

WES Student Handbook

2010-2011



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Mamie Polk, Principal
"Preparing Students for Life"

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Mamie Polk, Principal

Si necesita ayuda para leer esto, por favor no dude en contactar la escuela.

Principal's Message

Welcome to Whiteville Elementary School (WES). Our school is committed to providing an environment in which children are provided the best possible educational opportunities. The faculty, staff, and administration believe in working together with parents and the community to accomplish our goal of helping each child become a successful learner and citizen.

The faculty and staff of Whiteville Elementary School will make every effort to keep you informed of school activities. A monthly school calendar and newsletter will be sent home to advise you of upcoming events. Please feel free to contact the school if you have any questions or concerns regarding your child. Students are much more successful when the school and home work together. It is our desire that every child will have a successful, productive, and satisfying year. We look forward to assisting in preparing your child for life.

Sincerely,

Mamie Polk
Principal

Mission of Hardeman County Schools

The mission of the Hardeman County Schools is to prepare each child for the future by developing skills, nurturing talents, molding characters, and inspiring dreams.

Mission of Whiteville Elementary School

The mission of Whiteville Elementary School is to provide quality learning experiences that will prepare students to master grade-level curriculum and state-mandated standards in order to prepare and enable them to be successful in their next learning experience.

Beliefs

Whiteville Elementary School has the following beliefs:

- **Learning**
 - ✓ All students can achieve their highest individual potential.
 - ✓ All students should be active participants in the learning process.
 - ✓ Students need a positive learning atmosphere rich with challenges: cultural, academic, and social.
- **Instruction**
 - ✓ Instruction must be child-centered and data-driven.
 - ✓ Instruction should reflect a variety of approaches in order to meet the needs of all learners.
 - ✓ Students need quality instruction based on the skills necessary to survive in a technological society.
- **Assessment**
 - ✓ Students' achievement can be measured through mandated tests, teacher-made tests, demonstrations, projects, and daily observations.
 - ✓ Assessment should be aligned with the local, state, and national standards.
 - ✓ Valid assessment results should be used to determine student needs and to provide timely remediation, enrichment, acceleration, and tutoring.
- **Decision Making**
 - ✓ All stakeholders must collaborate and be genuinely involved in the decision making process.
 - ✓ Teachers are involved in the selection of professional development.
 - ✓ Test data are utilized to make instructional decisions.
- **Policy**
 - ✓ Student learning and success are supported by effective policies such as grading, assessment, attendance, promotion, and discipline.
 - ✓ Policy makers should include all stakeholders, and their policies should be consistently implemented.

WES PLEDGE and CODE OF CONDUCT

I pledge to do my very best
 To obey the rules of WES
 I will come to school prepared each day
 Respect myself and others along the way.
 I will listen when my teacher speaks
 Striving to do my best is what I'll seek
 And though some days, it may seem tough
 I will have faith in myself and never give up
 So at the end of each school day,
 I will look at myself and be able to say
 I did my part, I did my best
 I will always cherish dear 'ole WES.

CURRICULUM AND COURSE OFFERINGS

Whiteville Elementary School serves Pre-Kindergarten (Pre-K) through 8th grade. WES offers the Tennessee core Academic courses of Language Arts/ Reading, Math, Science, and Social Studies for grades Kindergarten through 8th grade. Whiteville Elementary School teaches in alignment with the Tennessee Blue Print for Learning and the State of Tennessee Curriculum Standards which are available at the State of Tennessee Department of Education's website: <http://www.state.tn.us/education/ci/standards/>

Report Cards and Grading Scale

Report cards are sent out every nine weeks.

A parent or guardian should sign the bottom of the report card and the student is to return that portion to the homeroom teacher the next day. **Progress reports will also be sent home for all students in the middle of each nine-weeks grading period.** Report cards are electronically generated. The following grade scale is used for grading purposes:

93-100 A

85-92 B

75-84 C

70-74 D

69 or below F

Conduct Grades – U-unsatisfactory, N-needs improvement, S- satisfactory.

If grades are incomplete at the close of the nine-week period, the student will receive an "I" for "Incomplete." It is the responsibility of the student to see that all work is made up in a timely manner.

Retention – Students who have yearly averages below 70 in two or more core subject areas (Reading, Language Arts, Math, Science, and Social Studies) will be considered for retention.

HONOR ROLL REQUIREMENTS

Principal's Honor Roll – All A's no U's in conduct

Regular Honor Roll – A's and B's no U's in conduct (with as many A's as they have B's and no C's)

This information will be printed in Bolivar Bulletin and posted at the school each nine week period for students in grades 4 through 8.

ACCELERATED READER PROGRAM

The Accelerated Reader (AR) Program at WES is an important tool to assist in the development of reading comprehension. Students are tested on books read on their own individual level as determined by the S.T.A.R. reading assessment. During each 9 week grading period, AR counts as two of their required 18 reading grades.

HEART

HEART (Hardeman Empowering Achievement Response Team) is a function of the regular education program of Hardeman County Schools. The main purpose of the HEART program is to ensure that students are provided the maximum opportunity to be successful in the regular education program. Each teacher will provide a variety of researched based instructional methods within the classroom in order to meet the needs of all students. Some of the methods teachers will use include whole group instruction, small group instruction and learning centers in the subject areas of reading and math in grades kindergarten to 8th grade. The 7th and 8th grades will also use the HEART program in science and social studies. Kindergarten to 6th grades are required to have 90 minutes of uninterrupted reading class and 60 minutes of math. Grades 7 and 8 are required a full hour of each subject. Students are tested throughout the school year for academic progress in reading and math. Those scoring 10% or below on the screening test will be considered as "at risk" and will receive additional instruction and will be continuously monitored. Parents will be informed of their child's progress.

ACCEPTABLE USE POLICY FOR COMPUTER USE

Computer Use is a Privilege, Not a Right

Unacceptable use may result in suspension or cancellation of privileges, as well as additional disciplinary and/or legal actions. **All costs incurred by the school because of the loss, or damage to computer technology equipment due to violation of board policy and/or these rules, will be the responsibility of the student and/or the parent/guardian.** Any fines or fees associated with the violation of State and Federal laws will be the responsibility of the offending student and/or the parent/guardian.

Acceptable Use

Student access to computers, the Network, and the Internet are provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals. Students will not use the computer to play games unless specifically authorized by the supervising teacher. Students are allowed to "surf the net" as long as a learning objective is in place by the supervising teacher. The same rules and expectation govern student use of the computer as apply to other student conduct and communications. Students must comply with all these rules and other specific instructions of the supervising teacher while accessing the School's computers, networks, and the Internet.

◇ Web publishing/blogging/podcasting (including the use of Wikis) in the classroom will be treated like a school publication. **All language and content restrictions must be followed.**

◇ Video conferencing/Media recording equipment may be in use on occasion in the classroom setting. If a parent/guardian does not want the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of their child for use in materials that include, but may not be

limited to, printed materials such as brochures and newsletter, videos, and digital images such as those on the Hardeman County's Web site, then it is the parent/guardian's responsibility to inform the school.

Prohibited Use

Personal software and/or personal music is not allowed to be brought from home and installed/copied on any school computer. This includes purchased software, shareware/freeware, as well as files downloaded from the Internet. Such software music will be confiscated from the student to become property of the school. **INSTALLING AND/OR COPYING SOFTWARE OR MUSIC WITHOUT A VALID LICENSE IS A FEDERAL OFFENSE.** Offenders may be subject to civil damages, criminal penalties, and even imprisonment.

- ◇ Students who knowingly infect a school computer with a "virus", "Trojan", or "worm" will have all computing privileges revoked and may be subject to other disciplinary actions which may include suspension from school and/or criminal prosecution. Any diskette and/or flash/USB/thumb/jump drive must be checked and cleaned by antiviral software. All diskettes and or flash/USB/thumb/jump drive brought from home must be scanned by antiviral software before being used at school.
- ◇ Any malicious use, disruption, or harm to the school's computers, Networks, and/or Internet services, which includes, but are not limited to hacking activities, will be considered a violation of this AUP. All computing privileges will be revoked. Other disciplinary actions may follow. Use of the school's computers, Networks, and/or Internet services for illegal activity will be considered malicious use. Any user who attempts to cause a breach of system security will have all privileges revoked and may be subject to other disciplinary actions. If a security problem has been identified, it is the user's responsibility to contact the supervising teacher, who will then contact the technology department.
- ◇ The school's computers, network, and/or Internet services will not be used to harass, defame, intimidate, threaten, or otherwise discriminate against other individuals. This includes accessing, submitting, posting, forwarding, scanning, or displaying any offensive and/or inappropriate material by any method, including e-mail. This will be considered a violation of the AUP, and may be prosecuted under Federal and State laws.
- ◇ Violation of copyright laws is expressly prohibited. This includes misrepresentation of created material by student. When Internet sources are used in student's work, the author, website, and publisher must be identified.
- ◇ Although filtering software is in place, computer security cannot be made perfect, and families must know that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. **This includes material accessed through email.** The supervising teacher will monitor sites as much as possible, but it is the student's responsibility to leave the offensive site immediately and contact the supervising teacher.

- ◇ A student shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.
 - ◇ Students are not allowed to participate in "chat rooms" or have access to newsgroups, nor participate in 'instant messaging'.
 - ◇ There should be no expectation of privacy in the use of the Internet. Student information will **NOT** be released by the school system without parental consent. Otherwise, all stored email and stored files will be considered a public record. The school reserves the right to monitor all computer and Internet activity.
 - ◇ Accessing My Space, Facebook, and/or any other social networking site that is currently blocked by the filtering software is prohibited. Any student found to be on such a site will be in violation of this Acceptable Use Policy. This violation includes the use of proxy sites to access prohibited sites.
 - ◇ Use of the school's computer technology, Network, and/or Internet for non-related school activities is prohibited. The school's computer technology is not to be used for private financial gain, commercial, advertising, or solicitation purposes.
 - ◇ Sharing passwords, or using passwords, without permission, and/or accessing other user accounts is prohibited.
 - ◇ Students must strive to take the best possible care of the computer equipment. Food or drinks are not allowed near the computer. Do not remove components from the computer (the mouse, headphones, etc.). Do not stick objects into any slots on the front or back of the computer. **Do not change any of the display, and/or mouse settings.**
- Remember, access to a school computer is a privilege, not a right!!!***
A signed permission form must be on file for any student to have access to a computer.

ATTENDANCE AND ABSENCES

The school day for students at Whiteville Elementary School begins at 8:00 A.M. and ends at 3:00 P.M. All students are allowed the opportunity to eat breakfast from 7:20 A.M. to 7:55 A.M. All students are expected to attend school regularly. If a student is absent from school, a note explaining the absence must be sent with the student when he/she returns to school. This excuse must be from the parent, guardian, or doctor. Excused absences shall be given in case of illness, death in the family, or special religious holidays. Unexcused absences are given for any other reason. It is the responsibility of the student to arrange to make up any class work or tests missed.

In all cases, excessive absences must be turned over to the Board of Education Attendance Officer.

CHECKING STUDENTS IN OR OUT

An adult must come to the office to check students in or out of school. Students are not allowed to sign themselves in or out. No one will be allowed to check your child/children in or out of school unless they have been given permission and their name appears on the designated list attached with your child's record. Identification may be required. Students cannot be released to just anyone.

TARDINESS

When a student is late (after 8:00 A.M.) for school, **the parent and student must report to the office to receive a pass to enter class.** The teacher will be responsible for keeping the records on the number of times a student has been late to class. A student is allowed two tardies in a nine weeks period. After being tardy 3 times to class during a nine weeks period the following steps of actions will take place:

- 1) Parent will be notified and asked to correct the tardiness. Records will be kept of the contact.
- 2) Student will be referred to the school counselor. School counselor will make contact with the parents. Records will be kept of this contact.
- 3) Principal will make contact with the Truancy Supervisor at the Hardeman County Board of Education.
- 4) Attendance secretary will send a letter and records of tardiness to the Truancy Supervisor at the Hardeman County Board of Education.
- 5) Principal will recommend that parent/guardian to be taken to court for neglect.

BETA CLUB

Whiteville Elementary School is a member of the National Junior Beta Club, which is available to students in grades five through nine. To become a member, a student must make the Honor Roll a minimum of three out of four times during the year. Good conduct is also a criterion for membership. Once a student is a member, he/she must maintain his/her grades or he/she will be put on probation. Educational trips are taken throughout the year.

RIDING A DIFFERENT BUS

Your child must bring a note in order to ride a different bus. The office staff will not accept phone calls from parents/guardians requesting your child to change buses. If your child needs to ride a different bus for longer than 2 days, please fill out the bus change request form in the appendix of the handbook.

TRANSPORTATION SERVICE

The school bus is viewed as an extension of the classroom and behavior problems may be referred to a teacher or administrator. Riding the bus is a privilege; the privilege may be removed if infractions are serious and/or repetitive.

Hardeman County provides buses to transport students to and from school. While the Hardeman County School System furnishes transportation, it does not relieve parents/guardians of students from the responsibility of the supervision

until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a child boards a bus he/she becomes the responsibility of the school system. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. If a child goes home a different way than usual, we must have a note signed by a parent/guardian telling the teacher how the child is to get home.

Rules of conduct have been developed to provide a safe and pleasant environment for students while being transported. To encourage safety for your child while on the bus, the following rules apply on our buses:

- 1) Observe same conduct as in the classroom.
- 2) Be courteous; use no profane language.
- 3) Do not eat or drink on the bus.
- 4) Keep the bus clean and do not be destructive.
- 5) Cooperate with the driver; follow his/her rules.
- 6) Stay in your seat.
- 7) Keep head, hands, and feet inside the bus.
- 8) Weapons are not allowed on the bus or any school property.
- 9) Bus drivers are authorized to assign seats if the need arises.

If a student needs to ride a different bus home for a day or two, please write a note and send it to school with the child that day. The office staff will not accept phone calls from parents/guardians requesting bus changes. If you have moved and your child has a permanent bus change, please fill out the form in the appendix and return to school.

CAFETERIA GUIDELINES

The same rules for good conduct apply in the cafeteria as in the classroom. Cafeteria monitors may instruct students not to talk at any time when the noise level is excessive. Please remember the following rules while going to and from the cafeteria and while in the cafeteria:

- 1) There is no need for running or pushing.
- 2) Practice nice manners while in the cafeteria.
- 3) Before leaving the cafeteria, clean all paper, food, and other trash from your area.
- 4) Loud noises or disorderly conduct will not be tolerated.
- 5) Misconduct in the cafeteria will be reported to the teacher and/or principal.
No restaurant or pre-packaged food can be brought into the cafeteria at lunch or breakfast.

DRESS CODE

Students are expected to maintain and obey the rules of the Hardeman County Dress Code Policy adopted on March 8, 2007 and revised March 15, 2010.

STANDARD DRESS FOR HARDEMAN COUNTY SCHOOLS WILL BE AS FOLLOWS:

Shirts – Only golf-type shirts (no zippers) and button-front shirts will be permitted. Only the top 2 buttons may be unbuttoned.

- 1) Must have a collar.
- 2) Must be a solid white or the designated school color. (Gold for WES students.)
- 3) Must be the appropriate size.
- 4) May be long or short sleeves.
- 5) Must not have any writing or pictures.
- 6) Must be tucked in and remain tucked in at all times.
- 7) There are to be no logos on the shirt other than the official school mascot logo that is allowed on the designated school color shirt.
- 8) Only white tee shirts may be worn underneath the approved golf or button-front shirt.
- 9) Short sleeve tee shirts may be worn with the approved short sleeve shirts.

Sweatshirts/Sweaters must be solid white or the designated school color. Solid color sweaters with v-necks, crew necks, cardigans or vests in the approved colors may be worn, but must be worn over the approved shirts. No brand names or wordings are allowed.

- 1) There are to be no logos on the sweater or sweatshirt other than the official school mascot logo.
- 2) Sweaters, sweatshirts, and vests should hang at the waist/belt line.
- 3) Hooded sweatshirts/sweaters of any kind may not be worn.
- 4) Sweaters or sweatshirts are not to be tied over the shoulders or around the waist.
- 5) Mock turtlenecks or turtlenecks in approved colors may be worn under the approved shirt. They must be solid color, the same color of the approved shirt, and can not be worn by themselves only. Short sleeve turtlenecks may be worn under the approved short sleeve shirts.

Pants – Only khaki colored or navy blue twill pants (hemmed or cuffed) of a cotton or blend will be permitted.

- 1) Pants must be worn and fitted at the waist line.
- 2) Capri style pants may be worn by female students. Capris are defined as trousers which end at the mid-calf area or just below the calf.
- 3) Low slung, baggy seat, baggy legged, or bell-bottom pants are not permitted.
- 4) Shorts may be worn in grades K-3 but must come to the knee and be of the approved color and material that is required for pants. Shorts can not be worn after grade 3.
- 5) No jeans or jean type pants – khaki jeans are not allowed.
- 6) No rivets on pants.
- 7) Cargo pants, carpenter pants, or overalls are not permitted.
- 8) Pant legs can not be rolled up exposing the leg.
- 9) There are to be no holes, rips, or tears.

Belts must be worn through the belt loops and buckled. The belt

buckle must be a plain buckle and shall not exceed 1 ½ inches in width. The belt must be brown or black, and not have any writing or logos. Uniform pants which have a completely elasticized waist with no belt loops do not require that a belt be worn.

Skirts/dresses – All skirts must be solid, khaki colored or navy blue, and be a twill/cotton or blend.

- 1) Skirts must go to the knee.
- 2) There must be no slits in skirts above the knee.
- 3) All dresses that are worn must be solid khaki colored or navy blue and go to the knee.

Footwear-

- 1) Shoes are to be worn at all times.
- 2) Dress/casual shoes, sandals, or athletic shoes are to be worn and must be properly fastened.
- 3) Flip flops are **not** to be worn.
- 4) Boots are not permitted.
- 5) Shoes with heels taller than 1 ½ inches are not permitted.

Coats/Jackets –

- 1) Students may wear any color heavy coat to school, but it must be stored in a locker or designated location when the student gets to school. Heavy coats may not be worn in the classroom. Sweaters or pullover windbreakers without hoods may be worn with the standard dress policy clothing in the classroom in white or the approved school color.
- 2) Large, oversized coats and jackets or trench coats are not permitted within the school building.
- 3) Coats and jackets must not have drug, alcohol, gang related, gambling, or other such messages or pictures.

Headwear

- 1) No headwear is to be worn in the school building.
- 2) No sweatbands are to be worn in the school building.
- 3) Headwear may be worn on school buses but must be removed and stored upon arrival at school.
- 4) Girls may wear head bands such as those worn to hold hair in place while in the school building.

Expectations & Consequences-Students are expected to adhere to the standard dress policy at all times during the regular school day. If a student arrives at school and is not in compliance with the standard dress policy he/she will not be allowed to attend classes. The student will be detained and a parent will be called to bring appropriate clothing for the **first violation**. The **second violation** will result in a one-day in-school suspension; and **subsequent violations** will result in a conference with parents or further disciplinary consequences. (Note: Elementary school principals may take special circumstances into consideration when there are violations of the standard dress policy.) **In matters of opinion pertaining to both the standard dress policy for students, the judgment of the administrator will prevail.**

EARLY DISMISSAL

Children may be released from school to a parent, guardian, or authorized adult. This adult must report to the office and sign his/her name, and departure time in the school logbook. The child will meet the parent/guardian in the office, not at the child's classroom. Classes are in session until 3:00 and when a child is checked out early, he/she misses valuable instructional time and assignments. The time missed could accumulate and may result in the loss of a perfect attendance award.

EMERGENCY/SAFETY DRILLS

Fire, tornado, and earthquake drills are held at regular intervals throughout the school year. These drills are to be taken seriously. Talking and running are prohibited. Teachers discuss and practice proper procedures with their classes. Evacuation routes are posted in each classroom.

FIELD TRIPS

Field trips are scheduled throughout the school year. A signed permission slip will be required for your child to participate in scheduled field trip activities.

GENERAL RULES

- Respect **all** faculty and staff members and follow directions.
- Walk inside the building and while loading/unloading buses.
- Raise your hand when you want to speak in the classroom.
- Stay in your seat during instructional time.
- Fighting, stealing, or wrestling on school property will not be permitted.
- Keep candy, gum and toys at home.
- Students **are not permitted** to have **cell phones** at school.

HARDEMAN COUNTY BOARD OF EDUCATION PERSONAL COMMUNICATION DEVICES POLICY

A "personal communication device" is defined as a device that emits an audible signal, vibrates, displays a message, or otherwise summons, or delivers a communication to the possessor. Examples of such devices are, but not limited to, pagers, cell phones, beepers, ipods, mp3 players, 2-way radios, and other similar electronic devices used for the purpose of communication.

These devices are disruptive to the educational process when used during the school day. The school day is defined as 7:30 am to 3:15 pm, or for students transported by bus will begin when they enter the bus in the morning and depart the bus in the afternoon. Therefore, they will not be allowed to be used at school or on school buses. The school office phone should be used for all incoming and outgoing student calls.

Any student determined to be using or handling a cell phone or other personal communication devices during the school day shall have the cell phone or other such item confiscated and kept in the office for 15 school days at which the item

will be given to a parent or guardian upon request. On the second offense the cell phone or other device will be confiscated and held for 45 days. On the third offense, the device will be confiscated and held for a full school year of 180 days. Students who violate this policy for the third offense may be placed in an alternative educational setting such as in-school suspension or in the Learning Center. All confiscated personal communication devices that are not claimed by the parent or guardian by the end of the school year will become the property of the Hardeman County Schools.

Any use of a cell phone or other electronic communications device for immoral or pornographic purposes, or for photographing of tests, or text messaging during an exam, or for the purposes of harassing a student, faculty/staff member, or administrator, or for any other such infractions or school policies may result in suspension and/or remand. These actions may also result in the arrest and referral of the student to the court system.

The school or the Hardeman County Board of Education or any of its employees will not be responsible for the loss or theft of such devices. Students who bring the device to school do so at their own risk.

GIFTED PROGRAM

The gifted program (ETIP) provides services for children who have been identified as being intellectually gifted. This class provides opportunities above and beyond the scope of the regular classroom.

HOMEWORK

The purpose of homework is to provide extra practice and reinforcement of classroom learning. Parents can best help their children with homework by designating a time and comfortable place to work. Parents should go over the work with the child but not do it for him/her. Homework should not require more than one (1) hour to complete each night. Each teacher has his/her own homework schedule or homework policy.

Parents should expect to see graded work periodically. This work should be examined and problem areas should be gone over with the student. Sign the papers and return them to school the following day. A signature does not signify the parent's approval of the grades, but it does provide proof to the teacher that the parents have seen it.

ILLNESSES

Parents or guardians will be called to pick up students who have a temperature or are too ill to stay at school. No child with a contagious disease will be allowed to attend school. Such diseases are pink eye, chickenpox, ringworm, impetigo, head lice, etc. The student will be sent home from school and must remain there until this disease is no longer contagious. The student may return to school following the illness only if a signed letter from an attending physician or the health department is presented to the student's teacher. All school records must contain up-to-date information. This includes the parents or guardian's name,

address, and home telephone number. If a parent works outside the home, that number also needs to be included. If any changes occur during the school year, it is the parent's responsibility to notify school personnel of the change.

MEDICATION POLICY

The medication policy of the Hardeman County School System states that parents should use every effort to have medication times set for time periods other than school hours. When this is not possible, trained school staff may assist in the administration of medication during school hours, subject to the following rules:

- All medication must be brought to school by a responsible adult, so please **do not send any medication with your child**. Medication should be given to the appropriate designated school official, who will count and record the number or amount received witnessed by the depositor.
- All medication must be brought to school in the original, pharmacy labeled container. The container shall display:
 - 1) Student's name
 - 2) Prescription number
 - 3) Medication name and dosage
 - 4) Administration route or other directions
 - 5) Date
 - 6) Licensed prescriber's name
 - 7) Pharmacy name, address, and phone number
- Over-the-counter drugs to include lotions, salves, ointments, Tylenol, cough medicines, etc. shall:
 - 1) Require an order from a licensed prescriber
 - 2) Be provided in an unopened container with the manufacturer's original label with the ingredients listed. The student's name must be affixed to the container.
- Unused medication not picked up by the parent will be discarded after 14 days or at the end of the school year.
- A Medication Administration Record is utilized on all students receiving medication at school. (Only licensed nurses may make changes on this form.)
- A Medication Variance Report will be completed in the event of a medication error.

If your child needs to take medicine at school, please fill out the form in the appendix.

WES PTI (Parent-Teacher Involvement) Team

The Whiteville Elementary School PTI (Parent-Teacher Involvement) Team is open to all parents and guardians of WES students. The PTI Team meetings keep parents updated on monthly meetings and special events through notes to parents. Parents need to be a vital part of their child's school and are encouraged to join and participate in PTI Team meetings. The meetings are usually held on the 3rd Thursday in each month from September through November and January

through April of each school year. There is a membership dues of \$5.00 per family to become an active member of the PTI Team..

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled each year, however, a parent may request a conference as it is deemed necessary. These conferences, which shall be scheduled at 3:10 P.M., must be arranged by calling the school secretary. We will be happy to provide flexible scheduling, as needed. Frequent communication between the school and the home is strongly encouraged.

PARTIES AT SCHOOL

Teachers in grades Pre-K through five are allowed to have two parties per school year. The parties will be at Christmas and Valentine's Day. Birthday parties at school are not allowed.

PLAYGROUND RULES

1. Play equipment will not be used when it is wet.
2. Slides will only be used in the sitting position, feet-first, and one person at a time.
3. Slides will not be climbed backward.
4. Do not walk in front of moving swings, jump from swings or stand in swing seats.
5. Only climb on equipment that is meant for climbing. Do not climb over horizontal bars.
6. Do not jump from any of the equipment. Slide or climb down only.
7. Equipment will not be intentionally damaged or defaced in any way.
8. Students and staff will assist in keeping the playground clean and free from trash.
9. Students and staff will check for damaged or defective equipment and any hazardous items on the playground and report immediately.
10. Rocks, dirt, sand and mulch are not to be thrown.
11. Balls will not be thrown or kicked on the playground.
12. Move one-way on all bars. (example: monkey bars)
13. Do not run, push or play tag on the playground area.
14. When it is time to line up, "Freeze" where you are and then **walk to your teacher's line.**

REPORT CARDS

Report cards are sent out after the end of each nine-week grading period for students in grades K-8. Parents shall sign the report card and students shall return the report card to school as soon as possible. A signature does not denote agreement or disagreement with the grades. The signature is the school's way of knowing that the parents have seen the report card. If parents have questions concerning the report card, they may call the school office and request a

conference with their child's teacher(s). Progress Reports are also sent home in the middle of the nine-week grading period.

SPECIAL EDUCATION

Whiteville Elementary School offers resources classes, speech and language therapy and a variety of special education services for children who have been identified with special needs. We also offer a language consultant for English as Second Language (ESL/ELL) students. Related services are provided in occupational therapy, physical therapy, and vision therapy, as well. Referrals for these services may be requested by the parent or classroom teacher.

TELEPHONES

Students should ask to use the telephone only in case of an emergency. Permission must be granted by the teacher. Parents are encouraged to call their child's teacher at a time when classes are not in session (after 3:00).

VISITORS

Parents are encouraged to visit the school. We want parents to become involved in the education of their children. All parents and other visitors must report to the office upon entering the building. Never go directly to a classroom. Please sign in and a visitor's pass will be provided. Visitors should sign out when leaving the building.

VISITORS IN THE CAFETERIA

Parents are encouraged to periodically eat lunch with their child. Due to the large number of students we serve and because we want to give all parents equal opportunity to eat with their child, we do request that parents not be excessive in the number of times they come to eat with their child. Parents wishing to participate in this activity are expected to pay \$3.25 for their meal. One carton of milk or tea is provided with the meal. Upon entering the building, the parent should check in at the office and obtain a visitor's pass. Upon leaving the cafeteria, the parent should proceed to the office to sign out.

WEAPONS

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon in school buildings, on school grounds, on school buses, or at any school sponsored activity, function, or event. Students who are found to have violated this policy shall be subject to suspension for a period of not less than one year. When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

BOOKSTORE

The school bookstore carries school supplies. It is open from 7:30 A.M. until 7:55 A.M. No supplies will be sold after this time.

MONEY AND VALUABLE ARTICLES

Whiteville Elementary School requests that students not bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. ***Whiteville Elementary School cannot accept responsibility for stolen or missing money or other articles.***

SCHOOL SPORTS

Whiteville Elementary School is a member of Tennessee Second Schools Athletic Association (TSSAA) / Tennessee Middle Schools Athletic Association (TMSAA). As members of the TSSAA/TMSAA, WES adheres to the rules and regulations of this association. Students are encouraged to participate in extra-curricular activities throughout the school year. Eligibility is based on TMSAA eligibility guidelines and the guidance of the coaches. The following sports are provided as opportunities for our students: cheerleading, boys' and girls' basketball and girls' softball. Sixth to eighth grade boys may participate in the Bolivar Middle School's football program.

SCHOOL DANCES

Whiteville Elementary School periodically sponsors school dances throughout the school year. An admission fee is required to enter all dances. These dances are chaperoned by faculty, staff, and parent volunteers. Inappropriate behavior will result in the loss of privileges in regards to attending future school activities.

WHITEVILLE ELEMENTARY SCHOOL TITLE I PROGRAM

Whiteville Elementary is a Title I Schoolwide School. Through Title I, the Federal government gives additional money to the school districts around the country based on the number of at-risk students in each district. The purpose of Title I is to ensure that all children have a fair and significant opportunity to obtain a high-quality education. Whiteville Elementary is considered a Title I Schoolwide School because 40% of its students receive free or reduced lunch. All students at Whiteville Elementary can receive the benefits of Title I services. At Whiteville Elementary the Title I funds are used to provide after-school programs, train teachers and other staff, purchase equipment and learning materials, support parent involvement activities, and hire additional instructional staff.

WHITEVILLE ELEMENTARY SCHOOL TITLE I PARENT INVOLVEMENT POLICY

Whiteville Elementary School encourages a strong home and school partnership that insures a safe, caring, challenging and inspiring environment where all students, parents, and school staff work and learn together. As active partners, we plan, design, implement, and evaluate the educational program at Whiteville Elementary school. The parent involvement plan, jointly developed with parents, establishes the

expectations for parent involvement. This written plan will be distributed to parents, and posted on the school web page.

WEBSITE

Hardeman County Board of Education has a website to which all schools are linked – <http://hardemancountyschools.org> . In the left margin of the home page, click on HC Schools, then Whiteville Elementary School to access our link. Our page will be updated to keep you informed as to what is going on in the school.

TRANSFER/ENROLLMENT INFORMATION

When a student is enrolling at Whiteville Elementary School who is transferring in from another school or as a new pre-k/kindergarten student certain documents are required. These documents are:

- Birth certificate
- Social Security number
- Certificate of immunization
- 2 proofs of physical residence (such as utility statements)
- Name and address of previous school (for transfer students)
- Proof of grade (for transfer students)

DISCIPLINE POLICY

Whiteville Elementary School has included a copy of the school discipline policy, the level of offenses and possible consequences. Please read over the policy.

Hardeman County Schools
Disciplinary Levels
Whiteville Elementary School

	Level I	Level II	Level III	Level IV
Discipline Handled By:	Staff	Administrator	Administrator	Administrator/ Board of Education
Behaviors	**General misbehaviors Disrupting class Theft (minor) Horse playing Dress code violation Non-directed profanity Profanity directed at students Disrespect to other students Misbehavior in the cafeteria	Skipping school/class Misbehavior on bus Disrespect to staff Inappropriate touching Simple fighting Gambling Gang signs Destruction of property of others Excessive/unmodified Level I behavior Cell phones, ipods, music players, games, etc	Fighting Tobacco, lighters Major theft Knives (not weapons) Threats, harassment to students and employees Profanity directed at staff Destruction of school property Excessive/unmodified Level II behavior	*Zero tolerance #49-63401(g) 2 nd offense-knives (not weapons) 2 nd offense-fighting *Weapons Misuse/distribution/possession of drugs/paraphernalia/alcohol Severe fighting Sexual acts Battery to school employees Excessive/unmodified Level III behavior
Possible Consequences *Tenn. Code Ann. #49-6-4216	Verbal warning Classroom strategies Isolated or silent lunch Contact parents Cafeteria ticket Loss of privileges Confiscation of item	Corporal Punishment ISS (In-School Suspension) Parent pick-up Parent/Administrator conference Suspension from bus Detention 1-3 day suspension Loss of privileges Pay for property	Suspension- minimum 3 days & maximum 10 days Alternative placement Parent conference prior to student's return Loss of privileges Pay for property	Long term suspension/expulsion Long term placement in alternative placement Juvenile court Parent conference prior to student's return ***M-Team Contact law enforcement/parents
Movement To Next Level When:	Behaviors are excessive or unmodified	Behaviors are excessive or unmodified	Behaviors are excessive or unmodified	

Notations

- **Severe Clause:** Repeated offense of any kind will be handled by a visit to the principal's office. **THE PRINCIPAL WILL DECIDE THE CONSEQUENCE.**
 - Some behaviors go **DIRECTLY TO THE PRINCIPAL:** (Examples are fighting, profanity aimed at staff, threats, harassment, weapons, smoking, drugs, destruction of property, inappropriate touching.)
 - **NOTE: AFTER-SCHOOL DETENTION:** is one hour spent performing "School service work" and one hour devoted to schoolwork (Academic).
 - **Loss of Privileges:** (anything beyond a warning)
 - Six weeks bash
 - Incentive dances
 - Christmas Incentive Drawing
 - End-of-the-year Incentive Drawing
- **General Misbehavior**
- Talking back/out of turn
 - Pencil breaking
 - Candy/gum chewing
 - Annoying classmates
 - Excessive talking, etc.

*Zero tolerance means violation will not be tolerated. Tenn. Code Ann. #49-693401(g)

*Disciplinary sanctions Tenn. Code Ann. #49-694216

*Weapons Tenn. Code Ann. 18U.S.C.#921

***M-Team required for students receiving Special Education Services when suspension exceeds ten (10) days.

Hardeman County Board of Education

Bus conduct

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parents of students or other persons with lawful and valid business on the bus. (TCA 49-6-2008)

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the principal of the school that the student attends.

Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee.

Students who transfer from bus to bus while enroute to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

USE OF VIDEO CAMERAS

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline.

The district shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the student's behavioral record as determined by the district and in accordance with the law.

Video surveillance shall be used only to promote the order, safety and security of students, staff and property.

The director of schools is directed to develop procedures governing the use of video cameras in accordance with the provisions of the law and established Board policies.

Hardeman County Board of Education

Zero Tolerance Offences

In order to ensure a safe and secure learning environment, the following offences will not be tolerated:

WEAPONS & DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event. (TCA 39-17-1309)

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything than in the manner of its use or intended use is capable of causing death or serious bodily injury. (TCA 39-11-106(a)(5)(A)(B))

Violators of this section shall be subject to suspension and/or expulsion from school.

Firearms (as defined in 18 U.S.C. § 921)

In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

(20 U.S.C § 8921; TCA 49-6-4216(b); TCA 49-6-3401(g))

DRUGS

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis. (TCA 49-6-3401(g); TCA 49-6-4216(b))

BATTERY

In accordance with state law, any student who commits battery upon any teacher, principal, administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

(TCA 49-6-3401(g); TCA 49-6-4216(b))

NOTIFICATION

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law. (TCA 49-6-4209; TCA 39-17-1312)

Hardeman County Schools 2009-2010 School Calendar

First Semester – 88 Days

August 2, 2010 (Monday)	Professional Development Day*
August 3, 2010 (Tuesday)	Administrative Day*
August 4, 2010 (Wednesday)	Administrative Day*
August 5, 2010 (Thursday)	Professional Development Day*
August 6, 2010 (Friday)	1 st Day of School (1/2 day for students)
August 27, 2010 (Friday)	Professional Development Day*
September 6, 2010 (Monday)	Labor Day
September 7, 2010 (Tuesday)	Parent-Teacher Conference (8-11 & 3-6)*
	Professional Development (12-3)
October 11-15, 2010	Fall Break
November 24-26, 2010	Thanksgiving Break
December 17, 2010 (Friday)	Dismiss for Winter Break (1/2 day)
	End 1 st Semester
December 20-31, 2010	Winter Break

Second Semester – 95 Days

January 3, 2011 (Monday)	Professional Development Day*
January 4, 2011 (Tuesday)	Students return from Winter Break
January 17, 2011 (Monday)	Martin Luther King, Jr. Day
February 4, 2011 (Friday)	Parent-Teacher Conference (8-11 & 3-6)*
	Professional Development (12-3)
February 18, 2011 (Friday)	Professional Development day*
February 21, 2011 (Monday)	Presidents' Day
March 18, 2011 (Friday)	Professional Development Day*
April 4-8, 2011	Kindergarten Registration
April 11-15, 2011	TCAP Testing
April 18-22, 2011	Spring Break
April 25, 2011	Pre-Kindergarten Registration Begins
May 23, 2011 (Monday)	Last Day for Students (1/2 day)
May 24, 2011 (Tuesday)	Administrative Day*
May 25, 2011 (Wednesday)	Administrative Day*

* Denotes NO school for students

APPENDIX

The following school forms are in the appendix:

- **Bus Change Request Form** - for use when there has been a permanent change in bus.
- **Authorization for Medication During School Hours** – A physician must fill out this form in order for a student to take any medication at school

**WHITEVILLE ELEMENTARY SCHOOL
BUS CHANGE REQUEST FORM**

Date _____

Student's Name _____ Parent Name _____

Bus number changed from _____ to _____ Date change apply _____ to _____

Please release my child to:

Adult name _____ Relationship _____

Adult name _____ Relationship _____

Signature of parent/guardian _____

Date _____

NOTE Parent/Guardian: This form must be filled out, signed and returned to school before your child may change bus or released to another adult.

AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS

Please complete all information:

Student Name: _____ School: _____

Date of Birth: _____ Academic Year: _____

THE FOLLOWING IS TO BE COMPLETED BY THE PHYSICIAN

Diagnosis for which medication is given: _____
(i.e. Behavioral, seizures, asthma, diabetes)

Name of Medication: _____ Dosage: _____

Form (pill, liquid, inhaler): _____ Time to be given: _____

List significant side effects: _____

Length of time medication is prescribed: _____

The Undersigned hereby verifies that the cooperation of school personnel in assisting with this medication is necessary in order to permit the student to maintain regular school attendance.

The Undersigned hereby verifies that the above student suffers from asthma and has been instructed in self-administration of the prescribed, metered dosage, asthma reliever-inhaler.

Physician's Signature: _____ Date: _____

Physician's Name (print): _____ Telephone Number: _____

Fax Number: _____

I request that my child be allowed to take his/her medication as authorized by the physician and me. I understand that although a reasonable attempt will be made to remind the student, it is expected that the student will be responsible for obtaining his/her medication. (Special needs students are exempt from this responsibility.)

In the case of the administration of prescribed, metered dosage, asthma inhaler:

I do not want my child to self-carry his/her asthma inhaler.

I want my child to self-carry his/her asthma inhaler.

I agree to indemnify and hold harmless HARDEMAN COUNTY SCHOOLS and its employees from claims relating to the possession of self-administration of asthma inhalers, and understand that HARDEMAN COUNTY SCHOOLS, its employees and agents shall incur no liability as a result of injury to a student or any other person as a result of possession of self-administration of asthma inhalers.

I also authorize the school's nurse to consult with the prescribing physician to clarify this medication order, or in the interest if the student's health, to discuss his/her response to the prescribed medication. All health information will be kept confidential.

Date: _____ Parent/Guardian Signature: _____ Telephone _____

Date Discontinued: _____

I.

Parent Involvement Policy

Purpose:

According to the requirements of the No Child Left Behind Act of 2001 (NCLB), federal law requires each school receiving federal funding to have a parent involvement plan. The Purpose of this plan is to ensure that parents of all Whiteville Elementary School (WES) students will have an opportunity to participate in the planning and implementation of programs and activities at WES. With parents as active stakeholders and participants, WES has jointly designed this Parent Involvement Plan which establishes the specific expectations for parental involvement. This written plan will be distributed to parents, posted on the school website, and printed in the annual Student Planner, which is distributed to all WES students.

To ensure that all parents of WES students will have the opportunity to participate in the planning and implementation of programs and activities at WES, **the following policies have been instituted:**

- A. WES, a Title I school, will convene an annual school-wide meeting through our Parent/Teacher Involvement Team (PTI Team) in September in which all parents will be invited for the specific purpose of informing the parents that WES is a Title I school, to explain the requirements of Title I, and to notify parents of their rights. Parents will be encouraged to become actively involved with their child's school.
- B. WES will hold PTI Team meetings seven (7) times per academic school year to which the parents and the community will be invited to attend and also be asked to participate in the planning of programs and activities.
- C. WES will provide parents with reports cards every nine week period and will also provide progress reports of their child's academic progress on the third and sixth week in each nine week period. Teachers will distribute and explain TCAP results and semester instructional objectives and state standards at the semi-annual WES Report Card Teas.
- D. WES will provide opportunities for parent/teacher conferences to be held on Tuesday through Friday, starting at 3:00 p.m., or by special appointment. Flexible scheduling will be available for parents who are unable to attend Tuesday through Thursday. These parents will be provided the opportunity for flexible scheduling in the early morning, late afternoon, or on the week-ends, if required.
- E. Parents will be included on the School Improvement Plan and participate in the planning, implementation, and execution of the WES Fall Harvest Festival, the annual WES Stew Dinner, volunteering as mentors in our Helping One Student to Succeed (HOST) program, WES Family Reading Night, WES PTO Basketball games/activities, the annual WES Krispy Kreme Donut Sale to raise funds for our athletic teams, WES BETA Club, WES Cheerleaders, etc.
- F. At the first PTI Team meeting of the academic school year, parents will meet the faculty members of WES, including teachers and other staff members. Parents will be given a

description of the various programs and activities of WES for the upcoming school year, and encouraged to volunteer their participation and attendance in programs. We will ask for parent volunteers on student field trips, parent participants in the classrooms, miscellaneous school activities, etc.

- G. WES will provide literature to parents to improve parenting skills, discipline, helping with homework tips, test taking tips, etc. Parents will be encouraged and given the opportunity to voice questions and concerns regarding their child at WES PTI Team meetings. Any of their questions or comments may be voiced vocally or through a WES Parent Questions, Suggestions, and Comments Box. This box will be placed in the lobby of WES and will be opened and reviewed by the WES PTI Team officers and the WES principal.
- H. WES will annually evaluate the effectiveness of our Parent Involvement Plan through consultation with parents, students, and teachers. Surveys will be used to gather information to determine what actions, if any, are necessary to ensure that WES fully and effectively involves parents as joint partners in the planning, implementation, design, and evaluation of their child's educational programs and activities at WES.
- I. Parents will be asked to complete surveys to assist us in the planning of the Extended School Day Program. Information from these surveys will be used to determine the timing and scheduling of this program to ensure that we will provide a program that is most convenient and flexible for working parents and parents without transportation.
- J. Parents with limited English proficiency and parents with disabilities will be provided a full and equal opportunity to participate and be involved in their child's education. These parents will be provided a copy of the WES Parent Involvement Plan in an understandable format. These parents will further be offered the assistance of a translator to assist them, if required, in the reading of this plan.
- K. WES has chosen to incorporate into this Parent Involvement Plan research based on Joyce Epstein's Research of six types of parental involvement:
 - 1. **Planning and decision making** – Parent volunteers or draftees will serve on the planning committee for the upcoming school year. The committee will meet three to seven days after the school year ends. We will purposely include a minority group on this committee.
 - A. All action plans formulated by WES Cadres will be approved by our PTI Team, or their designees.
 - B. Parent surveys will be sent out to gather parent input, consent or disagreement, with programs and activities two times per year (End of the first semester and end of the school year)
 - C. Meetings concerning programs will be scheduled at flexible and convenient times for parents. Meetings regarding major concerns will be scheduled during the morning, afternoon, and nights (e.g. Extended School Day Program).
 - D. PTI Team meetings will be held 7 times per year (September, October, November, January, February, March and April). Parents will be invited

regularly to meetings to make and formulate suggestions and participate in decisions relating to the education of their children.

- E. WES, a Title I school, has jointly developed with parents a School-Parent-Teacher-Administrator Compact, a copy of which is attached to this Parent Involvement Plan and labeled as “Exhibit I”. The foregoing School-Parent-Teacher-Administrator Compact outlines how parents, the entire school staff, and students will share in the responsibility for improving the student’s academic achievement, and it also explains how WES and parents will work jointly to achieve the high academic standards set by the State of Tennessee Department of Education.

2. **Communicating**

- WES encourages communication with our parents. Report cards are sent home every nine weeks, and progress reports of academics and discipline midway in the nine weeks period. Phone calls are regularly made to parents of students not performing satisfactorily on a weekly basis, and it is imperative that we return all phone calls from parents.
- PTI Team reminders are sent home to parents one week in advance of a scheduled PTI Team meeting.
- Parent conferences with teachers are available on Tuesday through Friday from 3:00 to 4:00 P.M. If necessary, teacher’s will assist parents by offering flexible scheduling for those parents who are not unable to meet during these times. Flexible scheduling will be offered for parents to schedule conferences early mornings and late afternoons, if necessary.
- The WES school nurse has access to student telephone numbers to contact parents, when required.
- Important dates and events are posted throughout the school, notices are mailed home to parents, and a newsletter, Home and School Connection, is sent home to parents on a monthly basis.
- The principal is actively visible in community, and actively recruiting volunteers to assist parents with language barriers. For the previous several school years, a Spanish teacher was available to assist Spanish speaking parents in reading documents and translating. The county provides a Spanish speaking translator, who regularly comes to WES to assist our Spanish speaking students, who is also available should parents need assistance with the translation of documents or forms. There is software available to us to translate forms from English to Spanish which is accessible on the Internet at the following website:
<http://www.babblefish.com>
 WES notices and forms will include a header (in Spanish) stating that if a parent needs assistance translating the language, they may contact the school to locate a translator.
- During our Report Card Teas, parents must come to pick up their child’s report card. These are held twice per year during the first grading period and after the third grading period. Home visits are conducted when necessary.

- WES has jointly completed a written Parent-Student-Teacher-Administrator Compact, which is reviewed every year and revised, if necessary.

3. Volunteering

- WES remains receptive to parent volunteers. We have recruited parents to help with our sports programs, cheerleading, drill team, PTI Team basketball games, bake sales, etc. Parents actively participate to serve as chaperones on field trips with kindergarten students, primary grades, and BETA Club trips to Nashville, etc. Parents serve on the WES Planning Committee, school cadres, and on the school improvement plan committee. We are focusing heavily on getting male parents involved through such events as our annual IMAGE (Improving Male Attitudes Goals and Education) banquet for the middle school boys and their fathers or uncles, mentors, etc. We also host an annual LADIES (Ladies Achieving Dynamic Educational Success) banquet for the middle school girls and their mothers.
- WES has a parent volunteer who provides gifts for our “WES Treasure Chest”, which is a chest of toys and rewards for students who are caught doing good deeds, show improvement, or self-control.
- Several of our parents in the lower grades volunteer to help teachers in the classroom, assist in the cafeteria, etc.

4. Learning at Home

- Parents are provided books to read to their children, LightSpan, an educational software, that they can sign out allow their child to use in their homes, and Think Link Learning, an educational software that can be used at home, if they have access to a computer.

5. Parenting

- WES provides pamphlets to our parents on parenting. This information is helpful to parents of Pre Kindergarten to Middle School students. Teachers and parents have access to this information. These brochures and pamphlets are located in the teacher’s lounges and in the parent corner in our lobby.
- WES advises parents on getting training for jobs, helping them to help their child with homework, coping skills, etc. through our PTI Team meetings, in newsletters, and community activities where teachers and parents have the opportunity to speak.

6. Collaborating with Community

- A parent volunteer is in charge of collaborating with the community. Through diligence, we have acquired a new partner in education, Corrections Corporation of America (CCA) of Hardeman County. WES collaborates extensively with the community. We have several events

where the entire community works with the school. For our annual fund raiser, WES Fall Harvest Festival and the WES Stew Dinner, local vendors donate their products and services to be given away as incentive prizes or sold during these events.