

Smyrna Elementary School

1001 Sam Davis Road

Smyrna, Tennessee 37167

Phone: (615) 904-6725 **Fax:** (615) 904-6726

School Web site: www.ses.rcs.k12.tn.us

Principal: Amy Patton
Assistant Principal: Jeffrey Baker

- **SCHOOL COLORS-** Red, Black, and White
- **SCHOOL MASCOT-** Eagles
- **SCHOOL MOTTO-** Students Empowered for Success!

We would like to welcome all students and their families to the Smyrna Elementary Family. We look forward to being a part of your education team. We ask that you give your best effort daily. Please read this information carefully.

SCHOOL VISION

Students Empowered for Success!

SCHOOL MISSION

We provide a safe and challenging learning community that empowers students for success. We respect others and ourselves. We come to school prepared each day to do our best and make good choices. Our future begins today!

SCHOOL POLICIES

The school policies included in this handbook are applicable during regular school hours as well as on buses, field trips, school sports events, and any activity sponsored by the school.

It is the policy of the Rutherford County School System not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1963, Title IX (1972 Educational Amendment), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Inquiries regarding compliance with Title IX should be directed to Dr. Phyllis Washington. Inquiries regarding Section 504 or the Americans with Disabilities Act should be directed to Shirley Bell or Paula Barnes of the Rutherford County School System, 2240 Southpark Boulevard, Murfreesboro, Tennessee 37128.

The current managers for the complaints involving sexual harassment are Mrs. Paula Barnes and Mr. Don Odom, Rutherford County School System, 2240 Southpark Boulevard, Murfreesboro, Tennessee 37128

This agenda belongs to: _____ Homeroom: _____

SCHOOL HOURS

Parent and student cooperation is requested in observing the daily schedule at Smyrna Elementary School.

Classes begin at 7:30 a.m.

The school day ends at 2:30 p.m.

The building opens at 6:45 a.m. for students eating breakfast and bus riders.

2:25-Students dismiss to assigned areas

- Bus riders load onto buses at 2:30
- Car riders are dismissed to their assigned areas
- YMCA reports to designated area

2:30- Car riders load after the buses leave. Teachers are assigned to supervise students as they are loading (cars and buses). Bus riders load first, then car riders. **PLEASE WAIT IN YOUR CARS TO PICK UP YOUR CHILD.**

The State Department of Education mandates that students picked up before 2:30 p.m. must be signed out in the office. The time is recorded on the computer as an early dismissal, which may become a truancy issue. **THERE IS TO BE NO PARKING IN FRONT OR IN THE BUS LANE OF SCHOOL DURING DISMISSAL 2:00 P.M.-2:45 P.M**

ABSENCES

When a child is absent from school parents must send a note with the student when he/she returns stating the reason for the absence. There is no way to make-up actual classroom discussion and participation. It is the student's responsibility to meet with each teacher and arrange for make-up of class work and tests. If there is going to be a prolonged absence, parents should contact the school administration. The principal or his/her designee has the authority to excuse students for absences and tardiness due to but not limited to:

1. Personal illness. If a student is absent due to illness more than a total of 10 days, a doctor's note specifying inclusive dates for the illness must be submitted in order for any subsequent absences to be excused. **Students must be fever free without the use of Tylenol or ibuprofen for 24 hours before returning to school.**
2. Illness of immediate family member.
3. Death in the family. One day will be excused. Additional days will be at the

discretion of the principal.

4. Dental or medical appointments. The school may require verification of a doctor's visit.
5. Religious observances. T.C.A.49-6-3005.
6. Required court appearances. Verification will be required.

TARDINESS

Students tardy to school (this does not include late bus) must be signed in at the front office. Excessive tardiness will be discussed with the students and parents. Students need to be in their classrooms by 7:30

ARRIVAL

The building will be open at 6:45 each morning. Children arriving at school prior to 7:15 will be kept in a designated area under teacher supervision. Students need to be in their classrooms by 7:30. Students arriving to school after the 7:30 start time must be signed in by their parents/guardians in the office. **All students, parents, and visitors must enter through the front doors.**

DISMISSAL

Dismissal is a busy time at SES. All student check-outs are to be done in the office. Please be ready to have a photo ID to check out your child. If your child needs to leave school early, we ask that check-out is done before 2:10 p.m. All car riders must have an SES window tag with your child's name and teacher's name displayed for pick-up. **Without a window tag, you will be asked to sign out your child in the office.** Following this policy helps us keep your child safe here at SES.

ATTENDANCE

All students are expected to attend school on a regular basis and be on time. School officials are required to report to the county attendance supervisor persons legally responsible for a child who is unlawfully absent from school for any five (5) days during the school year. To be counted present a child must attend classes for a period of three hours-sixteen minutes. Those students who have not missed a day of school or have not accumulated time equal to an absence (i.e. early dismissal and tardy) will be awarded a Perfect Attendance certificate at the end of the school year.

BUS RULES

The school bus is an extension of school. Therefore, Rutherford County School students are expected to 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 the bus, and all reasonable directions given shall be followed. Bus suspensions will be given based on standards used by our school system.

CAFETERIA

Smyrna Elementary is on the Federal Hot Lunch and Breakfast program providing nutritious meals. Each student is expected to display appropriate conduct while in the cafeteria. Students are encouraged not to charge their lunch. The cafeteria manager will provide each student with the policy regarding lunch charges. **No food from outside eating establishments will be permitted in the cafeteria.**

DAMAGE TO SCHOOL PROPERTY

Parents are held responsible by law for any damage or loss of school property caused by their child. Parents will be notified of any damage caused by their child.

DISCIPLINE

In order to provide an atmosphere that is conducive to learning, it is necessary to maintain discipline. Students should accept responsibility for their own behavior. Those students who fail to accept these responsibilities will be held accountable. Students are expected to show self-discipline at all times. Any behavior that interferes with the learning opportunity of others will not be tolerated. Each student is expected to behave in an orderly and courteous manner. Smyrna Elementary School's success depends upon the ability of you and your fellow students to exhibit these traits of good citizenship. Dishonesty, profanity, disorderly conduct, disrespect for authority, and disregard for school property will not be tolerated. Teachers will have the authority to maintain order in the school building and campus and the right to discipline all students whenever and wherever they see a violation occur.

DRESS CODE

“Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school.” **Rutherford county Board of Education 6.310**

1. Headgear may not be worn or brought to school except on appropriate days designated by the administration.

2. Jewelry, clothing, accessories depicting drugs, alcohol, sex, gang-related symbols, drug paraphernalia, violence, or profanity will not be worn. This includes big bulky chains worn around the neck and wallet chains.
3. No Heely or house shoes are acceptable.
4. Biker shorts, spandex, cut-off, or boxer shorts will not be worn.
5. For grades 3-5 shorts and skirts must be at least as long as the end of their fingertips when their arm is placed on the side of their body. This is also recommended for K-2.
6. All pants and shorts must be worn at the waist. **No sagging allowed!**
7. Clothes must fit appropriately. Shirts and tops should adequately cover the mid section while engaged in school activities.
8. Tennis shoes or sneakers are required for all students participating in physical education classes.
9. Clothing made of see-through material is not permitted. Athletic jerseys must be worn with a T-shirt.
10. No inappropriately ripped or torn clothing, halter tops, or short sleeve tops with straps less than 2 inches.
11. No tank tops or sleeveless shirts with large arm openings.
12. Unnaturally colored hair or hairstyles deemed as distracting to the learning environment by the administration.

“When a student is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action, which may include suspension and/or expulsion.” **Rutherford County Board of Education 6.310**

FIELD TRIPS

From time to time during the school year, teachers may feel that a trip outside the school may reinforce classroom activities. Parents must sign a form granting their child permission to participate in these activities. Parents will be informed before their children leave the building for a trip. All field trips will be of educational benefits to the students. These opportunities will be offered to students who practice positive behavior throughout the building.

MEDICATION

Parents are responsible for providing all medications for their child. If medicine must be taken during the school day on a regular basis, the parent must fill out a medical form that can be acquired from the school office. **Please make sure the office has the correct phone number in the event of an emergency.** No medicine should be sent to school with a student. Parents should bring the medicine to the nurse or educational assistant in the clinic.

POLICY AND PROCEDURES FOR LICE

Please refer to RCS website <http://www.rcs.k12.tn.us> to review new policy.

PARENT-TEACHER ORGANIZATION

This organization encourages communication between home and school, which promotes better understanding and enhances the educational process. Parents and teachers are urged to attend meetings. Contact the PTO for any information concerning volunteerism at (615) 904-6725.

PERSONAL PROPERTY

Students should be careful with their purses and valuables. Do not leave your purses or belongings for even a few minutes. Large sums of money (not to exceed \$20.00) should not be brought to school. Radios, tape recorders, or electronic games are not to be brought to school at any time.

PROMOTION/RETENTION GRADES K-5

Promotion/Retention will be based on:

- Teachers Recommendation, Judgment, Evaluation
- Grades and Daily work and effort
- Maturity (e.g. age, social adjustment)
- Mastery of Grade Appropriate Skill in the Core Curriculum

If a student is to be retained in grades K-5, a conference will be scheduled with the parent(s)/guardian(s), and teacher. School personnel make the final decision regarding retention.

AGENDA

The agenda is an important part of student life at Smyrna Elementary. The agenda is a great way for parents and teachers to stay in contact during the school year. If the agenda is lost, there is a five-dollar charge for a replacement agenda.

ACADEMIC HONORS

Students in the 3rd, 4th, and 5th grades have the opportunity to show academic excellence during the

9 weeks. The criteria are as follows: **Principal's List:** All A's and no unsatisfactory conduct marks. **Honor Roll:** A's and B's and no unsatisfactory marks in conduct.

REPORT CARDS

Report cards are issued at the end of every nine weeks and are to be signed by the parent and returned immediately. Grade cards will contain academic grades, conduct notifications, and attendance.

The grading system for subject area **grades K – 2** will be expressed using a grading rubric with the corresponding translations listed below.

MARKING CODE: TRANSLATION:

4	Exceeding the grade level standard. Producing quality work consistently.
3	Meeting the grade level standard and producing quality work.
2	Progressing toward the standard. Producing the required work with teacher direction and assistance.
1	Beginning to develop the standard. Not yet able to produce required grade level work.

The grading system for subject areas **grades 3 – 5** are expressed by numerical grades on the report card with corresponding letter grade values below.

GRADING SCALE:

A	93-100
B	85-92
C	75-84
D	70-74
F	Below 70
I	Incomplete

There will also be conduct notifications on the report card listed as satisfactory, needs improvement, or showing improvement.

SEARCHES IN SCHOOL

Any principal, or his designee, having reasonable cause for a search may search any student, place, or thing on school property or in the actual or constructive possession of any student during any

organized school activity off campus, including buses, if he/she receives information which would cause a reasonable person to believe that the search will lead to the discovery of:

- a. Evidence of any violation of the law;
- b. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
- c. Any objects or substance, which, because of its presence, presents an immediate danger or harm or illness to any person.

The student using a locker that is the property of the school system has no right of privacy in that locker or its contents. All lockers or other storage areas provided for the student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search.

A student may be subject to physical search or a student's pocket, purse, or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member, or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. A particular student has violated policy.
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a
3. Dangerous weapon or drug.
4. The search is in pursuit of legitimate interests of school in maintaining order, discipline, safety, supervision and education of student; and

The primary purpose of the search is not to collect evidence for a criminal prosecution.

ZERO TOLERANCE

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to expulsion for a period of not less than one (1) calendar year. The superintendent shall have the authority to modify this expulsion on a case-by-case basis. Zero-tolerance acts are as follows:

1. Students who bring or unlawfully possess any narcotic or stimulant drug, prescription drug or any other controlled substance (including marijuana), or a

dangerous weapon onto a school bus, onto school property, or to any school event or activity.

2. Any student who while on a school bus, on school property or while attending any school event or activity:
 - a. Unlawfully possesses any narcotic or stimulant drug, prescription drug or any other controlled substance (including marijuana).
 - b. Commits battery upon any teacher, principal, administrator or any other employee of a local education agency, bus driver or other contracted personnel, or any authorized volunteer.
 - c. Uses or transfers any dangerous weapon.
 - d. Unlawfully uses or is under the influence of any narcotic or stimulant drug, prescription drug, or any other controlled substance (including marijuana); sells, distributes, or transfers any narcotic or stimulant, prescription drug, or any other controlled substance.

SUSPENSIONS

The principal or assistant principal(s) may suspend any student from attendance at school or any school-related activity on or off campus (out-of-school suspension) or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons. T.C.A. 49-6-3401.

TRANSPORTATION CHANGES

Students leaving school early must have a note signed by their parents along with a telephone number where they may be reached for verification of the note. The note must be signed by the school administration or designated office staff. **The school will not make transportation changes or permit students to make arrangements by telephone.** Any transportation change must be verified for authenticity by parent/guardian signature before any changes will be made. This requirement protects your child's safety.

VISITORS TO THE BUILDING

All visitors must report to the office, sign-in, and receive a visitation pass. It is the responsibility of the school administration and staff to ensure the safety of all students. SES uses the Raptor system to check-in all visitors. Visitors must submit one of the following types of ID: **Driver's license, Passport, State ID, Visa or Mexican Consulate ID.** We appreciate the cooperation of all visitors by providing one of these types of ID. **If a visitor does not have one of these forms of ID, he/she will not be allowed to sign into the school.** Parents should

make appointments in advance to discuss their children with the teacher. The fifteen minutes prior to school starting and the fifteen minutes after school are designated as duty times. The teachers are monitoring student arrival and dismissal. Please note this is not the time for a conference.

FOOD/CELEBRATIONS

Any food brought for classroom celebrations (birthdays, classroom parties) must be store bought because of health regulations and possible allergies. Please bring food to the office, and the staff will deliver these items to the classroom.

Organizations

Student Council- the purpose of the student council is to help address student's needs and support the community through different drives. Student will not be able to participate if there is a concern or issue with attendance, behavior, or academics.

Información Importante

HORAS ESCOLARES

Se pide la cooperación de los padres y los estudiantes para observar el horario en la escuela de Smyrna Elementary.

Las clases empiezan a las 7:30 de la mañana.

El día escolar termina a las 2:30 de la tarde.

El edificio abre sus puertas a las 6:45 de la mañana para los estudiantes que comen el desayuno y para los que tomen los autobuses.

2:25- Se despide a los estudiantes a lugares escogidos.

- Los que toman el autobús suben en los autobuses a las 2:30
- Se despide a los que vayan por carro a sus lugares escogidos
- Los que participen en YMCA va a un lugar designado

2:30- Los estudiantes que vayan por carro salen después de salen todos los autobuses. Hay maestros asignados a supervisar a los estudiantes mientras suben en carros o autobuses. Los estudiantes suben en el autobús primero y después los otros salen por carro. **POR FAVOR, ESPERE EN SU CARRO PARA RECOGER A SU NIÑO.**

El departamento de educación del estado manda que los padres firmen el registro en la oficina para los estudiantes recogidos antes del 2:30 de la tarde. Es recordado en la computadora como un despido temprano, que puede hacerse en un asunto de ausentismo escolar. **NO SE PUEDE ESTACIONAR DELANTE DE LA ESCUELA O EN EL CARRIL DE LOS AUTOBUSES DURANTE LAS HORAS DE DESPEDIDO: 2:00 – 2:45 de la tarde.**

AUSENCIAS

Cuando un niño/a esté ausente de la escuela, los padres deben enviarnos una nota con el estudiante cuando él/ella regrese que nos diga la razón para la ausencia. No hay una manera de compensar participación en la clase. Es la responsabilidad de cada estudiante hablar con su maestro para compensar para el trabajo o los exámenes que falta en el día de ausencia. Si la ausencia dura mucho tiempo, los padres deben notificar a la administración de la escuela. El director y su ayudante tienen la autoridad de considerar la

ausencia como justificada para las siguientes razones:

1. Enfermedad personal. Después de tres días necesitamos una nota del doctor. Si un estudiante tiene diez (10) faltas de ausencia justificadas o no, pedimos una nota del doctor con las fechas comprendidas de la enfermedad para que otras faltas de ausencia y las que siguen sean justificadas. Los estudiantes tienen que ser sin fiebre para 24 horas, sin tomar el medicamento Tylenol, antes de regresar a la escuela.
2. Enfermedad de un miembro inmediato de la familia.
3. Fallecimientos. Un (1) día será justificado en la familia. Otros días será justificados a discreción del director.
4. Citas con el dentista o con el médico. La escuela requiere verificación de la visita.
5. Celebraciones religiosas. T.C.A.49-6-3005
6. Comparecencias necesarias ante el tribunal. Se requiere verificación.

PARA LLEGAR

El edificio abre a las 6:45 cada mañana. Los niños que lleguen a la escuela antes de las 7:30 van a quedarse en un lugar designado bajo la supervisión de un maestro. Los estudiantes tienen que estar en clase antes de 7:30. Después de 7:30, el niño necesita una nota del padre y tiene que venir a la oficina para recibir una nota de tardío. Los padres o los guardianes deben firmar el registro en la oficina para los estudiantes que lleguen tarde. Todos los estudiantes, los padres, y las visitas deben entrar en la escuela por las puertas principales.

PARA SALIR

La hora de salir es un tiempo muy ocupado en SES. Se les deja a los estudiantes en la oficina. Por favor, tenga su identificación con foto lista para firmar el registro. Si su niño necesita salir temprano de la escuela, el padre o el guardián tiene que firmar antes de las 2:00 de la tarde. Para recoger los niños por

carro, tenga su etiqueta de SES con el nombre de su niño/a y el nombre del maestro en la ventana de su carro. **Sin tener la etiqueta de la ventana, pedimos que usted firme el registro en la oficina para que salga el niño.** Esta política ayuda a mantener la seguridad de su niño en la escuela de SES.

LA ASISTENCIA

Todos los estudiantes tienen que asistir en la escuela y llegar puntualmente cada día. Los oficiales en la escuela tienen que informar al supervisor del condado de los nombres de las personas que tengan responsabilidad legal de los niños que falten más de cinco (5) días durante el año escolar. Los estudiantes deben estar presentes y asistir en clases por tres horas y dieciséis minutos. Los estudiantes que no falten ningún tiempo que se llama una ausencia (por ejemplo, llegar tarde o salir temprano) van a recibir un premio o un certificado de "Perfect Attendance" (asistencia perfecta) al fin del año escolar.

LA DISCIPLINA

Para establecer un ambiente preparado para aprender, es necesario mantener la disciplina. Los estudiantes deberían aceptar la responsabilidad de sus propias acciones. Los estudiantes deberían mostrar dominio propio todo el tiempo. No se tolera al comportamiento que interfiere con las oportunidades educacionales de los otros estudiantes. Se espera de comportar los estudiantes de forma ordenado y en una manera cortesa. El éxito de la escuela de Smyrna Elementary depende en la habilidad del estudiante y sus compañeros demostrar estas características de ciudadanía buena. No se permite la deshonestidad, el lenguaje profano, el comportamiento desordenado, el tratamiento a la autoridad irrespetuosamente, y el menosprecio de las propiedades de la escuela. Los maestros tienen la autoridad de mantener el orden en el edificio de la escuela y en el campus. También tienen el derecho de disciplinar a los estudiantes en cualquier lugar y en cualquier tiempo donde vean una violación.

LA FORMA DE VESTIR

Los estudiantes se vestirán y arreglarán de una forma limpia, pulcra y modesta para no distraer o interferir con el funcionamiento de la escuela. **Sistema escolar del condado de Rutherford 6.310**

1. No se puede llevar algo en la cabeza ni traerlo a la escuela (como un sombrero) salvo cuando la administración dé permiso en unos días especiales.
2. No se puede llevar joyas, ropa, y otras cosas con pinturas o palabras de las drogas, el alcohol, cosas sexuales, los símbolos de las

bandas, la violencia, las profesionales luchas libres, o el lenguaje profano. Incluye las cadenas grandes alrededor del cuello y las cadenas de carteras.

3. No se puede llevar zapatos de Healy o de la casa.
4. No se puede llevar pantalones cortos de bicicleta, hechos de "spandex", o calzones.
5. Los pantalones cortos y las faldas de los estudiantes en los grados 3-5 tienen que ser por lo menos tan largos como las puntas de los dedos cuando se ponga el hombro al lado del cuerpo. Se sugerimos que lo hagan también los grados de K-2.
6. Se debe llevar los pantalones y los pantalones cortos en la cintura. **¡No se debe quedar flojo!**
7. La ropa necesita quedar bien. Las camisetas deben cubrir el estómago mientras participen en actividades escolares.
8. Se requieren zapatos de tenis o "sneakers" para participar en la clase de educación física.
9. No se puede llevar ropa hecha con materiales transparentes. Se debe llevar los jerseys atléticos con otra camiseta.
10. No se puede llevar ropa rasgada, las blusas de cuello halter que dejen el estómago vientre completo al descubierto, ni camisetas con tirantes más pequeños que 2 pulgadas.
11. No se puede llevar las camisetas con agujeros grandes para los hombros.
12. No se puede tener pelo en un estilo que causa una distracción en el ambiente educacional.

Cuando un estudiante se vista de tal manera que causa trastornos o interfiera con el funcionamiento de la escuela; el director administrara el castigo que sea apropiado, el cual puede incluir la suspensión y/o expulsión. **Sistema escolar del condado de Rutherford 6.310**

EL MEDICAMENTO

Si tome el medicamento durante el día escolar cada día, el padre debe llenar una forma del medicamento en la oficina de la escuela. Por favor se asegure que la oficina tenga el número de teléfono correcto. La enfermera guarda y administra el medicamento en su clínica. No se debería enviar el medicamento a la escuela con el/la estudiante. Los padres deben traer el medicamento a la enfermera o a un ayudante educacional en el clínico.

LOS PROCEDIMIENTOS ACERCA DE LOS PIOJOS

Según la política del estado y del condado, los estudiantes con piojos tengan que regresar a su casa inmediatamente. En muchos casos, pueden regresar el próximo día con prueba de tratamiento y también la enfermera tiene que buscar piojos una vez más la próxima semana antes de regresar a la clase. La escuela de Smyrna Elementary tiene la política de “no nits” (no liendre). Ésta significa que un/una estudiante no pueden regresar a la escuela hasta que quite toda la liendre del pelo del niño.

CAMBIOS EN LA TRANSPORTACIÓN

Los estudiantes que salgan temprano de la escuela deben tener una nota firmada por los padres/guardianes que incluye un número de teléfono para que nosotros podamos verificar la nota. La nota tiene que ser firmada por la administración de la escuela o alguien designado en la oficina. **La escuela no puede cambiar la moda de transportación ni dar permiso a los estudiantes cambiar por teléfono sin nota.** Cualquiera cambia debe ser verificada con la firma del padre/guardián antes de cambiar algo. Este requisito protege la seguridad de su niño/a.

LAS VISITAS

Todas las visitas a la escuela tienen que reportar a la oficina, firmar el registro, y recibir un pase.

Es la responsabilidad de la administración y otros asegurar la seguridad de todos los estudiantes. SES utiliza el sistema Raptor para la facturación de todos los que visiten a la escuela. Las visitas tienen que mostrar un tipo de identificación como las siguientes: licencia de manejar, un pasaporte, una I.D. del estado, o una I.D. de Consulado de México. Nos agradece mucho su cooperación en mostrar alguna de éstas. **Si no tiene una de estas formas de identificación, la visita no puede entrar en la escuela.** Los padres deberían llamar a la escuela para planear una cita cuando quieren hablar con el maestro de sus niños. Quince (15) minutos antes de y después de las horas escolares es tiempo para los

maestros ayudar supervisar a todos los estudiantes llegando y saliendo. Por favor, dé cuenta de que este tiempo no es bueno para tener una conferencia.

ORGANIZACIONES

Concilio Estudiantil – El propósito del concilio estudiantil es apoyar a los estudiantes y ayudar a la comunidad por medio de varias campañas. Los estudiantes no podrán participar en el concilio si hay preocupaciones o inquietudes con respecto a asistencia, conducta o calificaciones.

2014-2015 Smyrna Elementary Schoolwide Involvement Policy

Policy Involvement ([Welcoming all Families into the School Community and Speaking Up for Every Child](#)):

This school will involve and inform parents concerning parent rights; school performance profiles and assessment results; & curriculum expectations by:

- Assisting in planning and evaluating programs
- Providing student agendas containing relevant information such as calendars, compacts, and daily assignments
- Notifying parents of the parental involvement policy
- Convening an annual parent meeting
- Sending newsletters developing e-mail address books, sending surveys to maintain communication
- Giving parents the right to ask for the professional qualifications of the instructional staff that teaches their child
- Giving parents the right to ask for the detailed report card on student achievement
- Giving parents the right to know the detailed report card on student achievement and whether or not the schools are succeeding according to predetermined performance standards

Shared Responsibility ([Communicating Effectively, Supporting Student Success and Sharing Power](#)):

This school will work with parents to build a partnership and will strive to share responsibility through the following:

- Developing a written agreement (called a compact) listing things the school and home should do for students to do well
- Provide opportunities for the lines of communication to be open at all times with

calls, notes, classroom visits, or conferences.

- Promote and encourage all parents to volunteer with school and PTO activities
- Giving parents an opportunity to review and improve the parent involvement plan and school improvement plan

Building Capacity ([Helping Parents, Teachers, and Collaborating with the Community](#)):

This school will empower parents and increase their capacity for involvement through the following:

- Inform parents concerning opportunities for training in literacy and job skills
- Provide information to parents about educational goals, standards, and assessments through meetings, newsletters, etc.
- Help parents in working with their children to foster learning by providing parents with requested training sessions, pamphlets, brochures, etc.
- Coordinate with other programs/agencies to provide information and resources
- Make the parent involvement policy available to the local community

Accessibility ([Reaching Out](#)): This school will strive for full involvement and parent participation by reaching out and addressing barriers by:

- Inviting parents to participate who have limited English or who are disabled
- Providing information, as often as possible, in the language used in the child's home
- Organizing training/tutorial workshops within our building to help parents learn to work at home with their children
- Providing information that is easy to understand
- Provide flexible scheduling of parent involvement activities that accommodates varying schedule

2014-2015 ESCUELA ELEMENTARIA DE SMYRNA

POLITICA DE IMPLICACION SCHOOLWIDE

Politica de Implicacion (Teniendo Comunicacion):

Esta escuela embolucrara e informara a los padres al respeto de los derechos de si mismos; perfiles del funcionamiento de la escuela y los resultados del gravamen; y expectativas del plan de estudios cerca:

- Asistiendo en programas de evaluacion y planes.
- Proporcionando agendas de estudiantes conteniendo informacion importante como calendarios, contratos, y asignaturas diarias.
- Informando los padres sobre la politica de implicacion parental
- Convocacion de una reunion anual de padres.
- Mandando boletines de noticias, desarrollando direcciones de La Red, mandando examenes para mantener comunicacion.
- Dandole a los padres el derecho de pedir las calificaciones profesionales del personal educacional que enseña a su hijo.
- Dandole a los padres el derecho de pedir el boletín de notas detallado en el logro del estudiante.
- Dandole a los padres el derecho de saber el boletín de notas detallado en el logro del estudiante e independientemente si las escuelas están teniendo éxito según estándares de funcionamiento predeterminados.

Compartir Responsabilidad (Trabajando Juntos Para Que El Alumno Sea Acertado):

Esta escuela trabajara con los padres para construir un sociedad para compartir la responsabilidad haciendo lo siguiente:

- Desarrollar un contrato por escrito con una lista de las cosas que la escuela y casa pueda hacer para que el alumno haga bien.
- Proporcionar oportunidades para que las lineas de comunicacion sean abiertas a todo momento con llamadas, notas, visitas al aula, o conferencias a tiempo.
- Promovere y animare todos los padres a ser voluntarios con la escuela y actividades.
- Ofreciendole a los padres la oportunidad de revisar y aprobar la politica de la implicacion para padres y la politica para el plan de mejoria escolar.

Capacidad del Edificio (Ayudando Padres, Maestros, y Comunidad):

Esta escuela autorizara a los padres y aumentara su capacidad para la implicacion con lo siguiente:

- Informar a los padres en referente a oportunidades para entrenar en habilidades de instruccion y de trabajo.
- Proporcionar informacion a padres sobre metas de educacion, estandares, y gravamenes con reuniones, boletines, etc.
- Ayudar a los padres trabajar con sus hijos para fomentar el aprendizaje proporcionando sesiones de formacion, pamfletos, y folletos de boletines, etc.
- Cordinar con otros programas/agencias para proporcionar informacion y recursos.
- Poner la politica de la implicacion de padres a la disposicion de la comunidad local.

Accesibilidad (Que Alcanza Hacia Afuera):

Esta escuela se esforzara para la implicacion y la participacion de padres para que alcacen hacia afuera haciendo lo siguiente:

- Invitar los padres que tienen limitaciones en Ingles y o que son desabilitados.
- Proporcionar informacion, regularmente, en el lenguaje usado en la casa del alumno.
- Organizar entrenaciones or tutores en nuestro edificio para ayudar a los padres trabajar en la casa con sus hijos.
- Proporcionar informacion que es facil de entender.
- Proporcionar programas y actividades escolares con horarios flexibles para acomodar diferentes horarios de participantes.

Parent-Student-Teacher Compact

2014-2015

SCHOOL MISSION: We, at Smyrna Elementary School, are committed to working together to provide a quality-learning environment in which all children can learn and develop to their maximum potential.

Parent/Guardian Agreement It is important to have my child reach his full academic potential. Therefore, I will encourage him/her by doing the following.

- See that my child attends school regularly and is punctual.
- Establish a time and place for homework and check it regularly.
- Support the school staff, and respect the cultural differences of others.
- Have ongoing communication with my child's school and teacher.
- Check the appropriate communication modes (such as Smyrna Elementary School Web Page)
- Support school activities by volunteering.
- Check the student agenda daily.
- See that my child is well fed, rested and prepared for school ahead of time.
- Teach social skills to promote positive interactions with all.

Student Agreement

It is important that I do the best that I can. Therefore,

- I will always try to work to the best of my ability.
- I will come to school each day on time, with my homework completed and have the supplies that I need.
- I will show respect for myself, my school, other students, and have consideration for all people.
- I will conform to the rules of conduct at my school.
- I believe that I can learn and I will learn, and will maintain a positive attitude.

Teacher Agreement

Students must be given the opportunity to succeed. Therefore, I will do the following:

- Provide a safe environment conducive to learning.
- Have high expectations for my students, our school and myself.
- Provide a mid nine-weeks progress report to parents.
- Maintain open lines of effective communication with my students and their parents regarding activities, student achievement, and behavior through use of parent notes, agendas, and regularly updated web pages
- Seek ways to involve parents in the classroom for participation in classroom and school wide activities.
- Respect the students, their parents and promote positive awareness toward all nationalities represented at our school.
- Differentiate instruction to accommodate needs of all learners.

Contrato Entre Padres-Maestras-Estudiantes

2014-2015

MISSION ESCOLAR: Nosotros, aqui en la Escuela Elementaria de Smyrna, estamos cometidos en trabajar juntos para proporcionar un ambiente de aprendizaje de la calidad en cual todos los alumnos pueden aprender y crecer a su maxima potencia.

Acuerdo de Padre/Guardian Es importante que mi hijo/a alcance una potencia academica completa. Es por eso que yo animare a mi hijo/a hacienda lo siguiente:

- Estare seguro que mi hijo/a este presente y puntual a la escuela regularmente.
- Estabilizare un lugar y horario dedicado a tareas y para chequear las tareas regularmente.
- Prestare mi apoyo a la escuela, y respetare las culturas diferentes de los demas.
- Tendre comunicacion apropiada con la escuela y maestros de mi hijo/a.
- Chequiare los modos apropiados de comunicacion (por ejemplo, el Web Page de la Escuela Elementaria de Smyrna)
- Apoyare como voluntario las actividades escolares y reuniones.
- Chequiare diariamente el agenda de mi hijo/a.
- Estare seguro que mi hijo/a esta nutrido, descansado, y preparado para la escuela antes de tiempo.
- Le enseñare habilidades sociales que promuevan interacciones positivas con los demas.

Acuerdo del Estudiante

Es importante que yo haga lo mejor que pueda. Es por eso que:

- Yo siempre tratere de trabajar a lo maximo de mi habilidad.
- Yo vendre a la escuela todos los dias y a tiempo, con mis tareas completada y con los utiles necesarios.
- Yo demostrare respeto para mi mismo, mi escuela, los otros estudiantes, y tendre consideracion para todas personas.
- Yo me conformare con todas las reglas de conducta en mi escuela.
- Yo tendre fe que yo puedo aprender, y que voy aprender, y mantener una atitud positiva.

Acuerdo de Maestro

Estudiantes necesitan ser dado la oportunidad para ser exitosos. Es por eso que yo hare lo siguiente:

- Proporcionare un ambiente seguro y conducivo al aprendizaje.
- Tendre expectativas altas para mis estudianates, la escuela, y mi mismo.
- Proporcionare a mediado de cada 9 semanas un reporte de progreso para los padres.
- Voy a mantener las lineas de comunicacion efectivamente abierta con mis alumnos y sus padres sobre actividades, progreso academico, y comportamiento del alumno usando notas para padres, agendas, y la computadora (El Red).
- Buscare maneras de embolucrar a los padres en mi aula para que participen en actividades escolares.
- Respetare a los alumnos, sus padres y promovere una atitud positiva hacia todas las nacionalidades representadas en nuestra escuela.
- Voy a distinguir mi instruccion para acomodar las necesidades de todos los participantes en mi aula.

Rutherford County Schools Calendar 2014 – 2015 (Major Dates Only)

** Other calendar items, such as report cards, parent-teacher conferences, etc., will be added later*

Monday, August 4, 2014 Administrative Day (Discretionary Day 1)

Tuesday, August 5, 2014 Teacher Work Day (Discretionary Day 2)

Wednesday, August 6, 2014 Registration Day (Abbreviated Day for Students)

Thursday, August 7, 2014 In-service Day 1

Friday, August 8, 2014 First Full Day for Students

Monday, September 1, 2014 Labor Day (No School, Day out of Calendar)

Monday, October 6, 2014-Friday, October 10, 2014 – Fall Break

October TBA 2014 Parent Teacher Conferences (1/2 Discretionary Day 3)

Tuesday, November 4, 2014 In-service Day 2

Wednesday, November 26, 2014 Thanksgiving Break (Discretionary Day 4)

Thursday, November 27, 2014 – Thanksgiving Break

Friday, November 28, 2014 Thanksgiving Break (Days out of Calendar)

Friday, December 19, 2014 Abbreviated Day Students and Teachers (2 hours)

Monday, December 22, 2014 – Friday, January 2, 2015 Winter Break Begins

Monday, January 5, 2015 Students Return from Winter Break

Monday, January 19, 2015 MLK Holiday (No School, Day out of Calendar)

February TBA 2015 Parent Teacher Conferences (1/2 Discretionary Day 3)

Monday, February 16, 2015 Presidents' Day (No School, Day out of Calendar)

Monday, March 9, 2015 In-service Day 3

Monday, March 30, 2014 – Friday, April 3, 2014 Spring Break

Monday, May 25, 2015 Memorial Day (No School, Day out of calendar)

Tuesday, May 26, 2015 Teacher Work Day (Discretionary Day 5)

Wednesday, May 27, 2015 Last Day of School, Abbreviated Day for Students

Eagle Expectations

1. Eagles respond to adults by saying “Yes, ma’am” or “No, Sir”. We do not just nod our head or say other forms of yes or no.
2. Eagles respect themselves and others. We show this by congratulating winners and respecting other students’ comments, opinions, and ideas. We do not use disrespectful gestures such as rolling our eyes or smacking our lips.
3. Eagles are always honest. We tell the truth even if we have made a mistake.
4. Eagles respond to adults when spoken to by stopping and giving them our attention.
5. Eagles are responsible. We show this by bringing all homework and school supplies to class.
6. Eagles are considerate of private conversations between teachers and students. We show this by not interrupting, staring, or commenting.
7. Eagles clean up after ourselves at all times even if we did not make the mess. We show this by taking care of our classrooms, hallways, bathrooms and cafeterias.
8. Eagles know appropriate bus behavior. We always sit facing forward, keep our hands to ourselves, and stay in our seats.
9. Eagles walk silently in the hallways with our arms at our sides.
10. Eagles will be the best students we can be!

Voice Level Standards

Level 0: NO talking

Level 1: Partner to partner (whispering)

Level 2: Table Talk (small group)

Level 3: Classroom Talk (presentation voice)

Level 4: Recess Talk

Transportation Behavior Consequences

VIOLATION	1 ST Offense K-3	1 ST Offense 4 & Over 2 ND Offense K-3	2 ND Offense 4 & Over 3 RD Offense K-3	3 RD Offense 4 & Over 4 TH Offense K-3
1. Getting out of seat	Conference with Pupil	Conference with Pupil	Notice to Parents	Principal Admin. Punishment
2. Destruction of Property	Payment, 3-Day Bus Suspension	Payment, 5-Day Bus Suspension	Payment, Bus Suspension Balance of Year	
3. Fighting/Assault	Conference with Pupil	5-Day Bus Suspension	10-Day Bus Suspension	Bus Suspend- Balance of Year
4. Pushing	Conference with Pupil	Notice to Parents	3-Day Bus Suspension	6-Day Bus Suspension
5. Tripping	Conference with Pupil	Notice to Parents	3-Day Bus Suspension	6-Day Bus Suspension
6. Excessive Mischief	Conference with Pupil	Notice to Parents	3-Day Bus Suspension	6-Day Bus Suspension
7. Smoking/Use of Tobacco	Notice to Parent	10-Day Bus Suspension	Bus Suspension Balance of Year	
8. Eating/Drinking	Conference with Pupil	Notice to Parents	3-Day Bus Suspension	6-Day Bus Suspension
9. Littering	Conference with Pupil	Notice to Parents	3-Day Bus Suspension	6-Day Bus Suspension
10. Rude/Discourteous	Conference with Pupil	Notice to Parents	3-Day Bus Suspension	6-Day Bus Suspension
11. Unacceptable Language	Conference with Pupil	Notice to Parents	3-Day Bus Suspension	6-Day Bus Suspension
12. Disobey Driver	Conference with Pupil	Notice to Parents	3-Day Bus Suspension	6-Day Bus Suspension
13. Throwing Objects	Conference with Pupil	Notice to Parents	3-Day Bus Suspension	6-Day Bus Suspension
14. Sticking Hands/Head out window	Conference with Pupil	Notice to Parents	3-Day Bus Suspension	6-Day Bus Suspension
15. Yelling/Hollering	Conference with Pupil	Notice to Parents	3-Day Bus Suspension	6-Day Bus Suspension
16. Alcohol/Drugs	<i>Dealt with in accordance with School Board Policy on Alcohol and Drugs</i>			
17. Any other conduct prejudicial to good order on bus – <i>disciplinary action to be at principal's discretion</i>				

- **MULTIPLE OFFENSES OF ANY NATURE WILL BE TREATED AS SECOND AND/OR THIRD STEP OFFENSES**
- **Bus riding is a privilege, which may be revoked. Parents are urged to discuss this privilege with their child. By doing so, you will help us to provide the safest transportation possible for all children.**