

## **A Message from the Principal**

**Welcome to the 2021-2022 school year. I am excited once again to be your principal this year. I am looking forward to having another successful and fun-filled learning experience with all students. Whether you are new to our school or returning, you may be assured that the entire faculty and staff is working hard to make this the best year possible for all students. Our school mission statement, which follows, is the driving force behind all decisions made.**

The mission of Decherd Elementary School is to provide educational experiences that will enable “ALL” students to enhance academic achievement and social development that meets or exceeds grade level proficiency in preparation for middle school entrance.

On behalf of the faculty and staff here at Decherd Elementary, we would like to say thank you for sharing a part of your child's education with us. I look forward to working with all students and parents, and if I can be of assistance to you at any time, please do not hesitate to contact the office for an appointment.

Thank you,

*Chris Hawkensmith*

## **Arrival Time**

In order to ensure safety and expedite morning arrivals, parents dropping off students are to unload students at the gym side of the school. The school opens at 7:00 A.M. Students must not be dropped off before 7:00 A.M. Please use the designated area only for dropping off and picking up your children to ensure their safety. ALL cars must exit onto Spring Street. PLEASE DO NOT DROP STUDENTS OFF IN THE FRONT OF THE BUILDING! Front drop off is for buses and pre-school only. If need be you can park in the back and come into the office only.

## Attendance

Students are learning traits that will carry over into their adult life. Therefore, being on time and attending school regularly are important factors for establishing responsibility. It is important that all students attend full days of school.

The State of Tennessee has many laws which deal with education and school attendance. The law states that every parent/guardian having control or charge of a child/ren between six and seventeen years of age shall cause such child/ren to attend public or private day school and, in the event of failure to do so, shall be subject to penalties.

Tennessee Code Annotated 49-6-3007 states that the parents/guardians of K-12 children, who are absent more than five days during any school year without adequate excuse, may be fined up to \$50.00 or assessed five hours of community service at the discretion of the judge.

Tennessee Code Annotated 49-6-3009 states that any parent/guardian who has control of any school age child/ren and who shall violate the provisions of attendance shall be guilty of a Class C misdemeanor. Each day/s unlawful absence shall constitute a separate misdemeanor. A Class C misdemeanor is punishable by a \$50.00 fine and/or ten days in jail for each offense.

If your child/ren is/are absent from school, a written excuse stating the reason for the absence, signed and dated by the parent/guardian must be given to the office. Failure to do so, after three days, will result in the absence being marked "unexcused." Students are allowed five parent notes per year. After parent notes are over five, in order to be excused, the note must be from a doctor. The state of Tennessee requires school officials to report five or more unexcused absences to the attendance officer. Parents/Guardians are subject to being summoned to court for failure to comply with state attendance laws.

All checkouts and tardies must come through the office. **PLEASE NO CHECK-OUTS AFTER**

**2:30.** If an extended period of absence is necessary, the parent/guardian is required to contact

the principal prior to the absence to discuss the situation. Principals have the discretion to excuse or not to excuse the absence. Excused absences

- A. Personal illness
- B. Illness of immediate family member, to include mother, father, brother, sister
- C. Death in family
- D. Extreme weather conditions
- E. Religious observations
- F. Circumstances, which in the judgment of the principal create emergencies, over which the student has no control

Special recognition will be given to students having perfect attendance. This recognition along with others will be given each 9 weeks.

### **Beginning of the School Day**

Classes begin at 8:00 a.m. each day. Students may enter the building at 7:00A.M.. Those who arrive at school before 7:45 A.M. will report to the gym. Classroom teachers will escort students to classrooms at 7:45 A.M. Students who arrive at or after 7:45 A.M. may go directly to their classrooms. Free Breakfast will be served daily in the classroom until 8:00 a.m. Students entering the building after **8:00 A.M. are required to be signed in by parent/guardian in the school office.**

Our goal is for all students to feel safe and independent in going to their classrooms. Therefore, after the second week of school, parents are asked not to accompany their children to their classrooms. The morning is a very busy time for teachers as they prepare for the day. Feel free to send a note, call, or set up an appointment time to conference with teachers. Teachers are available only during their planning time to conference or return calls.

### **Bike Riders**

Students in grades four and five may ride bicycles to school. Each student riding a bike must have parental approval and a signed permission slip on file in the main office of the school.

## **Birthdays**

Please make arrangements with your child's teacher. **No homemade food.** All cakes or cupcakes must be store bought.

## **Breakfast**

Again during the 2021-2022 school year, Franklin County School District will offer breakfast to all students at no cost. Please have your child at school before 7:45. Breakfast will be served in the classroom.

## **Bus Conduct**

The school bus is an extension of the school day; therefore, students shall conduct themselves on the bus in a manner consistent with the policies and procedures established for safety and classroom behavior. Students misbehaving on the school bus will be reported to the school principal by the bus driver. Students who choose to disobey state or local rules and regulations pertaining to student transportation may be denied the privilege of riding the bus.

## **Changes in Student Information**

During the course of the school year, the school may need to contact you. Please inform the office of any changes in student information. This would include: change of address, change of phone number/s, change of guardianship, or additions to emergency contacts.

## **Checking Out**

When it is necessary for a student to leave school during any part of the school day, he/she must be signed out at the office. Students will remain in class until dismissed by the office personnel. Students will not be dismissed from the classroom unless directed by the office. Only parents/guardians may sign out students, unless the school receives notification. The authorized person must sign the student out and complete a sign out slip with the dismissal time and reason.

**No phone calls or check outs after 2:30.** We reserve the right to check the identification of the

person signing the student out. Students should bring a note to their teacher if they plan to check out during the school day. If it is necessary for you to check your child out from school, please make arrangements to do this prior to 2:30 P.M. This will enable us to have secured areas during the preparation of school dismissal.

If a student becomes ill during the school day, he/she will be allowed to check out with parental or guardian permission. Parents are urged to pick up their child as soon as possible to prevent exposure of illness to other students. Students with temperatures of 100 or more degrees and/or a contagious condition are required to leave school. Please keep health cards up to date so that parents or other designated persons can be contacted in the event of illness or injury at school.

### **Clubs**

Public Chapter 990, which is a Tennessee law, allows parents to prohibit their children from participating in clubs and organizations by providing written notification to the school. Students who are 3rd - 5th grade will have the opportunity to participate in 4-H Club, Stem Club, Art Club, S.H.E.R.O., and Good News Club.

### **Conferences**

Communication is an essential key to your child's success at Decherd Elementary School; therefore, parent/ teacher conferences are strongly encouraged. Your child's teacher will arrange a conference time which will be convenient for you and your child's teacher. These conferences will be by appointment only in order to limit interruptions in the classroom.

### **Dismissal**

Your child's safety is our greatest concern. By supporting our efforts, you enable us to dismiss your child in an orderly manner without compromising your child's safety.

Students transported by a Franklin County school bus will be dismissed at 3:00 P.M. from the front driveway of the school building. The front driveway is reserved for buses only. For the safety of our children, PLEASE DO NOT PICK-UP STUDENTS IN THE FRONT DRIVEWAY.

Car riders are to be picked up by 3:15 P.M. at the rear of the school building from the gym. For safety reasons, there is no waiting inside or standing outside the gym prior to dismissal of students. Because your child's safety is the first priority at Decherd Elementary School, all parents/guardians are expected to stay in vehicles during afternoon dismissal. Each pick-up student will be given a confirmation card with his/her individual name and school logo. ( Two tags and then pay a dollar per tag.) This card must be displayed in the window of your vehicle during dismissal each day. By doing this, we are better able to dismiss your child/ren in an orderly and timely manner without compromising your child's safety. If the confirmation card is not displayed in the vehicle window in the pick-up line, you will be asked to park and come into the building to show proof of identification and sign your child out in the office. Parents must come to a stop, turn the engine off, and open the door. Once students are loaded and the teacher gives the all clear, that group of cars will leave the school and a new group will pull up to be loaded in the same manner. Students MUST be picked up no later than 3:30. No smoking, vaping or cell phone use while in the pick up line.

Walkers are escorted to crossing areas after early buses depart.

### **Dress Code**

Decherd Elementary School encourages neatness and cleanliness in dress. Students must dress in compliance with the Franklin County Board of Education' s dress code. Any radical or extreme dress disturbs the learning situation in the classroom. Shoes must be worn at all times. Any student who violates the dress code will have a parent/guardian contacted in order to bring a change of clothing. Parents entering the building are also expected to dress appropriately.

### **Emergency Information**

In cases of early dismissal, illnesses, or other emergencies, each student is required to have on file in the office the following information:

1. A complete up-to-date address (besides P.O. box)
2. Home phone number and/or cell phone number
3. A parent's work phone number or cell phone number
4. An emergency phone number of relative or friend
5. Medical alert information
6. Name(s) of authorized person(s) who may pick up your child
7. Change in guardianship

### **Enrolling or Transferring a New Student**

#### Enrollment Requirements Transfer Requirements

1. Certified Birth Certificate 1. Complete transfer form with
  2. Social Security Card teacher and principal signatures
  3. Immunization Records 2. Parents/guardians will pay any fees 4.
- Physician' s physical report pending and return all books.
5. Proof of in-zone residence 3. Student records will be forwarded when all transfer requirements are met.

Transfer students will meet the same enrollment requirements as new students. During summer break, up to ten days prior to the beginning of the school year, a student may register through the attendance supervisor to attend a school within the system other than the one to which he/she is zoned. Final out of zone permission will be given by the school principal. However, the student must provide his/her own transportation to and from the school.

After the student has enrolled in a particular school in accordance with Board policy, he/she will not be permitted to transfer to another school during the school year unless there is a change in the student's parent/ guardian residence in his or her zone.

### **Environment**

Dechard Elementary School and Campus is a drug and smoke free environment for all faculty and staff, students, parents, and visitors. A safe environment is a must. No weapons of any kind will be permitted on the school grounds. Any infraction of these rules will result in suspension or being expelled from school. Visitors or parents could be subject to arrest or

expelled from Campus permanently

### **Extended School Program**

The Decherd Elementary Extended School Program is available to students for a fee from 3:00 p.m. to 6:00 P.M. each school day. DESP is also open on snow days and scheduled holidays and breaks. Qualified staff members, under the direction of the site director and system supervisor, plan a variety of supervised activities, including a healthy snack. Parents who are interested in after school care may pick up a registration packet in the school office.

### **Field Trips**

At Decherd Elementary School, field trips are part of the learning experience. Since this is a privilege given to students they must earn the right to participate. Based on behavioral reports, the teacher and/or principal will determine participation in field trips. Field trips may be withheld from students who have incurred a debt to the school. This includes lunch charges, lost or damaged books, or other monies owed to the school. Students must have written permission from a parent/guardian to participate in any field trip. No verbal permission will be granted.

### **Fine Arts**

Fine Arts are an important part of the school curriculum. Students receive instruction in music and visual art with exposure to the arts through daily activities and annual programs.

### **Fire, Tornado, and Safety Drills**

Fire evacuation instructions are posted in each classroom. Students are instructed in the procedures to follow for all drills. Drills are held periodically so that students and staff may practice procedures.

### **Grading Scales and Report Cards**

Report cards will be sent home every nine weeks. Parents are required to sign the report card and return it as soon as possible. In addition, a mid-grading period progress report will be

issued. Please sign these reports and return to your child's teacher.

Kindergarten, First, and Second Grade:

K will be based on skill mastery with a check on \_\_\_ Introduced, not yet mastered :

\_\_\_ Mastered A transitional grading scale will be used for grades 1-2

E-Excellent 93-100

G-Good 85-92

S-Satisfactory 75-84

N-Not satisfactory 70-74

F-Failing Below 70

Art, music, PE and Library gives a grade (100).

Third, Fourth, and Fifth Grades:

Letter grades of "A", "B", "C", "D", and "F" will be used with the

corresponding values. A 93-100

B 85-92

C 75-84

D 70-74

F Below 70

Teachers will grade and evaluate each student's progress. If the student has not made adequate progress to begin work in the next grade, he/she may be retained.

## **Guidance**

Decherd Elementary School has a guidance program which is designed to meet the social and emotional needs of students. Amber Gilliam is the counselor assigned to our school.

Topics such as getting along with others, behavior awareness, problem solving, organizational skills, test taking, and study skills are discussed in class sessions. Referrals may be made for individual students on a case-by-case situation as needed.

## **Halls**

Students at Decherd Elementary are expected to move quietly through the halls at all times. Running and loud talking are not allowed.

### **Head Lice**

The school personnel will notify parents/guardians immediately when their child has been identified as having head lice (INCLUDING NITS). Upon this notification, parents/guardians are required to pick their child up from school to minimize the risk of transmitting to others. Satisfactory evidence must be submitted to office personnel that the student has been treated for head lice and, the student must be found free of nits by a school official. A student will be expected to meet all requirements for treatment and return to school no later than two days following exclusion. All days in excess of the allowable period will be marked unexcused and referred to the attendance supervisor.

### **Health Room**

The Health Room is available only for temporary care of illnesses or injuries until parents or guardians are contacted. Decherd Elementary School will have a full-time nurse on duty.

### **Homework**

#### **Franklin County School District Homework Guidelines**

Homework can be an integral part of our instructional program. Homework assignments can be useful in the teaching and learning process. Homework assignments should reinforce daily lessons, should involve problem-solving and creative thinking, and may be useful in preparation for a next assignment.

#### Purposes of Homework:

- Practice/Reinforcement to provide the student with review and practice necessary to learn and/or reinforce what was taught in class;
- Extension to guide the student so that he/she expands upon concepts taught in class and to provide for greater opportunities to meet students' needs;

- Creativity to include the higher order thinking skills of analysis, synthesis, evaluation, and often involves the development of a project/product illustrating the student's understanding of a topic;
- Preparation to help the student prepare for the next assignment.

#### Guiding principles for developing homework assignments:

- Homework practices should be flexible, developmentally appropriate, and suited to the needs of the students.
- Homework must be relevant to the lives of the students.
- Success in homework assignments should be attainable. Appropriate, differentiated assignments should provide opportunities for success for all students, regardless of academic or linguistic differences.
- A variety of assignments should be developed in order to address different learning styles and student interests across various disciplines.
- Assignments and projects should provide opportunities to select from a menu of choices whenever possible.
- Homework may utilize collaborative processes and group work whenever appropriate.

#### Preparation before assigning homework:

- Teachers should model how to initiate or do part of the assignment.
- Teachers should discuss the purpose of the assignment.
- Teachers should discuss the content of the assignment.
- Teachers should discuss the format/organization of the assignment.
- Teachers should discuss possible resources for completing the assignment.
- Teachers should offer several examples.
- Teachers should ask for and answer student questions.

#### Types of Assignments

Homework assignments may take a variety of forms. Homework may include but is not limited to the following:

- Reading
- Studying
- Long-term or short-term projects
- Review of previously acquired skills in any content area
- Relevant enrichment
- Tests
- Review
- Necessary practice

Students should be encouraged to include reading as part of their daily homework routine.

Reading silently for improved comprehension and reading aloud with others should both be encouraged.

Recommended Time Allocation

Homework may take the form of daily, multi-day or weekly assignments or a long-term project.

The required time for a homework assignment depends upon the grade and age of the students and the purpose of the assignment. Whenever possible, teachers should coordinate homework assignments with other teachers, so that students do not feel overwhelmed by the amount of homework they may receive for any particular time.

Daily Homework Time Allocation

Grades	Independent Reading	Homework Assignments (All Subjects Combined)	Total Minutes per Day
K - 1	15 minutes	15 minutes	30 minutes
2 - 3	15 minutes	30 minutes	45 minutes
4 - 5	15 minutes	45 minutes	60 minutes
6 - 8	15 minutes	90 minutes	105 minutes
9 - 12	30 minutes	90 - 120 minutes (20 - 30 minutes per subject ) or the equivalent on a weekly basis	120 - 150 minutes
AP or dual	30 minutes	May need more than the average homework time	

**Accountability and Grading**

Homework should be completed by students and reviewed by the teacher in a timely manner.

Teachers may decide whether or not to grade homework. If homework is graded it may not directly cause a student to fail a subject. If homework is graded, teachers are expected to provide regular feedback to parents regarding the completion and performance on homework assignments. Teachers may want to periodically have parents/guardians sign student homework.

### **Parental Involvement**

Parents/guardians are encouraged to support the school in the following ways:

- Provide an atmosphere at home that is conducive to effective studying;
- Establish a daily routine for completing homework;
- Ask children questions about the homework;
- Take an interest in children's homework assignments.
- Read to and Read with children daily.

Parents/guardians should discuss any difficulties related to homework assignments with their child's teachers and maintain regular contact with the teacher regarding their child's progress.

Homework guidelines should be listed in school handbooks and reviewed with parents during parent meetings.

### **Homework Hotline**

The State of Tennessee has a toll free number (sponsored by Sonic Drive-Ins) opened to all Decherd Elementary School students. The homework hotline has 14 teachers or volunteers each evening to provide free one-on-one academic assistance by phone. The program is available Monday-Thursday evening between the hours of 4:00 p.m.-8:00 p.m. The toll free number is 1-888-868-5777.

### **Inclement Weather**

On rainy days, it is important that students enter and exit from cars under the canopy in the rear of the building. Please do not allow your child to get out of the car and run to the building in the rain. Have him/her remain in the car until you are beside the covered canopy, or wait until

you are beside the canopy to get in the car during dismissal. Decherd Elementary School must have an emergency contact number on file for your child in case of early dismissals. An all call from the board will also be sent. Keep phones by your sides. If inclement weather conditions occur, turn to a local radio station for information on school closings or early dismissals. Procedures for early dismissal will be the same as a normal school day unless parents are notified otherwise.

### **Jump Rope for Heart**

Each year Decherd Elementary School's Physical Education Program participates in the American Heart Association's Jump Rope for Heart. This program encourages our children to establish healthy lifestyles by including physical activity in their daily lives. Jump Rope for Heart is an event conducted nationwide to educate others about the benefits of aerobic exercise and heart health while raising funds to support the fight against heart disease and stroke.

### **Kindergarten**

The Kindergarten program at Decherd Elementary School is designed to provide students with a developmentally appropriate learning environment in which they explore, play, and learn about their world. Students participate in the full school program which includes physical education, music, art, guidance, and library instruction. A child must reach the age of five by August 15, 2021 to enroll in Kindergarten for the 2021-2022 school year. Please be sure to bring your child's certified birth certificate, your child's Social Security Card, your child's immunization record, and a physician's physical report.

### **Library**

Students at Decherd Elementary School may check out books for pleasure and conduct research on topics of study based on classroom instruction. Students may go to the library once or more per day as individuals or small groups as part of our school wide Accelerated Reading Program. Students are responsible for all library books checked out in their names. Parents are responsible

for paying for any lost or damaged library books. Your child's report card, field trips, and special events may be withheld until all fees owed to the school are paid in full.

### **Lost and Found**

Please label your child's belongings to make it possible to return items that are lost. All lost and found items are kept in the school office for a period of one week after which time items are donated to charity. If your child loses an item, please have him/her check the office.

### **Lunch**

Lunch is served each day in the cafeteria. Lunch is at no cost for all students for the 2021-2022 school year. Decherd students may bring lunch from home or get lunch from the cafeteria. Students who have food allergies are required to submit a Diet Prescription Form from his/her doctor. Milk is available for purchase by students who bring their lunch from home or those who want an extra carton.

Students are expected to use their best manners when eating in the school cafeteria. This includes talking in a soft voice and keeping the cafeteria neat. Food or paper that is dropped on the table or floor should be picked up. When emptying trays, all paper products should be thrown into the trash before the tray is placed in the window. As in all other parts of the building, running and yelling are not allowed.

State and Federal guidelines prohibit fast food meals being brought into the cafeteria during school lunch hours.

### **Lunch Charges**

Please send money if your child wants extras to include chips, ice cream, etc.

### **Make-Up Work**

If a student is absent, make-up work is assigned at the discretion of the teacher. If you plan to pick up makeup work, please give adequate time to gather work.

### **Medication**

Students who take medication at school must have a completed permission form on file with the school nurse in order to receive medication during the school day. Students may not keep medication in their possession. All medications must be brought to and administered from the health office. The medication must be in the original prescription bottle or package. A log, noting when and by whom medication is administered, is kept in the office. Medications will be disposed of at the end of the school year if not picked up.

### **Mission Statement**

The mission of Decherd Elementary School is to provide educational experiences that will enhance academic achievement and social development that meets or exceeds grade level proficiency in preparation for middle school entrance.

### **Newsletters**

Each first day of the month, Decherd School publishes its newsletter. This monthly newsletter will highlight school information and activities.

### **Nuisance Items**

Nuisance items, including toys of any kind and cell phones, must be left at home unless the student has permission from the teacher to bring such items to school. Any inappropriate item brought to school without the teacher's permission will be taken up by the teacher and not returned for a five school day period of time.

### **Office**

Decherd Elementary School's office is a place of business. Please use soft voices, good manners and dress appropriately when visiting our office. All visitors must use the front door of the school building, be buzzed in, and get a visitors pass. Please have driver's license available upon request.

Parent Concerns

Positive communication is essential; please direct any questions or concerns to your child's teacher by appointment or email. After you have made an initial contact and discussed your concerns with your child's teacher and would like to discuss your concerns or questions further, please have the teacher schedule a conference with the school principal.

### **Parent Teacher Organization**

Decherd Elementary School has an active and supportive Parent Teacher Organization, which promotes parent involvement in the school. The PTO is an important part of our school. It not only provides additional funds for instructional equipment and materials, but it also enlists volunteers who share a broad range of talents and skills. Such activities include reading to students, assisting in the library, and helping with class projects. Parents, guardians, grandparents, teachers, and community members are strongly encouraged to participate in PTO activities. Contact the PTO officers or school office staff to let them know of ways in which you are willing to help.

### **Parking**

When visiting Decherd Elementary School, please park in the front of the building and only in visitor spots. DO NOT PARK IN THE FIRE LANES. This ensures the safety of our students and our campus.

### **Parties**

Scheduled parties include Christmas and Valentine's Day. Please make arrangements with your child's teacher to celebrate birthday parties. If parents object to their child's participation in holiday parties or activities related to any holidays, please let the teacher know at the beginning of the school year. No homemade food.

### **Personal Property**

Decherd Elementary School is not responsible for loss or damage to personal property.

All personal belongings should be clearly labeled with the student's name. Students should not bring toys, electronics, toy guns, phones, etc., to school. If taken up, these will not be returned for a minimum of 5 school days or possibly a max of the remainder of the school year.

### **Physical Education**

Physical Education is an important part of the learning process. The exposure students receive enhances their fine and gross motor functions, as well as stresses the importance of being a team member. For safety reasons, students are encouraged to wear gym shoes when participating in Physical Education.

### **Progress Reports**

In order to keep parents informed of their child's progress, reports will be sent home in the Big Red Communicator mid-nine weeks. This means parents will receive a progress report or the official school report card every three weeks.

### **Report Cards**

Report cards are issued four times per year after each nine week grading period. Through this report, the school is able to communicate to parents the performance of students. Should you have questions or concerns regarding your child's performance, please contact your child's teacher for a conference. The report card will be given to parents during parent-teacher conferences. The parent/guardian should sign the report card and return it to school. Your child's report card, field trips, and special events may be withheld until all fees owed to the school are paid in full.

### **Rules and Expectations of Decherd Elementary**

It is important that students understand that acceptable standards of behavior will be expected and will be insisted upon at all times throughout the school. Decherd Elementary School uses the Positive Behavior Support

system for school-wide discipline. This system rewards positive behavior in order to discourage inappropriate behavior. Rules are posted throughout the school. Here are some of the strategies Decherd Elementary will be using this year:

### **Behavior Color Chart**

The yard stick will be used by all classroom teachers

It consists of five colors.

\*All students' names begin on green.

\*If students go above and beyond expected behavior they can move up to

blue or purple. \*For the 1<sup>st</sup> minor offense students move to yellow. The

teacher warns the student.

\*If the student corrects the behavior they move back to green and can still advance

to blue or purple. \*If the student doesn't correct the behavior or misbehaves again

they move straight to RED 1. \*At this time the teacher may administer a form of

discipline.

\*If they correct their behavior they can move back to green.

\*The next time they misbehave they move directly to RED 2. From this point they cannot move

back to green and disciplinary action may be taken.

\*After another minor offense they will move to RED 3. The teacher continues to fill out the

original office referral form. At this point an extended form of discipline is administered and

parents may be called. \*For major offenses, the student's name moves straight to RED 3 and an

office referral form is completed. \*If misbehavior continues, the Principal gets involved.

## Descriptions of Minor and Major Behaviors

*Below is a list of behaviors that students will be disciplined for throughout the year.*

<b>Minor Behaviors</b>	<b>Description</b>	<b>Examples</b>
Inappropriate Language	Student engages in low-intensity instance of inappropriate language (no cursing).	“You’re stupid.” “Butthole” “Fatso”
Physical Contact	Student engages in non-serious, but inappropriate physical contact	Any physical contact that is not violent is a minor (touching, poking, etc.).
Defiance/Disrespect/Non-compliance	Student engages in brief or low-intensity failure to respond to adult requests	Not walking on the gray line Not following teacher/staff directions Talking in hallway/line in cafeteria
Disruption	Student engages in low-intensity, but inappropriate disruption	Talking during lesson Making noises
Dress Code	Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district	Short shorts/Spaghetti straps w/bra showing Inappropriate slogans/picture on clothing Hats on not designated days
<b>Major Behaviors</b>	<b>Description</b>	<b>Examples</b>
Abusive Language/ Inappropriate Language	Verbal messages that include swearing/cursing, name calling, or use of words in an inappropriate way.	Cursing Racial slurs Sexual innuendos
Fighting/Physical Aggression	Actions involving serious physical contact where injury may occur	Hitting Punching Hitting with an object Kicking Spitting
Defiance/Disrespect/Non-compliance/Insubordination	Refusal to follow directions, talking back, and/or socially rude interactions	Talking back to an adult Rolling eyes or making faces at adults Refusing to comply with directions or tasks Having a cell phone out of a backpack/on body
Harassment/Tease/Taunt and Bullying	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes.	Racial/religious comments Sustained OR intense verbal attacks based on ethnic origin, disabilities, or personal matters
Disruption	Behaviors that cause an interruption in a class or activity.	Sustained loud talk Yelling Screaming Noise with materials Horseplay/roughhousing Sustained out-of-seat
Inappropriate Display of Affection	Student engages in inappropriate verbal or physical gestures/contact of a sexual nature to another student/adult whether consensual or non-consensual	Touching others in sexual manner “Purple Purple” “Cup Check” Gesturing, etc.

Skipping Class	Student leaves school/class without permission.	Leaving faculty/staff without asking/telling Leaving school grounds
Forgery/Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission	Signing parent/guardian name on official forms Taking other people's property
Dress Code Violation	Student wears clothing that is not within guidelines practiced for the district/school.	Clothing shows inappropriate parts of body Curse words on clothing
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules	Cheating on an assignment Lying to an adult Conning other students out of money or items
Tobacco	Student in possession of or is using tobacco	Cigarettes E-cigarettes Chewing tobacco
Alcohol/Drugs	Student in possession of or is using alcohol or illegal drugs	Alcoholic beverages Drugs Drug paraphernalia
Property Damage or Vandalism	Student deliberately impairs the usefulness of property	Writing on walls, desks, stalls in bathrooms, etc. Breaking teacher's or other student's supplies, etc.
Weapons	Student in possession of knife, gun, or any instrument deemed to cause major bodily harm to another person	

### R-3 and Principal's Office Procedures

Number of Red-3's	Procedures
1 <sup>st</sup>	<p><u>Teacher</u> will discuss offense with student or set goal with student. <u>Teacher</u> will call parent to inform them of the incident and goal for child</p> <p>Privileges such as recess or assemblies can be taken or silent lunch administered.</p>
2 <sup>nd</sup>	<p><u>Teacher, Guidance Counselor, or Principal</u> will discuss offense or set goal with students.</p> <p><u>Teacher, Guidance Counselor, or Principal</u> will call parents to</p>

	<p>inform them of the incident and goal for the child.</p> <p>Privileges will be taken away such as recess and assemblies.</p> <p>Silent lunch or ISS may be assigned at this point.</p>
<p>3<sup>rd</sup></p>	<p><u>Principal</u> will decide the best option from the following after meeting with the student:</p> <p style="padding-left: 40px;">Out of school suspension</p> <p style="padding-left: 40px;">Or</p> <p style="padding-left: 40px;">Alternate punishment ISS</p> <p>Principal will have final decision making authority and may use his discretion to change to an alternate punishment.</p> <p><u>*Principal</u> will notify the parent of any decision made.</p>

**School Messenger**

Franklin County has a phone message service to inform parents of important news. Decherd Elementary

will be using it also for messages for our parents. It is very important that we have a current phone number for you and your family in order for you to receive these messages.

**School Property**

We are privileged to occupy an attractive school building. Everyone is asked to cooperate in helping to keep both buildings and grounds free from damage and litter. Only through careful use and continued awareness on the part of all can our facility be preserved in its present condition for future students. Should students mark or damage property or equipment, in any way, parents will be responsible for paying for all damage.

## **School System Website/Decherd Elementary School Website**

The Franklin County School System has a website which highlights all schools. The web address is [http:// www.fcstn.net](http://www.fcstn.net). On this web page you will find a link to Decherd Elementary School' s website. Every teacher at Decherd Elementary School has a classroom website that contains homework assignments and other important classroom information.

## **Snack Break**

Individual teachers may schedule snack breaks once each day. We encourage students to bring nutritional snacks for break. They are not to bring glass bottles or carbonated beverages (Coke, Pepsi, etc.) for snacks.

## **SRO**

Each school in Franklin County is assigned a School Resource Officer. Decherd Elementary School is assigned to Officer Adam Isbell.

## **Title I**

Decherd Elementary is a Title I school which qualifies our school for federal funds. These funds are used to enhance student learning by using collaborative teachers, purchasing books, software, computers and funding teacher training. See “Parent Involvement Policy” at the back of this handbook.

## **Textbooks**

Textbooks are loaned to students without charge. These books are the property of the Franklin County Board of Education. Any damage to or loss of textbooks must be repaid by parents/guardians. Textbooks lost or destroyed shall be paid for according to the following scale:

## **YEAR OF ADOPTION % REPLACEMENT**

Library and Reference Books 100%

1<sup>st</sup> 100%

2<sup>nd</sup> 100%

3<sup>rd</sup> 100%

4<sup>th</sup> 90%

5<sup>th</sup> 80%

6<sup>th</sup> Minimum of \$10.00

### **Transfers within the School System**

Transfer students will meet the same enrollment requirements as new students. During summer break, up to ten days prior to the beginning of the school year, a student may register through the Director of Schools to attend a school other than the one to which he/she is zoned.

**\*\*The principal will have final transfer decisions.**

### **Visitors**

All visitors are to use the front entrance or rear entrance with the video call boxes only and must push the call button for entry. All other doors will be kept locked at all times. Visitors will be asked to sign-in at the office upon their arrival and sign-out at their departure. All visitors must attach a visitor's badge which will be worn visibly during their visit with us. To ensure safety and the daily routine of your child' s education is not interrupted, unscheduled visits to classrooms will not be permitted. Anyone on school property without a visitor's pass will be reported to the office immediately. Please bring a driver's license.

### **Yearbook**

Each year a yearbook is published for Decherd Elementary School. Yearbooks are sold in the spring for delivery near the end of the school year.

## Decherd Elementary School's Supply List 2021-2022

### Kindergarten

- 1 - Back Pack
- 4 - boxes 24 count Crayola crayons
- 1 - Crayola Multicultural crayons
- 12 - Elmer's glue sticks
- 1 - pack construction paper
- 1 - pair Fiskar scissors
- 1 - 2 pack fat pencils
- 2 - 12 pack of No. 2 pencils
- 1 - pack of colored copy paper
- 1 - pack of Expo dry erase markers
- 2 - pack of yellow highlighters
- 1 - 1 in. thick Kindermat (thicker ones do not easily fit in lockers)
- 1 - pack Pink Pearl long eraser
- 1 - headphones
- 2 - boxes of Kleenex
- 3 - tubs Clorox wipes
- 1 - box quart size Ziploc bags
- 1 - Germ X
- 1 - can Lysol spray
- 1 - small plastic school box
- \*Please **DO NOT** label supplies\*

### First Grade

- 2 - 1 in. 3 ring white binders w/clear front cover (white)
- 3 - pocket plastic folders with brads (green, black and blue)
- 1 - pencil pouch with 3 holes
- 1 - small plastic pencil box
- 1 - pair of scissors
- 8 - glue sticks
- 3 - packs (no.2) pencils (Ticonderoga or USA Gold)  
**NO Mechanical Pencils**
- 4 - boxes 24 count Crayola Crayons
- 2 - pks. of black Dry Erase Marker
- 2 - boxes of Kleenex
- 2 - Clorox wipes
- 1 - Germ-X
- 1 - can Lysol Spray
- Girls:** 1 - box gallon Ziploc bags
- Boys:** 1 - box quart Ziploc bags
- 1 - dry erase board (8½ x 11) (can be found at \$1 Tree)
- \*Please **Do Not** label supplies!

### Second Grade

- 1 - Backpack
- 1 - **White - 1 Inch** 3-ring binder clear plastic front cover
- 1 - composition notebook
- 2 - spiral 1-subject notebooks
- 1 - Pack of **Wide** Rule paper
- 1 - small plastic school box
- 3 - boxes 24 count Crayola Crayons
- 1 - Pair of scissors
- 6 - Glue Sticks
- 2 - Packs (no.2) pencils (Ticonderoga or USA Gold)  
**NO Mechanical PENCILS!**
- 1 - pack Expo-Dry Erase Marker
- 1 - pack - cap erasers
- 1 - pair ear buds or headphones
- 2 - Boxes of Kleenex
- 1 - can Lysol spray
- 2 - Clorox wipes
- 2 - bottles Germ X
- Girls: 1 box gallon Ziploc bags
- Boys: 1 box quart Ziploc bags
- \*Please **DO NOT** label supplies!

### Third Grade

- 3 - packs #2 pencils
- 2 - box Crayola crayons
- 4 - Glue sticks
- 1 - pair of scissors
- 2 - composition notebooks (red and blue)
- 2 - plastic 3 prong folders (red and blue)
- 2 - pkg. of cap erasers
- 1 - pack Expo Markers
- 1 - zipper pencil pouch
- 1 - headphones
- 3 - boxes of Kleenex
- 1 - can Lysol spray
- 2 - Clorox wipes
- Boys: 1 box gallon Ziploc bags
- Girls: 1 box quart Ziploc bags

**WISH LIST:**  
Sheet protectors  
Colored copy paper  
**\*DO NOT LABEL SUPPLIES\***

### Fourth Grade

- 1 - Backpack
- 1 - Mead Pro Platinum Zippered Cloth binder
- 1 - 1 in. White notebook (clear front cover)
- 1 - spiral notebook (wide rule)
- 2 - pks. of Ticonderoga #2 pencils
- 2 - pks wide ruled paper
- 2 - boxes Crayola crayons (24count)
- 2 - pair of scissors
- 3 - glue sticks
- 3 - PLASTIC folders w/brads and pockets (1-blue, 2-green)
- 2 - packs expo markers
- 2 - pkg of cap erasers
- 1 - pkg. yellow highlighters
- 3 - boxes Kleenex
- 2 - Clorox wipes
- 1 - bottle Germ X
- 1 - can Lysol spray
- 1 - pair ear buds
- Boys - 1qt. size Ziploc bags
- Girls - 1gal. size Ziploc bags
- \*DO NOT LABEL SUPPLIES\***

### Fifth Grade

- 1 - Backpack
- 1 - Mead Pro Platinum Zippered Cloth Binder
- 3 - pkg. of #2 pencils
- 1 - pack colored pencils
- 1 - pkg. 8 count dividers
- 3 - pkg. notebook paper (wide rule)
- 3 - spiral notebooks (wide rule)
- 1 - composition book (wide rule)
- 1 - pair of scissors
- 1 - plastic folders with prongs
- 2 - yellow highlighters
- 2 - black expo dry erase markers
- 3 - packs of glue sticks
- 1 - pack of cap erasers
- 1 - pencil pouch
- 1 - pair ear buds
- 3 - boxes Kleenex
- 1 - container of Clorox wipes
- 1 - bottle of Germ-X
- 1 - can Lysol spray
- Boys - 1 box quart size Ziploc bags
- Girls - 1 box gallon size Ziploc bags
- \*DO NOT LABEL SUPPLIES\***

**PLEASE label jackets, coats, lunch boxes, etc.**

# DECHERD ELEMENTARY SCHOOL SCHOOL-PARENT COMPACT

## What is a School-Home Compact?

An agreement between parents, students, teachers and the principal to be successful at Decherd Elementary

## Our Goals for Student Achievement

### School Goals

- To provide a safe environment that promotes learning
- To encourage students to work to the best of their abilities
- To provide opportunities for all students to be successful
- To provide an atmosphere that is exciting and conducive to learning

## Teachers, Families, Students - Together for Success

### In the Classroom

- To encourage students to work to the best of their abilities
- To provide opportunities for all students to be successful
- To provide an atmosphere that is exciting and conducive to learning
- To communicate with parents/guardians concerning their academic and behavioral progress

best of their abilities

To provide opportunities for all students to be successful

To get children to school daily and on time  
To provide needed school supplies  
To see my child is clean, nourished, and well rested

To attend conferences and meetings

To communicate with my child's teacher or principal

To support schools discipline policy

### Activities to Build Partnerships

Field day • Open House • Fall Festival  
STEM Night • Dr. Suess Night

Literacy Night • Christmas Program • PTO School Dances • Movie Night  
PK/Kindergarten Orientation  
Thanksgiving Lunch • Toy Drive

### Students

- To be respectful to all faculty, staff and each other
- To be ready each day to learn
- To be responsible each day for their school work and behavior
- To take care of the school facility

### Jointly Developed

Leadership Meetings  
Partners in Education

Teacher and Parent/Guardian  
Collaboration

### At Home

- To encourage students to work to the

### Communication About

Student Learning

Progress Reports

Reports Cards

Daily Notebooks/Agendas

Phone Call when necessary

Emails

Weekly Folders

**Decherd  
Elementary  
School**

In support of strengthening student academic achievement, \_\_\_**Decherd Elementary School**\_\_\_ receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The \_\_\_**Decherd Elementary School**\_\_\_ agrees to implement the following requirements as outlined by Section 1116:

- Involve families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school improvement plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of families and the school, distribute it to the families of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of families with limited English proficiency, families with disabilities, and families of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language families understand.
- If the school improvement plan under Section 1114(b) of the ESSA is not satisfactory to the families of participating children, submit any family comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:  
Parent and Family Engagement means the participation of families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
  - (A) families play an integral role in assisting their child's learning;

**School Parent and Family Engagement Policy  
Decherd Elementary School  
2021 - 2022**



## COMMUNICATIONS

\_\_\_\_Decherd Elementary School\_\_\_\_ will take the following actions to provide families of participating children the following:

- Timely information about the Title I programs
  - Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement.
  - Information related to the school and parent programs, meetings, and other activities, is sent to the families of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the families can understand:
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\_\_\_\_Decherd Elementary School\_\_\_\_ will take the following actions to jointly develop with families of participating children a school-parent compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and families will build and develop a partnership to help children achieve the state's high standards.

- 1. An annual meeting will be held at our school during the first six weeks of school. This meeting will provide the following:**
  - a. Information concerning Title I program laws, regulations, and guidelines.**
  - b. Explanation of the Title 1 program and services**
  - c. Invitation to view the operation of the Title 1 program program, including classroom visits, in order to acquire information and experience needed for meaningful consultation**
  - d. Invitation to serve on the schools Advisory team and to make suggestions for the program**
  - e. Distribution of the schools Parent involvement Policy to parents will be included in the "Decherd Elementary School Student and parent handbook"**
- 2. DES will establish a leadership team of at least 2 parents. The leadership team will work in consultation with the schools principal, classroom teachers, and Title 1 representative**
- 3. A parent/student/teacher compact will be reviewed and signed during parent/teacher conferences.**
- 4. Students progress will be communicated to parents six times per year with informal progress reports and each 9 weeks with formal report cards.**
- 5. Parent/Teacher conferences held twice per year.**
- 6. Consultation with parents will be done through a needs assessment survey.**

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## RESERVATION OF FUNDS

If applicable, \_\_\_\_Decherd Elementary School\_\_\_\_ will take the following actions to involve the families of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

- a. DES will establish a Leadership Team of at least 2 parents. The leadership team will work in consultation with the schools principal, classroom teachers, and Title 1 representative.**

by:

An annual meeting will be held at our school during the first six weeks of school. This meeting will provide the following:

- a. Information concerning Title I program laws, regulations, and guidelines.
- b. Explanation of the Title 1 program and services
- c. Invitation to view the operation of the Title 1 program program, including classroom d.
- d. visits, in order to aquire information and experience needed for meaningful consultation
- e. Invitation to serve on the schools Advisory team and to make suggestions for the program

Distribution of the schools Parent involvement Policy to parents will be included in the "Decherd Elementary School Student and parent handbook"

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**1. DES will establish a Leadership Team of at least 2 parents. The leadership team will work in consultation with the schools principal, classroom teachers, and Title 1 representative.**

**2. A parent/student/teacher compact will be reviewed and signed during parent/teacher conferences.**

**Students' progress will be communicated to parents four times per year with informal progress reports and each mid grading period with formal report cards.**

**3. Parent/Teacher conferences held twice per year.**

**Consultation with parents will be done through a needs assessment survey.**

**BUILDING CAPACITY OF SCHOOL STAFF**

Decherd Elementary School will communicate with and work with families as equal partners, implement and coordinate parent programs, and build ties between families and the school.

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DECHERD ELEMENTARY SCHOOL  
2021-2022

The policies, procedures, and expectations of the Decherd Elementary School handbook are not meant to offend or inconvenience anyone at any time. The intentions are to make every effort to maintain a safe, secure, and orderly school environment.

Please sign and return this sheet to your child's teacher.

Your signature will signify that you have read the Decherd Elementary School's Student and Parent Handbook and that both you and your child know the specific expectations and consequences of the failure to comply. This handbook can be found on our D.E.S. website. Please visit [www.decherd.fcstn.net](http://www.decherd.fcstn.net)

Student' s Name: \_\_\_\_\_ Date of

Birth \_\_\_\_\_ Grade: \_\_\_\_\_

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

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Parent/Guardian' s Signature Date

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Notes

