

# **Manley Elementary School**

## **Student Handbook**



**Primary Building  
Grades PreK – 2  
423-586-7400**

**Intermediate Building  
Grades 3 – 5  
423-585-3874**



Dear Manley Parents and Students,

Welcome to another exciting year of learning at Manley Elementary! We are thrilled to have you join our family. Manley Elementary truly believes all students can and will learn and achieve at high levels. We look forward to partnering with you to allow your child to be the absolute best they can be now and in the future. Manley is a place where your child can experience the excitement and joy of learning and a place where the students, parents, and staff form a partnership to ensure that happens.

Please know that the safety of our students is our absolute #1 priority at Manley Elementary. This handbook provides you with important information regarding the various safety policies and procedures at our school. Please review the policies with your child and refer to it as needed throughout the year.

Students are at the center of all school-related decisions at Manley Elementary. Prior to making any decision, we ask ourselves what is best for the students. Relationships between families and the school are vital to the success of our students, so I encourage you to become involved in every way possible.

Please feel free to contact us when you have questions. We look forward to working with you this school year.

Sincerely,

Sarah Cates, Principal  
Chelsey Holt, Assistant Principal

### MISSION STATEMENT

The mission of Manley School is to provide through a combined effort of staff, parents, and members of the community, a quality education for academic, social, and emotional growth in an atmosphere conducive to self-discipline, self-esteem, and mutual respect.

### ACADEMIC PLANNERS

Manley Elementary School provides a free academic planner to every student in grades 3-5 for the purpose of recording daily assignments. The student planner is an important communication tool between the teacher and the parent. Parents should review and sign the planner daily. Lost planners will need to be replaced for a charge of \$5.00.

### AFTERNOON DISMISSAL

Dismissal in the afternoon begins at 3:00 p.m. **All car riders must be picked up by 3:10 p.m.** Please follow the traffic patterns that are set up by school officials. All car riders in the Intermediate building are to be picked up at the **back** of the building near the cafeteria until 3:10 p.m. We strongly encourage all parents to wait in line in their vehicles to pick up students. Please do not enter the building to pick up your child. **ALL PARENTS MUST HAVE A CURRENT SCHOOL ISSUED MANLEY CAR TAG TO PICK UP A CHILD.** Please hang the car tag on the rearview mirror as you approach the pickup area so that it is visible to a staff member. Any person picking up a child without a car tag will be asked to park and go to the office to sign out the child. A driver's license or photo I.D. may be requested. If you need additional car tags, please see office personnel, or send a note with your child. It is extremely important that everyone consistently follows afternoon dismissal procedures in order to keep our children safe!

### ATTENDANCE POLICY

Establishing good attendance habits is a trait to begin early! The rules and procedures discussed below are established by the Hamblen County Board of Education and by the staff of our school to provide an optimal learning experience for your child. In order for students to benefit from the strong emphasis on instruction, they must attend class regularly and be on time.

### ABSENCES

Absences are classified as either **excused or unexcused**. Parents/guardians must contact the school office between 8:00 a.m. and 8:30 a.m. when a student will be absent. Absences will be excused ONLY for the following reasons:

1. Personal illness; parent/guardian signed note shall be accepted for five (5) days for each semester; after five (5) days a physician's statement is required
2. Death in the family; not to exceed three (3) days
3. Illness of parent/guardian requiring temporary help; physician's statement shall be required
4. Recognized religious holidays
5. Court summons; only time actually in court shall be excused
6. Doctor or dentist appointment; medical statement shall be required
7. Military
8. Injury
9. Hospitalizations
10. Homebound
11. Subpoena
12. Court order
13. School-sponsored activities
14. School-endorsed activities
15. Extenuating circumstances determined on a case-by-case basis by the school principal.

When a student returns to school following an absence, the student **MUST** bring a signed note by the parent/guardian and an explanation for the absence. **If a student fails to bring in a note, the absence is classified as unexcused.**

Absences due to a student's personal illness can be excused in accordance with a note written by the parent/guardian - up to a maximum of five school days each semester. **Beyond this limit, a medical statement is required for absences to be classified as excused. Excessive absences will result in a conference with the principal and possible referral to the Hamblen County Attendance Review Committee.**

**Excessive absences may limit progress to the point that promotion is questionable. If parents choose to appeal this decision, a written request must be made to the school attendance committee.**

**In order to be counted as present for the full day, a student must be at school for a minimum of three hours and thirty-one minutes. Therefore, a student must be present at school at least until 11:37 a.m.**

Students will be permitted to make up all missed class work. The number of days missed is the number of days the student shall be given to complete the assignment. Failure of a student to turn in assignments within these guidelines shall result in zeros being recorded for the missed assignments.

### **UNEXCUSED ABSENCES**

Parents of elementary students shall be notified by letter or phone when their child receives the third unexcused absence. Pupil Personnel Department staff shall contact parents after the fourth unexcused absence. A student shall be petitioned to juvenile court or face other disciplinary action after the fifth unexcused absence. Students with excessive absences may be referred to the Hamblen County Attendance Review Committee (HCARC) at the discretion of the principal.

### **EXCUSED & UNEXCUSED TARDIES / EARLY DISMISSALS**

Arriving on time and remaining the entire school day provides students with full academic instruction. Acceptable reasons for being tardy or being dismissed early would include:

1. Late bus
2. Illness with a doctor's note
3. Death in the family
4. Religious holiday
5. Medical / dental appointments

**A student will be counted as tardy if he/she is not in his/her seat ready to work when the 8:00 a.m. bell rings or leaves before the school day is completed.** Any student who is tardy must be signed in by the parent or guardian at the school office. Any student who is leaving school early must be signed out at the office. Students shall be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, police officer, court officer, or a person designated in writing by the parent. Upon the third unexcused tardy/early dismissal in a 9 week period, the student will be subject to a loss of a privilege. Hamblen County School Board Policy states the following for

unexcused tardies/early dismissals:

- |           |  |
|-----------|--|
| Tardy #3  | Parent contact by mail   |
| Tardy #6  | Loss of perfect attendance, parent contact by attendance teacher |
| Tardy #8  | Tardy Contract   |
| Tardy #10 | Referral to Attendance Review Committee                          |

### **BATTERY POLICY**

Any battery by a student on a paid employee, contracted personnel, volunteer, or school resource officer will result in expulsion for one year.

### **DISRESPECT POLICY**

In cases of general disrespect:

Any Offense: Up to ten (10) days placement in alternate learning program (ALP; commonly termed in-school suspension) or out of school suspension (OSS)

In cases of severe disrespect or in the threatening of an employee:

First Offense: Minimum ten (10) days out of school suspension and/or placement in the alternative school or expulsion and/or petition to court

Second Offense: Placement in the alternative school or expulsion

Any offense resulting in placement in ALP, OSS, or alternative school shall result in a level on the assertive discipline plan.

### **BUS CONDUCT**

In view of the fact that bus service is an extension of the classroom, students are expected to conduct themselves on the bus in a manner consistent with the established standards for classroom behavior. School bus transportation is not required by state law, but is a **privilege** extended to eligible students by the Hamblen County Department of Education. Misconduct on the bus or at bus stops may result in a loss of this privilege.

Students are expected to abide by the following transportation rules:

1. Obey the bus driver's instructions.

2. Remain seated at all times while on the bus, facing the front with their feet on the floor.
3. Students shall keep their hands, arms, and heads inside the bus at all times.
4. Do not throw objects of any kind on the bus or from a bus window.
5. No profanity, shouting, disorderly, or improper conduct of any kind.
6. Food or drink is not permitted on the bus.

The following disciplinary action will be taken for students in grades K-5 that receive bus referrals:

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> Offense: | Warning  |
| 2 <sup>nd</sup> Offense: | Suspension from bus for at least five (5) days     |
| 3 <sup>rd</sup> Offense: | Suspension from bus for at least fifteen (15) days |
| 4 <sup>th</sup> Offense: | Suspension from bus for at least thirty (30) days  |
| 5 <sup>th</sup> Offense: | Suspension from bus for at least one (1) year.     |

**Parents are responsible for the transportation of their child in the event bus privileges are lost.** Parents may contact the Transportation Department at 423-586-2103 for information concerning their student's transportation services.

Any student riding the bus home with a friend or to a different location must have a note from both parents. This note must be signed by the principal before the student boards the bus.

### CAFETERIA

Students may purchase a healthy breakfast or lunch each day. Breakfast is served from 7:30 a.m. until 7:55 a.m. each morning. Your child's teacher will send home a daily lunch schedule.

Note: Due to schedule changes, some days your child may eat earlier or later than the regular schedule states.

All students are provided with a free breakfast and lunch every day. In our cafeteria we have à la carte items (extra entrees, extra milk, bottled water, etc.) available for purchase daily. If a student would like to be able to purchase these items, he or she may bring money daily or have the option of taking the items off their lunch account. If the items are to be charged to the lunch account, an official form must be completed and signed by the parent/guardian

and filed with the child's teacher. If no form is turned back in, they will not be allowed to purchase à la carte items from their lunch account.

**Hamblen County Board Policy prohibits food being brought into school cafeterias from any outside commercial food service establishments.** No carbonated drinks will be allowed in the cafeteria at any time.

Students are expected to follow school rules and use good manners during lunch time. Parents/visitors may eat lunch with a student, however, asking other students to eat with you is not allowed.

### COMMUNICATION

Throughout the year we strive to have close contact with 100% of our parents. We need your help in this process. We request you stay in contact by:

- Reading grade level newsletters
- Attending parent teacher conferences
- Register for "School Messenger" text messages located on the school website
- Register for "ParentPortal" through our school office
- Take a few minutes each day to talk to your child about school and review his/her planner
- Visiting our website; Go to [www.hcboe.net](http://www.hcboe.net) - then click on "Schools"

**Working together will improve all aspects of your child's education!**

### CONFERENCES

Parent conferences are very important to the success of your child. The school or parent may call or write to request a meeting at any time. Please make an appointment with the teacher at least 24 hours prior to your requested visit. Teachers are not available to meet every day or during instructional time. School-wide conferences will be scheduled in the fall and spring.

### DISCIPLINE

The Hamblen County School System uses a systemwide discipline plan, called Assertive Discipline, which will afford every student guidance in making good decisions about their behavior, and thus an opportunity to learn in a positive, nurturing classroom environment. The plan below outlines our classroom rules and

consequences for appropriate and inappropriate behavior. The department of education believes that acceptable behavior is an essential ingredient of effective education programs. Students are expected to conduct themselves in such a manner as to reflect favorably upon themselves, their families, their community, and their school. The professional staff is expected to ensure student conduct that allows for an acceptable learning atmosphere both in and outside the classroom. **Students receiving two or more office referrals or ALP (isolation in the office) will not be allowed to attend the upcoming field trips or events. Students receiving a suspension, expulsion, placement at Transition academy or Miller-Boyd will not be allowed to attend the upcoming field trip or events for the entire year.**

### CLASSROOM RULES

1. Follow directions the first time given.
2. Be prepared and ready to work with all proper materials.
3. Keep hands, feet, and objects to yourself.
4. Remain seated until given permission to be out of your seat.
5. Be respectful. No talking when the teacher or others are talking, raise your hand and wait to be recognized before speaking.

To encourage students to follow the classroom rules, teachers reinforce appropriate behavior with praise, "good news" notes home, positive phone calls, special privileges, special events, and tangible rewards as determined by the teacher.

### CONSEQUENCES

#### **Level I (Teacher administered)**

1. Verbal warning
2. Ten minutes of lost playtime
3. Fifteen minutes of lost playtime
4. Loss of all playtime
5. Principal referral

**Severe Clause:** Students may be sent immediately to the principal for fighting, obscene language, or gestures, vandalism, stealing, or refusal to follow a teacher's instructions. In order to maintain an excellent learning atmosphere, the administration and faculty of Manley School will continue to uphold high standards for the behavior of our students. **We believe that no student has the right to prevent any teacher from teaching, or**

**to prevent any other student from learning.**

### **LEVEL 2 (Administered by the Principal)**

If a child exhibits severe or persistent misconduct, he/she will be sent to the principal or assistant principal for corrective measures. Discipline may include a student conference, isolation time, and/or parental phone call. In severe forms of misconduct, any K-5 student is subject to Alternative Learning Placement (ALP), or possible suspension. The type and length of suspension will vary in accordance with the nature of the specific misbehavior.

### DRESS CODE

It is the goal of Manley School to provide a quality education for its students, in an atmosphere that is conducive to learning. It is the school's belief that a learning atmosphere is maintained when students wear clothing that is neat, modest, moderate, and decent and that does not draw attention to the individual rather than the learning environment.

#### Slacks, Blue Jeans, Pants

- Pants will be hemmed and worn at the waist.

#### Skirts, Dresses

- Skirts and dresses will be a minimum length of mid-thigh.

#### Shorts

- Shorts will be a minimum length of mid-thigh and will be worn at the waist.

#### Shirts, Blouses

- Shirts and blouses shall be buttoned and fitted properly. Tank tops and halter tops are not permitted.

#### All Apparel

- Clothing must be neat.
- No holes, rips, or tears will be allowed.
- Clothing will fit properly, not tight or baggy.
- Students will wear appropriate undergarments that are not visible/

#### Shoes

- Shoes and sandals are allowed, but flip-flops are not.

#### Hats

- No headwear of any type will be worn inside the buildings.

- Hair bows and barrettes are permitted, provided they are of reasonable size and subtle color.

Hair

- Hair will be worn in a manner that does not disrupt the educational process and does not call attention to the individual.

Jewelry

- Facial jewelry will be limited to the ear with no more than 3 piercings per ear.

The display of any symbol on school property or any object that promotes racial discord or gang activity is prohibited.

Principals have the right to take appropriate actions to correct any student whose clothing and/or appearance, while not specifically covered by this policy, is considered by said principal to be out of compliance with the Board’s stated goal or to be disruptive to the educational process.

**EARLY DISMISSALS DUE TO WEATHER CONDITIONS**

The decision to close schools due to weather conditions is made by the Director of Schools, not by the principal. Local radio and television stations will broadcast such information.

**ELECTRONIC DEVICES/Personal Communication Devices**

**Students may not possess cell phones, smart watch, airpods, or other similar electronics at any time:**

- 1<sup>st</sup> Offense: Warning / Report filed in office/  
Parent called/Student can pick it up at the end of the day
- 2<sup>nd</sup> Offense: One day ALP / Report filed in office / Parent called/ Student can pick it up at the end of the day
- 3<sup>rd</sup> Offense: Three days ALP / Orientation at Miller-Boyd/Device released to a parent
- 4<sup>th</sup> Offense: 45 day Alternative school placement / Device released to a parent

**EMERGENCY INFORMATION CARDS**

**All students must have an emergency information card on file in the office. Parents/guardians need to update this**

**information as needed. Only those persons listed on the card will be allowed to pick up and/or eat lunch with the child.**

Any parent wanting his/her child to ride home with another child must have a signed note by both parents and call the school to notify the office personnel. Please visit the school during the year as the information needs to be updated on the card.

**FEES**

Consumable materials, workbooks, and general supplies for classroom use must be purchased by each teacher. In order to secure these items, students are assessed an instructional fee of **\$12.00**. This fee should be paid during the first week of school, or make arrangements with the teacher to pay through an installment plan.

**FIELD TRIPS**

At various times during the school year, teachers will organize field trips that enhance the curriculum taught at that grade level. A permission form will be sent home prior to the trip. There will be a deadline for turning in the money and form. Some field trips may require additional supervision by parents. Due to school regulations, parents are NOT allowed to ride the school bus. They may drive and meet the group at the trip destination. Parents are responsible for paying their own admission for activities.

**ALL STUDENTS MUST RIDE THE BUS TO THE FIELD TRIP DESTINATION IN ORDER TO BE COUNTED PRESENT AT SCHOOL.** Parents desiring to take their child home at the end of the trip must see the classroom teacher for proper sign out procedures. If a parent wishes to sign out other children at the end of the trip, he/she must have completed and signed the proper forms with office personnel prior to the day of the field trip.

**FIELD TRIP & SPECIAL EVENT REQUIREMENTS**

Please note that student participation in school field trips and school events is considered a privilege. We want all of our students to be able to participate, and in order to do this, students must meet the following requirements:

**In the area of behavior:**

- **Students receiving two or more office referrals or ALP (isolation in the office) will**

**not be allowed to attend the upcoming field trips or events. Students receiving a suspension, expulsion, placement at Transition academy, or Miller Boyd will not be allowed to attend the upcoming field trip or events for the entire year.**

**In the area of attendance:**

- **No more than 5 unexcused absences** during the school year. To prevent unexcused absences, please remember to send in a doctor's excuse or parent note when your child is absent.
- Students will not be allowed to have more than **5 unexcused tardies** (arriving to school late) during the school year.
- Students will not be able to have more than **5 unexcused early dismissals** during the school year.

**In the area of academics:**

- Students must maintain a "C" average in their core academic classes for the school year.

**In the interest of protecting school property:**

- Students must have all library books returned and cafeteria fees paid in order to be eligible for trips and events.

Students and parents will be notified of ineligibility when any one or a combination of the above requirements prevents participation. In the event a student is not eligible to attend, school attendance will be expected and academic assignments will be given.

**HARASSMENT**

The Hamblen County Department of Education is committed to safeguarding the rights of all students and employees within the school system to learn and work in an environment that is free from all forms of harassment, sexual harassment and discrimination. (Board Policy JCAD - posted at the school) Persons who believe they have been the victim of harassment, sexual harassment, or discrimination by a student or an employee of the school system, or any third person with knowledge or belief of any conduct that may constitute harassment, or discrimination should report the alleged acts immediately to an appropriate school official. In each school the appropriate official is the principal. If the complaint involves the principal,

then the report will be filed directly with the Title IX Coordinator at Central Office.

**LIBRARY**

The school library is a well-stocked media center that fosters learning opportunities for students. Students attend one library class each week. The library is open for student use each day. Students have the responsibility of keeping up with their library book and returning it in good condition. Parents will need to pay for lost or damaged books. If a lost book is not returned or paid for, the student will be ineligible to attend the upcoming field trip.

**LICE**

Don't be embarrassed if your child is sent home because of lice. If your child is constantly itching, check the scalp for lice or eggs. The eggs will appear as white specks stuck to the hair near the scalp. If you suspect your child has lice, do NOT send them to school. Check with the school office personnel or a pharmacist on how to treat a lice infestation. If your child is found to have lice or lice nits at school, you will be contacted to pick up your child immediately. Two days are allowed for excused absences for treating head lice. After treatment, a parent or other responsible adult is requested to accompany the student to the school office. It will then be determined by the school nurse or other designee whether the student is sufficiently free of lice and nits to be readmitted to school. School personnel are required to periodically check all students for lice.

**MEDICATIONS**

No school official or teacher will routinely dispense medication to students except in unique situations in which a child's health is dependent upon medical aid. If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the nurse or the principal's designee will administer the medication in compliance with the regulations that follow:

**Prescription Drugs (Board Policy):**

All medication in this section will be stored in a designated area. A Permission to Give Medication Form (JGCD Exhibit 3) must be on file at the school before medication can be dispensed. Prescription medications must be



brought to school by the parent in the original, pharmacy-labeled container.

Written instructions signed by the parent will be required and will include:

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

#### **Nonprescription Drugs (Board Policy):**

All nonprescription drugs will be brought to school by the parent in the manufacturer's original package with the ingredients listed and the child's name affixed to the container.

Written instructions signed by the parent will be required and will include:

1. Child's name
2. Name and Signature of Parent/Guardian
3. Name of medication and dosage
4. Route of administration
5. Frequency and time of administration
6. Parent/Guardian phone number in case of emergency
7. Medication in the original package

Children will not be allowed to keep any medications in their backpacks. Medications must be brought to school by the parent, not the student. It is the parent/guardian's responsibility to pick up any unused portion of the medication when the duration of the medication is complete or out of date.

#### **NO BULLYING POLICY**

It is the policy of Manley School to promote a secure and safe environment, free from threat, harassment, and any type of bullying behavior. Bullying happens when someone with more power unfairly hurts someone with less power over and over again. Power may be physical strength, social skills, verbal ability, or other resources. Any bullying behavior will be regarded as a serious matter and will be treated accordingly. Any student found guilty of bullying behavior will be disciplined according to the school's assertive discipline plan.

#### **NOTIFICATION OF UNSAFE SCHOOL CHOICE OPTION**

Under the Tennessee State Board of Education's Unsafe School Choice Policy, as required by the

No Child Left Behind Act, any public school student who is the victim of a violent crime as defined under the TCA 40-38-111(g), or the attempt to commit one of these offenses as defined under TCA 30-12-101, will be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information may be obtained by contacting the Director of Schools, 210 East Morris Blvd, Morristown, TN 37814, (586-7700).

#### **OUT OF ZONE STUDENTS**

Students are expected to attend the school to which they are assigned by virtue of their residence. No student whose custodial parent or legal guardian resides outside of Hamblen County will be permitted to enroll in Hamblen County Schools. Parents residing in Hamblen County may elect to enroll their children in any school provided the parent provides transportation to and from that school and provided that such choice of school does not cause overcrowding. It is the principal's discretion to accept out-of-zone students on a space available basis. In all cases, residential students have preference over students who reside out-of-zone.

#### **PARKING**

Extended parking for parents, visitors, and volunteers is available for both buildings. **Parents are not permitted to park in the front circle areas of either building due to the bus traffic pattern.**

#### **PERSONAL PROPERTY**

Certain items should be left at home. These include: all electronic devices, cell phones, Smart watches, trading cards/games, matches, lighters, fireworks, knives, or other inappropriate items. Excessive amounts of money or jewelry should not be brought to school. Teachers are directed to confiscate these items and return them to the parent. Manley School is not responsible for lost or damaged personal property.

#### **PHONE CALLS**

To minimize classroom disruptions, students will not be allowed to use the phone or receive phone calls except during an emergency. Students are not allowed to have a cell phone in their possession at school or be allowed to use a staff member's phone. Parents should not

call/text a staff member's cell phone to reach students.

### **PHYSICAL EDUCATION**

The physical education program provides organized activities planned and directed by a certified physical education teacher. No child will be excused from participation in P.E. unless a written excuse is presented or the teacher/principal feels it is necessary. Prolonged excuses must have a doctor's recommendation for exclusion (in excess of 3 days). It is required that students wear tennis shoes for P.E. classes.

### **PARENT TEACHER ORGANIZATION**

The Parent Teacher Organization (PTO) is a vital part of our school! Our PTO is actively involved in a host of school programs and activities. Without their support, our school could not have attained its present level of success. All parents are urged to attend PTO meetings each year.

### **SAFETY DRILLS**

Monthly practice drills are conducted to make certain that all students and school personnel are aware of safety guidelines. Please discuss with your child that these drills are only practice to make sure we are prepared and ready to keep everyone safe.

### **SCHOOL DAY HOURS**

Regular school hours are 8:00-3:00 for all students. **Doors open at 7:15 a.m.** The cafeteria is open for breakfast at 7:30 a.m. **All students MUST be in their classrooms and in their seat ready to work by 8:00 a.m. to be counted present and on time.** In the event schools are on a one hour delay due to weather conditions, the doors will open at 8:15 a.m. with breakfast beginning at 8:30 a.m. The tardy bell will ring at 9:00 a.m. on abbreviated days.

### **SCHOOL ENTRANCE REQUIREMENTS**

Children must be five years of age by August 15<sup>th</sup> to be eligible for Kindergarten. A child entering school for the first time must present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration.
2. Evidence of a current medical examination. There shall be a complete medical examination of every child entering school for the first time. This applies to kindergarten, first grade, and other students for whom there is no health/immunization

record.

3. Evidence of state required immunizations.
4. Social security card
5. Students will be asked to provide 2 proofs of residency to the office for documentation. The policy of the Hamblen County Board of Education states the residence of a student is that of the custodial parent or legal guardian.

Residential documents may include lease agreements bearing the date and length of agreement, cable bill (within the past 30 days), telephone bill (within the past 30 days), utility bill (within the last 30 days), water bill (within the last 30 days), and a request for change of address with the U.S. Postal Service.

### **STUDENT CLUBS AND ORGANIZATIONS**

The following optional clubs and organizations are offered at Manley School:

5<sup>th</sup> Grade: 4-H, Band, Beta Club, Drama club, Code Force, and Safety Patrol.

Parents may prohibit their child(ren) from participating in any club or organization by providing written notification to the school.

### **STUDENT EXPECTATIONS**

Our goal is to provide a safe, orderly school that encourages students to learn. Behaviors that detract from this goal will not be tolerated.

Students are expected to:

#### ***1. Be on time***

- Arrive on time in the classroom.
- Return from each class on time.
- Turn in assignments on schedule.

#### ***2. Stay on task***

- Be prepared with materials for class.
- Use class time wisely.
- Work quietly.

#### ***3. Act respectfully***

- Cooperate with teachers and staff.
- Treat classmates politely.
- Leave gum, candy, sodas, toys at home

#### ***4. Do your best at all times***

- Display a positive attitude.
- Never give up.

### **SUBSTANCE ABUSE**

A student shall not possess, use, transmit, or show evidence of having consumed any drug or alcoholic beverage of any kind on school grounds at any time. All OTC drugs and prescription drugs must be sent to the office and proper paperwork completed before a student

may consume the medication.

### **THREAT POLICY**

We are dedicated to providing a safe learning environment for all students and staff members. **Threats will not be taken lightly.** Students who make threatening comments will be subject to an Alternative Learning Program and/or expulsion from school.

### **VISITORS / PARENTS**

Manley Elementary works to ensure that our school is safe for our students and their privacy is protected. All guests, parents, and volunteers are asked to sign-in, as well as sign-out, at the office, obtain a visitor's badge, and remain in the designated areas that have been indicated on the form. No one will be permitted in the classrooms or buildings without a visitor pass.

### **WEAPONS**

A student shall not fire, display, possess, or threaten use of firearms, explosives, knives, toy weapons, or other weapons on the school premises, on a school bus, at a bus stop, or at a school-sponsored event or activity. Violations of this rule will result in disciplinary action by the school including expulsion for not less than one calendar year.

### **WITHDRAWAL PROCESS**

If a student transfers to another school district during the year, the school office needs to be notified as soon as he/she is registered in the new school.

**The faculty, staff, and administration at Manley Elementary School appreciates your support of these policies. Our students benefit when we all work together. The school operates on the reasonable assumption that parents and students are familiar with the expectations and procedures outlined in this handbook.**

# Manley Student Handbook

Parents,

Please read and discuss the student handbook carefully with your child. We appreciate your time and attention to this matter.

Thank you!



Student's name: \_\_\_\_\_

Homeroom: \_\_\_\_\_

I have read and discussed the information in the Manley Student Handbook with my child.

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

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

\_\_\_\_\_  
Date

*Please return this signed form to the homeroom teacher. Thank you!*