Students are expected to understand that homework assignments:

- Are the student's responsibility
- Is part of the required school work?
- Count 5% of each nine weeks' grade
- Are to be completed and submitted on time
- Are to be completed outside the classroom

Parents are expected to:

- Check homework assignment sheet each night and sign that you have done so
- Provide a quiet, well lighted space for studying
- Have basic material available (paper, pencils, ruler, etc.)
- Establish a regular schedule for homework and studying
- Encourage student's in their work without undue nagging or extreme pressure
- Encourage and take an interest in the student's total study program without actually doing the work. **Please do not do homework or projects for students.**
- Praise students when they succeed and encourage them to continue when problems develop
- Confer with teacher or counselor for suggestions as to how they can help students develop good study habits
- Remind students that homework is their responsibility

The total amount of homework assigned will depend upon the grade level of the student. The amount of homework normally increases as the student progresses through school.

**Students will not be allowed to use the telephone to call for forgotten homework.**

## INTERNATIONAL STUDIES

Peabody Elementary is an optional school with an emphasis on International Studies. Each nine weeks, students are required to complete an activity or project that relates to the country of study.

**Pre-K**  
**Kindergarten**  
**1<sup>st</sup> Grade**  
**2<sup>nd</sup> Grade**  
**3<sup>rd</sup> Grade**  
**4<sup>th</sup> Grade**  
**5<sup>th</sup> Grade**

**Memphis**  
**USA**  
**Kenya**  
**France**  
**Mexico**  
**Russia**  
**Japan**

Students in grades KK-5 will also explore the Memphis in May country.

## LOST AND FOUND

If your child should lose any articles, he/she is to report the loss to the classroom teacher. There is a lost and found located outside the main office on the second floor. All found items are placed there for parents or children to look through. Please label all coats, caps, and book bags to make identification easier. All articles of clothing or other items not claimed at the end of each nine weeks will be donated to charity.

## MEDICATIONS

Sometimes it is necessary for students to take prescription medicine while at school.

Medicine must be brought immediately to the office either by the student or the parent. Medicine must be in a prescription bottle with the child's name, name of the medication, doctor's name, and pharmacy shown on the pharmacy label. Under the Shelby County Schools policy, an Authorization for Medication during School Hours form must be completed by the parents and the parent must be on file in the office. Forms are available in the office. The student is responsible for coming to the office at the appropriate time to take the medication. Approved possession of a student's own prescription medication during the school day is limited to life threatening conditions.

Aspirin, Tylenol, cough drops, and other non-prescriptions items will not be given to children during school hours unless you have written authorization from the doctor.

Medicine that is to be taken three times daily does not need to be administered at school. It can be given before and after school and at bedtime.

***Do not send antibiotics to school please.*** Please call 416-4606 to discuss any medical needs for your child.



## **OPEN ENROLLMENT/CHOICE/ADMINISTRATIVE ADJUSTMENT TRANSFER**

Students on Open Enrollment/Choice Transfer or Administrative Adjustment Transfer must meet the criteria each school year in order to receive a Renewal for the upcoming school year.

**You will not be granted a Renewal of Open Enrollment/Choice or Administrative Adjustment Transfer for the following reasons:**

- **The student has accumulated any combination of **10** or more unexcused absences from school or class, tardies to school or class, or early dismissal from school or class.**
- **The student has a combination of:**
  - **3 Office referrals, In-school Suspensions, or Out-of-School Suspensions**
  - **2 (or more) suspensions of 4-10 days for any reason**
  - **Any long term Out-of-School Suspension/Expulsion**
- **The student has a statement from the Pupil Services Center that the student is being returned to school on probation, and the student does not meet the terms of his/her probation.**

## **OPTIONAL PROGRAM TRANSFER**

Peabody's Enriched Academics/International Studies Optional Program emphasizes enriched academics, technology, foreign language, and multicultural experiences. Please refer to our Peabody Elementary Optional Program brochure for entrance requirements for Peabody Elementary Optional Program.

If your child fails to meet all of the following criteria below, your child will not be approved for Peabody Elementary Optional for the following school year.

- Accumulation of any combination of 15 or more absences from school or class, tardies to school or class, or early dismissals from school or class (grades 1-5).
- Satisfactory/ meeting standards in conduct or work habits (grades 1-5).
- B or above in final reading or math grades (grade 1-5). Probations will not be granted two years in a row.

## **CLASSROOM TELEPHONE USE**

If a student needs to telephone their parent, the classroom teacher will always make the first telephone communication contact with parents. Students will not be allowed to use the phone to call for forgotten homework, permission slips, or supplies. Teachers will not be called to the phone to talk to parents. A voice message may be left for the teacher to call you during the planning time.

## **CELL PHONE POLICY # 6024**

## **Memphis-Shelby County Schools “CELL PHONES/PERSONAL COMMUNICATION DEVICES”**

### **Policy #6024: This includes iPods, radios and earplugs.**

Within the contents of the policy, it states that students are **NOT** allowed to have possession of cell phones and/or communication devices in any article of clothing, purse, book bag or any location on school property other than the approved storage location. Therefore, students are not allowed to carry these devices in their pockets. At Peabody Elementary, the approved location is the classroom locker. Please keep in mind that lockers do not have locks on them and may not be secure. However, the school is **NOT** responsible for **ANY** loss or theft of the device. Therefore, if you choose for your child to bring the device to school and it becomes lost, the school will not conduct a search for the item.

***A student found in unauthorized possession of any type of cell phone or communication device during the school day shall have the device taken from him or her and kept in the main office. Only parents of the student may retrieve the cell phone. Devices will not be returned to the student. Again, if found in unauthorized possession; a parent MUST pick up the device from the principal. If violation of this policy continues, additional consequences will follow such as suspension.***

## **PLEDGE OF ALLEGIANCE**

Reciting the Pledge of Allegiance has been a tradition at Peabody for many years. The school day begins with playing the national anthem, reciting the Pledge of Allegiance and the school vision. Students lead our opening each day. No student will be compelled to recite the Pledge of Allegiance if it is against their beliefs. The parent should notify the principal in writing if a student desires not to recite the Pledge of Allegiance.

## **PROCEDURES FOR PARENTAL CONCERNS**

The following information about how to bring a complaint to the school is intended to provide parents and students an opportunity to resolve questions or problems that may arise.

- All complaints must be taken care of within ten calendar days of learning about the event or problem.
- All student matters should be discussed first with the appropriate classroom teacher.
- If the teacher’s decision is not satisfactory, the complainant may request a conference with the principal.
- Please remember to schedule an appointment with the principal so that we can serve you in a timely manner. Please call 416-4606 for your appointment.
- If the decision of the principal is not satisfactory, the complainant may contact the Parent Welcome Center located at 2687 Avery Ave or call 416- 1750.

## PROGRESS REPORT/TUESDAY FOLDERS

It is important that teachers and parents communicate about students' academic and social progress. A progress report will be sent home every Tuesday in the Peabody Tuesday folder containing graded papers, class newsletters, and other school-related events.

Your child will receive a Tuesday Folder from their classroom teacher weekly. Please contact the school immediately if you did not receive a Tuesday Folder.

## GRADING SYSTEM FOR STUDENTS

### Grading System (Please refer to SCS Grading System Policy 5014)

#### **Pre-Kindergarten and Kindergarten:**

The pre-kindergarten and kindergarten report cards show progress toward the state standards. The grade level standards are set by the state and indicate 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 symbols expressing mastery or non-mastery for each skill. Additionally, the letter grades "E", "S", "N", or "U" will be used to express basic grading for art, music, world languages, and physical education (P.E.).

#### **Conduct Grades**

##### **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. Departmentalized classes each give a conduct grade.

##### **Grades 1-5**

E=Excellent

G=Good

S=Satisfactory

N=Need Improvement

U=Unsatisfactory

Conduct grades are based on behavior and shall not be deducted from scholastic grades. Similarly, academic performance may not form the basis for conduct grades.

#### **Academic Grades**

The basic grading system for knowledge/subject area is expressed by the letters "A", "B", "C", "D", and "F" according to the numerical values listed under the Grading Scale below except for first (1st) grade science, social studies classes, prek-5 art, music, world languages, and P.E. which will be expressed by the letter grades "E", "S", "N", or "U".

#### **Grading Scale**

A 90-100

B 80-89

C 70-79

D 60-69

F Below 60

Students in grades 2-5 will participate in the State of Tennessee assessment which is TCAP/TNReady

during the months of April and May. Kindergarten and first grade will not participate.

### **M-SCS Grading Protocol**

The assessment of a student's academic achievement is used to determine a grade for the student. The grading criteria shall include documentation of all the following:

- 5% Homework
- 5% Class Participation (does not refer to student conduct)
- 5% Projects/Portfolios/Presentations
- 40% Class work/Daily work (refers to a formative demonstration of the student's ability and includes projects, reports, presentation)
- 45% Assessment (refers to a student's culminating, independent demonstration of mastery of one or more competencies) Assessments can include:
  - Test scores
  - Quizzes
  - Online assessments
  - End of the course tests, where applicable
  - Subject or grade specific assessments and other alternative assessment tools as determined by the state or school district

Conduct grades are based on behavior and shall not be deducted from scholastic grades. Similarly, academic performance may not form the basis for conduct grades.

### **Classroom Assignments/Classroom Participation/Tests and Other Assignments**

Students' assignments and tests have a major influence on the report card grade and will be shared with the parents on a weekly basis. Students will take papers home each Tuesday to be signed and returned to the teacher for filing.

## **REPORT CARDS**

Report Cards are sent home every nine weeks-grading period. The M-SCS District issues report cards on Wednesday. Please review, sign, and return report cards the next day.

***Please read comments on your child's report cards. If your child has an "F" in any class, teachers will request a Parent Conference in the comment section of the report card.***

## **AWARDS**

### **PRINCIPAL'S LIST (Grade 1-5 Only)**

- Academic Subjects-All A's and E's, G's, S's
- Special Subjects- E(Excellent) or S(Satisfactory)
- Social and Academic Behavior (conduct & work habits) – E(Excellent) G(Good) or S(Satisfactory)

#### **HONOR ROLL (1-5 Only)**

- Academic Subjects-As, B's, E's and S's (including all B's, with no grade lower than B)
- Special Subjects- E(Excellent) or S(Satisfactory)
- Social and Academic Behavior (conduct & work habits) – E(Excellent) G(Good) or S(Satisfactory)

#### **CITIZENSHIP HONORS (Grades K to 5)**

- All E's in conduct and work habits

#### **PERFECT ATTENDANCE (Grades K to 5)**

- No absences (Excused or Unexcused)

#### **PUBLIC DEFENDER'S AWARD**

- A student from each classroom will receive an award for most improved student.

#### **MATH OR READING AWARD (KK Only)**

- Students who mastered at least a minimum or higher of 80% of the math or reading skills on the report card.
- Have E's, G's, and/or S's in Conduct

Awards will be given each grading period. The time and dates will be on the monthly calendar.

<h3><b>TEXTBOOKS, LIBRARY BOOKS, &amp; ETC. Policy # 6029</b></h3>
--

#### **Distribution and Access:**

Students are provided access to textbooks/instructional materials to enhance the learning process. Additionally, individual copies of textbooks may be distributed/issued to students. In accordance with state law, every student shall be permitted to take any textbook specifically

issued to the student home for the purpose of studying the textbook. This does not prevent the school or a teacher from requiring a student to return the textbook during school hours.

**Care and Protection:**

Textbooks/instructional materials are issued to the students with the understanding that the textbooks/instructional materials will be properly maintained and returned at the appointed time. Sanctions will be invoked in the event that a student refuses to pay for lost or damaged textbook/instructional materials at the replacement cost less reasonable depreciation. Sanctions are intended to prohibit lost or damaged textbooks/instructional materials through willful intent or neglect and include:

1. The withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made.
2. The refusal to issue any additional textbooks/instructional materials until restitution is made. (However, access to textbooks/instructional materials shall be provided.)

**Responsibilities:**

- A. The Superintendent is responsible for administering this policy, including ensuring that students are provided access to textbooks/instructional materials.
- B. Parents are responsible for lost and/or damaged textbooks/instructional materials.
- C. Students are responsible for maintaining the proper care and protection of textbooks/instructional materials.

**PLEASE REFER TO THE NEXT PAGE FOR DEVICE PROTOCOL AND COSTS FOR REPAIRS/REPLACEMENTS**

<b>VISITORS</b>
-----------------

Parents and other visitors are welcome to visit our school. All visitors **MUST** report to the office and present their **DRIVER'S LICENSE** upon sign-in. Visitors must wear a visitor badge or nametag issued by the office and return the name tag when leaving the building.

**Visits to individual classrooms during instructional time are permitted only with prior approval of the principal and teacher.** Such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. **Visits should be**

**prearranged/scheduled with the teacher and should only last 45 minutes.** Parents must be an approved M-SCS Volunteer in order to work or observe classrooms for an extended period of time.

Parents and parent designees, who come to school to sign children out and remove them from school, must report to the office. Students will not be released to anyone without proper identification and must be at least 18 years of age. Students will not be released to parents from the classroom, only from the office.

### **SCHOOL COUNSELOR, PARENT AND COMMUNITY RESOURCE CENTER**

Mrs. Tamara Turner, school counselor, is available for individual and small group counseling to assist children in adjusting to school or with problems. She is also available to assist parents and teachers in requesting for academic screening and planning when students are experiencing difficulty with schoolwork. Students may be referred by parents, teachers, and school administrators or by the students themselves. Please feel free to contact the school counselor office with your concerns @ 416-8860 or [turnertl@scsk12.org](mailto:turnertl@scsk12.org).

### **SITE-BASED DECISION MAKING COUNCIL (SBDMC)**

Peabody participates in School Based Decision Making. The governing body is comprised of two parents, two teachers, one para-professional, one community representative, the MEA representative and the PTA president.

The body exists to facilitate the improvement of students learning. Its purpose is to provide a process to ensure the participation of those directly concerned with students and to provide a process to ensure: Shared decision making, Shared responsibility for school improvement and Maximum educational results for each student.

### **WATCHDOGS**

Peabody has an active WATCH D.O.G.S. (Parents of Great Students) group. If you are interested in becoming a part of this organization, please contact our school counselor, Mrs. Tamara Turner @ [turnertl@scsk12.org](mailto:turnertl@scsk12.org) or 416-8860.

### **FRIENDS OF PEABODY ELEMENTARY/PTA**

The Peabody PTA exists to promote the welfare of our children. Parents are encouraged to join and support the activities of the school. Please sign our volunteer form. We need your help. Please join the PTA. It is only \$5 per family a year. You may connect with other parents of Peabody Elementary through the following venues:

[www.friendsofpeabody.org](http://www.friendsofpeabody.org)

[friendsofpeabody@gmail.com](mailto:friendsofpeabody@gmail.com)

[www.facebook.com/peabodyelementary](http://www.facebook.com/peabodyelementary)

[www.twitter.com/peabodyfriends](http://www.twitter.com/peabodyfriends)

## **CLASSROOM ASSIGNMENTS**

To ensure classrooms are balanced and diverse, classrooms assignments are based upon gender, race, and academic needs. Parents may request teachers of their choice if the areas above are balanced in the classroom of request. All classroom requests must be made **14** days before the start of school. Classroom requests will not be considered after this time and throughout the school year. Please keep in mind that requests may not be honored based upon circumstances.

## **TITLE ONE PARENTAL INVOLVEMENT**

Peabody Elementary is a federally-funded school-wide Title 1 school. We fully partner with families in a coordinated effort to encourage student academic achievement and to provide support to school-based decision-making councils and local parent organizations. We encourage meaningful communication between families, teachers, and school and district administration. We encourage meaningful participation with other families in programs and activities that support student achievement. We strive to eliminate or reduce barriers to family participation and effective parent/child relations. We support families in providing training opportunities and informational seminars to enable them to understand academic content, achievement standards, and curricular materials and to improve parenting skills. These training opportunities will be provided at the school or at the regional and/or district offices.

### **Every Student Succeeds Act (ESSA)**

In accordance with every **Student Succeeds Act** Federal Laws, the following information is presented to parents:

#### **Parents' Right-To-Know**

All parents have the right to request the following:



- A teacher's professional qualifications, which include state qualifications, licensure, grade/s certifications, waivers
- A teacher's baccalaureate and/or graduate degree, fields of endorsement, previous teaching experience.
- A paraprofessional's qualifications
- An annual notice of Student Education Records Privacy and Notice for disclosure of School Directory Information.
- An assurance that their child's name, address, and telephone listing not be 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 a victim of a violent crime at school
- Their right to timely notification that their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified

## **HOMELESS FAMILIES**

If you live in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or Doubled up with friends or relatives because you cannot find or afford housing

Then, you have certain rights or protections under the McKinney-Vento Homeless

Education Assistance Act.

**You have the right to:**

- Go to school, no matter where you live or how long you have lived there.
- You must be given access to the same public education provided to other students.
- Continue in the school you attended before you became homeless or the school you last attended, if that is feasible.
- The school district's local liaison for homeless education must assist you, if needed, and offer you the right to appeal a decision regarding your choice of school if it goes against your wishes.
- Receive transportation to the school you attended before you became homeless or the school you last attended, if you request such transportation.
- Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrollment.
- Receive the same special programs and services, if needed, as provided to all other students served in these programs.
- Receive transportation to school and to school programs.

**When you move, you should do the following:**

- Contact the school district's local liaison for homeless education for help in enrolling in a new school or arranging to continue in your former school. (416-7284)
- Tell your teachers anything that you think they need to know to help you in school.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

Student Name (print): \_\_\_\_\_

**Peabody Elementary Student / Parent / Teacher / School Compact**

**2023-2024**

This compact has been jointly developed and agreed upon by students, parents, staff, and community stakeholders as a way to promote positive and productive working relationships and a shared commitment to improving academic achievement for all Peabody Elementary students.

**Parent/Guardian Agreement**

I want my child to achieve. Therefore, I will encourage and support his/her learning by doing the following:

- Let my child know that I think school is important for success in life and to become a happy, productive citizen
- Encourage my child's efforts and be available for questions and support
- Provide a safe, loving environment and be a positive role model
- Insure that my child gets plenty of rest each night, attends school regularly, is on time, and is picked up on time
- Encourage my child to verbalize his/her problems and misunderstandings and support the school in maintaining proper discipline

- Establish a daily time and place for homework, maintain the necessary supplies, and review assignments regularly
- Read contents of Tuesday Folder weekly, sign and return all documents with any necessary comments, in a timely manner
- Read to and with my child every day
- Join the PTA, attend parent conferences, meetings and school functions regularly
- Be an active participant in what my child is learning and doing by visiting and/or volunteering in the classroom
- Provide proper uniforms and materials necessary for school each day
- Make an effort to establish a positive relationship and ongoing communication with my child's teacher
- Assist my child in getting a library card, and visit the library regularly

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

#### **Student Agreement**

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

- Show a positive, cooperative attitude toward school daily
- Respect all persons and materials at school and act accordingly
- Get plenty of rest each night and attend school regularly and on time
- Come to school each day with the necessary tools for learning, dressed in the correct school uniform
- Participate in all classroom activities and complete assignments
- Observe regular study hours at home and complete and return homework assignments on time
- Do my very best to achieve and succeed
- Take responsibility for my actions and grades

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

#### **Teacher Agreement**

It is important that my students achieve. Therefore, I will strive to do the following:

- Demonstrate respect and commitment to all of my students, encourage positive attitudes and self-confidence ☐ Provide a classroom welcoming, developmentally appropriate environment, responsive to the differing needs of my students, and is conducive to learning
- Make sure every student experiences some type of success daily
- Maintain high expectations and plan challenging and meaningful activities that lead toward academic growth
- Provide appropriate homework assignments that match my students' needs
- Communicate with parents frequently about their child's successes and challenges through conferences, calendars, newsletters, progress reports, Tuesday Folders, phone calls, email messages
- Participate in professional development that enables me to teach more effectively
- Encourage parents to visit, volunteer, and participate in our classroom
- Provide necessary guidance to parents so they can help their child to succeed

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

#### **School/Principal Agreement**

It is essential that we work together for students to achieve. Therefore, I will strive to do the following:

- Provide a safe, nurturing environment that allows for positive communication between teachers, parents, and students
- Ensure all students, parents and staff are treated with respect
- Demonstrate enthusiasm and involvement with students, parents, and staff
- Observe Board of Education expectations and Communicate them to parents and the surrounding community
- Provide high quality, academically exciting instruction in a supportive and effective learning community that enables students to meet the state's academic achievement standards
- Encourage teachers to provide regular, appropriate homework assignments to reinforce classroom instruction
- Plan and implement professional development opportunities that meet the needs and strengthen the skills of parents and staff
- Provide parents with reasonable access to staff and encourage them to become an active part of the Peabody community by visiting, volunteering and observing in their child's classroom

- Hold annual parent/teacher conferences to discuss this compact and how it relates to their child's academic achievement

Principal's Signature: *Melanie Nelson*

Student Name (print): \_\_\_\_\_

### Peabody Elementary **Parent and Family** Engagement Plan

2023-2024

The Peabody Elementary Family Engagement Plan was developed jointly with parents to establish expectations for parental involvement and to define the commitment of the school toward providing parents with the skills and information necessary to help their children achieve academic excellence. It is our goal to assist parents to be knowledgeable of the skills and information needed to help their child/children be successful in school.

#### Parental Commitment

Peabody Elementary parents will act as advisors, resource persons, and coordinators in the following ways:

- Supporting our school's efforts to maintain a safe and respectful environment
- Encouraging their child to solve conflicts peacefully
- Supporting our school's efforts to help their child achieve academically
- Assisting their child with homework and special projects
- Expressing ideas, concerns, and suggestions to teachers and school administrators
- Providing frequent and meaningful attention to help their child reach their full potential in school and in life
- Maintaining ongoing communication including attending parent/teacher conferences
- Actively participating in the PTA, Leadership Council, WATCH DOGS and other parent/school committees and trainings
- Responding to memos, surveys and questionnaires expressing their ideas and/or concerns
- Using their talents and resources to enhance Peabody's instructional program
- Becoming Peabody Elementary School supporters and advocates within their community

### **Every Student Succeeds Act (ESSA)**

ESSA requires that Peabody Elementary parents, administrators, staff and community members work together to plan for and insure high quality academic programs in the following ways:

- Making parents and community members aware of ESSA and Peabody's participation in state and federal programs
- Providing timely information to families about program and policies administered under ESSA guidelines
- Encouraging parents to observe and volunteer in the school's programs and classrooms
- Providing parents with ongoing, current student information and progress reports
- Soliciting ongoing feedback and suggestions from parents on decisions relating to the education of their children

- Providing parents with copies and explanations of the Family and Parent Engagement Plan and Parent/Student/School Compact
- Assisting parents in understanding Peabody's school curriculum, assessments used to measure student progress, and the proficiency levels students are expected to meet

#### **School Commitment**

**Peabody Elementary will encourage families to become meaningfully engaged in their child's education by doing the following:**

- Inviting all parents to annual meetings (at flexible times) to inform them of ESSA and Title I requirements, the school's participation in Title I, and the rights of parents to be involved in the school
- Conducting regular and flexible parent meetings, to keep parents informed of current events and issues, timely progress reports, and parent/teacher conferences
- Involving parents in organized and ongoing development and future revisions of the School Improvement Plan, Family and Parent Engagement Plan, Parent/School Compact and other documents and programs relating to their child's academic instruction
- Eliminating language barriers for limited English proficiency parents by providing written and verbal communication in their primary language
- Encouraging parents to meet the challenges of raising happy, successful children by offering diverse parent training and workshops, based on surveyed parental needs
- Providing appropriate resources to support school learning
- Provide information, training opportunities, and family services to improve parents' ability to help with their child's education
- Distributing Parent/Student Handbooks, Family and Parent Engagement Plans and Parent/School Compacts and acquiring appropriate signatures
- Listening to those we serve, our parents, students and stakeholders, to help gain insight into the hearts, minds and cultures of our families and use this information to develop and administer programs and policies that positively affect our student's school experience

I have read and support the Peabody's Family and Parent Engagement Plan \_\_\_\_\_

Parent Signature

#### **Tennessee Department of Education Contact Information**

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.tn.gov/education/>

Tennessee Department of Education

710 James Robertson Parkway

Andrew Johnson Tower, 6th Floor

Nashville, TN 37243-0382

Email: [education.comments@tn.gov](mailto:education.comments@tn.gov)

Call Center: 615.741.2731

*Child Advocacy Group Contact Information*

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

The ARC of Williamson County, 129 W. Fowlkes Street, Suite 151, Franklin, TN 37064, 615-790-5815, Fax: (615) 790-5891

Support and Training for Exceptional Parents (STEP), 712 Professional Plaza, Greeneville, TN 37745, 615-463-2310, Web: <http://www.tnstep.org>

Tennessee Protection and Advocacy (TP&A), 416 21st Avenue South, Nashville, TN 37212, 615-298-1080, Toll free: 1-80-287-9636, TTY: 615-298-2471, Fax: 615-298-2046

Tennessee Voices for Children, 1315 8th Avenue South, Nashville, TN 37203, 615-2697751, Fax: 615-269-8914, TN Toll Free: 800-670-9882, [TVC@tnvoices.org](mailto:TVC@tnvoices.org)

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services – Disability Pathfinder Database:

<http://kc.vanderbilt.edu/pathfinder//page.aspx>

This information is provided as a service to individuals seeking avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation to any individual, organization, or service represented on this page.

**Peabody Elementary School  
Student/Parent Handbook 2023-2024 Teacher:**



***Please complete and return this page to school by  
Tuesday, August 16, 2023 and your child will receive a  
Dress Down Day for Friday, August 18, 2023.***

**Initial each item:**

- \_\_\_\_\_ **I understand the benefits and responsibilities outlined in the Peabody Elementary School Student/Parent Handbook for 2021-2022 School Year.**
- \_\_\_\_\_ **I have read the Peabody Health Policy and will abide by the provisions of the policy.**
- \_\_\_\_\_ **I understand that my child \_\_\_\_\_, will be held accountable for the behavior and consequences outlined in the Student/Parent Handbook. These behaviors are expected at school and at all school-sponsored or related activities regardless of time or location.**
- \_\_\_\_\_ **I understand that if I object to any School Policy, Procedures, or Curriculum, I should put the objections in writing to Mrs. Melanie Nelson, Principal.**
- \_\_\_\_\_ **I understand that I have a right to know the qualifications of my child's teacher.** To access teacher certification information for persons that are licensed to teach in the state of Tennessee go to <https://www.k-12.state.tn.us/tcertinf/>
- \_\_\_\_\_ **I have been informed of the provisions of every Student Succeeds Act (ESSA) law.**
- \_\_\_\_\_ **I have been informed of the laws regarding Homeless Families.**
- \_\_\_\_\_ **I have read and support the Family and Parent Engagement Policy.**
- \_\_\_\_\_ **I have read and support Peabody's Student/Parent/Teacher/School Compact.**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**