

Student Handbook

Chimneyrock Elementary School
8601 Chimneyrock Blvd.
Cordova, TN 38016

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Crystal Andrews

Assistant Principal
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Deputy Superintendent
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Memphis Shelby County Schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age. Information contained within this document may be subject to change. The administration will communicate any updates as needed.

School Beliefs

1. All children can learn at high levels.
2. Effective effort, not instinctive ability, results in higher achievement for all students.
3. High standards and expectations must be the norm in every classroom.
4. Knowledge must be integrated across all content areas.
5. Standardized testing must be replaced with more real-life ways of assessing student performance.
6. Lasting improvement must include the whole school, the curriculum, the integration of technology, the organization of time and talent, the physical and human environment, the parents, and the community.
7. Students and their parents are the main customers of the school.
8. Every employee holds responsibility for higher achievement for all students.
9. A safe and secure environment must be available for all students.

School Vision

The faculty and staff of Chimneyrock Elementary want to provide a safe, positive, inviting, challenging and supportive environment that allows for multiple opportunities to develop strengths and interests. Faculty and staff will effectively communicate and collaborate with parents, students, and the community to achieve high academic and behavior standards for optimum life-long learning. All students will be challenged intellectually and inspired to become productive citizens.

School Mission

The mission of Chimneyrock Elementary is to prepare all students to be successful citizens and workers of the 21st Century. A partnership of administration, teachers, students, and parents will successfully educate our students to read with comprehension, write clearly, compute accurately, think, reason, and use information to solve problems.

HELPFUL SCHOOL INFORMATION AT-A-GLANCE

School Hours: 8:15 am – 3:15 pm

Office Hours: 8:00 am – 4:00 pm

Universal Breakfast Schedule: 7:45 am – 8:15 am

Students Marked Tardy: 8:16 am

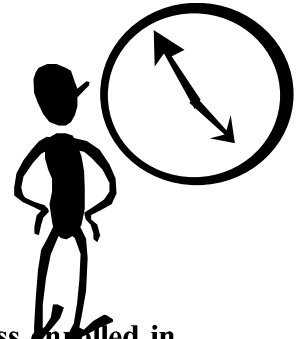
Students must be signed in by adult beginning at 8:30 am

Lunch: 11:00 am -2:15 pm

No Early Checkouts after: 2:00 p.m.

School Dismissal: 3:15 pm

School Age Child Care: 6:30 am - 7:45 am and 3:15 pm - 6:00 pm



Students are not allowed on campus or in the building before 7:45 am, unless enrolled in the School Age Child Care program. If early childcare is needed, please contact the School Age Child Care program. Students who are not enrolled in School Age Child Care will not be admitted into the cafeteria/gym until 7:45 am. ***Please do not drop students off before 7:45 am.***

All students must enter through the double doors located near the main office.

Parents/Guardians of Pre-K and Kindergarten students will be allowed to walk their students to class the first 3 days of their first full week of school. Parents of students in other grades (1-5) will be allowed to walk their children to class the first 2 days of classes.

Students not involved in an after-school program must be picked up by 3:15 pm each day. Shelby County Schools' Security may be contacted after 3:30 p.m. if students are not picked up from school.

Students reporting to homerooms after 8:15 am are considered tardy. **Any student reporting to school after 8:30 am must report to the office and be signed in by a parent/guardian.** Continued tardiness will result in a parent conference and/or other consequences as stated by the MSCS Student Code of Conduct.

If a student is late due to a Memphis Shelby County Schools' bus or inclement weather, as confirmed by Shelby County Schools, the child will not be considered tardy. Rainy days will not justify an excused tardy.

Supportive Services

Special Education resources are available at Chimneyrock Elementary in order to meet individual needs. This includes students being able to participate in CLUE (Creative Learning in a Unique Environment), which is a program for academically gifted students. Instructional Resource is available for students with learning disabilities. CDC (Comprehensive

Developmental Class) is available for students with special learning needs. Speech Therapy and Occupational Therapy are also available. Orff Music and the String Instrument Program provide our students with music education. A Pre-Kindergarten program is also available for eligible students.

Textbooks / Library Books

See SCS Policy #6029

Textbooks are furnished at no cost to parents. Lost or damaged textbooks are the parent's responsibility and must be paid for before the end of the school year. / Library books may be checked out according to the guidelines set by the Media Specialist (Librarian). All books must be returned or paid for before the end of the school year.

School Policies and Information

EXPECTATIONS FOR STUDENTS

General Expectations

1. Students will attend school daily and always be on time.
2. Students will bring books and school supplies to class each day.
3. Students will refrain from bringing toys, large sums of money or other personal items, which could cause disruptions in the classroom. In the event a child brings something inappropriate to school, the teacher will hold the object until the parent comes in to pick it up.
4. Students will maintain proper conduct at all times.
5. Students will not leave school at any time without permission from the office.
6. Students reporting to homeroom later than 8:30 am will be considered tardy.
7. Students will show school pride by obeying school rules and respecting the rights and property of others.
8. Students will be fully informed of the school rules and consequences by their teachers.
9. Students will maintain self-control as the teachers escort classes to the restroom, cafeteria, and support classes.
10. Students/parents will be responsible for restitution if they damage or destroy school property.
11. Students will refrain from aggressive behavior on the bus or on school property.
12. It is strongly suggested that boys not wear earrings. They usually serve as a distraction.
13. Boys and girls are not permitted to wear excessive amounts or oversized jewelry or accessories.
14. Boys and girls are not permitted to wear flip-flops (See Uniform Policy).

Hallway Expectations

1. Students will walk quietly and stay to the right side of the hall.
2. Students will stay with the staff escort unless the student has a hall pass.
3. Students will keep hands and other objects to self.
4. Students will go directly to their destination. Loitering in the hallway is not permitted.

5. Classroom reward items are for use in designated areas only and should not be in the halls, cafeteria, or school grounds.

ATTENDANCE/TRUANCY

- See SCS Policy #6014 and #6016

VOLUNTEERS

Any person who has extended contact with students other than his/her children will either undergo a school-level check, background check, and in some cases fill out a volunteer form online within the school. Various levels of clearance will be required depending on the level of volunteering. The office will follow policy to determine what level of clearance is needed.

BEHAVIOR

To fulfill our mission here at Chimneyrock Elementary School, we must have an academic environment that is safe, secure, and conducive to learning. Good discipline is the foundation of a successful educational program. Please refer to the Student Code of Conduct for Shelby County Schools. (Policy#6022)

SCHOOL RULES

Students are informed of the following rules and regulations regarding standards of conduct:

Classroom Rules

1. Students will respect self, others, and property.
2. Students will be kind with words and actions.
3. Students will speak at appropriate times using appropriate voices and language.
4. Students will be actively involved in all class activities.
5. Students will follow all school and classroom rules.

Hall Rules

1. Students will line up and walk on the right side of the hall.
2. Students will remain quiet in the hall.

3. Students will refrain from playing or running in the hallway.
4. Students will keep hands, feet, and objects to themselves.

Restroom Rules

1. Students will remain quiet in the restroom.
2. Students will keep all materials away from the restroom.
3. Students will keep the restroom clean.
4. Students will refrain from horseplay.

Dismissal Rules

1. Students will walk in an orderly manner.
2. Students will leave in a timely manner.
3. Once students leave the building, they are not to re-enter.
4. Students will only cross the street at the crosswalk.

Positive Consequences

1. Teacher created incentives for students.
2. Notes of encouragement and praise.
3. Other planned activities each report card period (classroom and school-wide).

Negative Consequences

- Step 1 – Warning
- Step 2 – Call or letter home to parent/guardian
- Step 3 – Parent, Teacher, and Student conference (Meeting notice from teacher)
- Step 4 – Administrator, Parent, Teacher, Student, and Counselor conference (Meeting notice from Office)
- Step 5 – Home Suspension(s)
- Step 6 – Referral to Student Services

Actions that Warrant Immediate Office Referral

1. Fights/threats
2. Defiant behavior toward authority figure
3. Major destruction or defacing of school property
4. Electronic or other inappropriate devices. See recent SCS cell phone policy.

Fighting

Fighting is not tolerated for any reason. Often one or both students say the participants were just “play fighting,” but this almost always leads to a real fight and will be treated as a fight. When two students fight, both may be suspended, no matter who started the fight. Students who encourage or instigate a fight may also be suspended.

One of basic rules is to “keep hands, feet, objects, and unkind words to yourself.” If all students followed this rule, many school problems would be eliminated. Please make sure that your child understands this policy.

Student Discrimination/Harassment and Bullying/Intimidation

Bullying/intimidation will not be tolerated. Students will be subject to consequences according to the most current Student Code of Conduct if any acts are determined to:

1. Unreasonably interfere with the student's work or educational opportunities
2. Create an intimidating, hostile, or offensive learning environment
3. Imply that submission to such conduct has made an explicit or implicit condition of receiving grades or credit
4. Imply that submission to or rejection of such conduct be used as a basis for determining grades or participation in a student activity.

BIRTHDAYS AND CLASS PARTIES

We know that parents/guardians like to celebrate their children's birthdays. Instructional time, however, must remain a top priority within our school. Birthday parties or other celebrations for individual children will not take place in the classroom. Also, we cannot celebrate birthday parties during lunch due to dietary restrictions and other health concerns.

Please do not bring items such as: cupcakes, cookies, cakes, pizza, etc... to celebrate your child's birthday or as a designated snack/treat for your child's classroom.

CAFETERIA

No open food is to be taken out of the cafeteria at any time. Cleanliness is always stressed in the cafeteria. Students are responsible for helping to keep the cafeteria clean. Each class will be responsible for cleaning and picking up paper and debris under and around tables.

Cafeteria Conduct

All students in the school share the cafeteria. It is to be kept clean and at a comfortable noise level. Students are expected to obey the following rules:

- Respect and obey the teacher assistants.
- Enter quietly and orderly.
- No talking in the lunch line.
- Sit at assigned tables.
- Engage in quiet conversations.
- Remain seated unless special permission has been granted.
- Practice good table manners. (Do not play with food.)
- Keep eating area clean.
- Keep your hands, feet and other objects to yourself.
- For health reasons, trading food is not allowed.

In the event a student does not obey the rules of the cafeteria they will be subject to standard disciplinary actions.

COMPLAINTS

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

- All complaints must be taken care of within ten calendar days of learning about the event or problem.
- All student matters should be discussed first with the appropriate classroom teacher.
- If the teacher's decision is not satisfactory, the complainant may request a conference with the principal or assistant principal.
- Please remember to schedule an appointment with the teacher and/or principal so that we can serve you in a timely manner.

DISMISSALS

For attendance purposes, children are expected to be in school from 8:15 am – 3:015pm. If you must check a child out for an appointment, please be sure this is done by **2:00 pm**. *Early checkouts will count against a student's perfect attendance status. Frequent early checkouts will be questioned and subject to investigation.*

Once students have arrived on campus, they will not be allowed to leave campus.

Parents, guardians, and visitors are asked not to enter the building to drop off or receive students during morning entry and afternoon dismissal. Please honor our system as we attempt to safely transport our students while on campus.

BUS RIDERSHIP-BUS PASSES

Students must present a bus pass daily to board to bus. Students who do not have bus passes will not be allowed to ride the bus. Students in kindergarten and first grade must have an adult or family member 12 or older at the bus stop to receive the student. If there is not a person 12 or older to receive the student, he/she will be taken back to the school. Once the student arrives at the school Memphis-Shelby County Schools Safety department will be contacted. See transportation rules.

DRESS CODE – SCHOOL UNIFORMS

See SCS policy #6021

Basic uniform:

- ✓ The basic uniform shall be tan, navy blue or black pants, skirt or jumper, and a white, yellow, light blue, or dark blue long sleeve or short sleeve shirt with a collar (polo style, dress style, or turtleneck).
- ✓ Pants must be straight-legged or boot cut. Full-length pants, cropped pants, cargo pants and straight-legged Capri pants are permitted. Denim jeans, pedal pushers, and bell-bottoms are not permitted.
- ✓ Walking shorts are permitted for elementary students. (Walking shorts are straight-legged shorts that stop at the knee.)
- ✓ Pants must fit at the waist and not be over sized or undersized (e.g., baggy pants, sagging pants, tights or pants made of spandex are not prohibited). If belts are worn, they must be fitted and put through the belt loops.
- ✓ **Skirts or jumpers must be at or below the knee.**
- ✓ Shirts must be tucked in.
- ✓ T-shirts may be worn as undergarments. They must be solid white.
- ✓ Light jackets, vests, sweaters, and cardigans may be worn over a uniform top if the building is unusually cool/cold. They must be **solid black, khaki/tan, grey, or white** in order to be worn in the building throughout the day.
- ✓ No denim material may be worn as uniform clothing.
- ✓ All uniform clothing must be plain, without any manufacturer's logos, brand names, pictures, or insignias visible on the clothing.
- ✓ Shoes can have heels no higher than one and one-half inches. Athletic shoes, sandals with straps on the heel and boots are permitted. Flip-flops or shoes without backs or straps are **NOT** permitted.
- ✓ Heavy coats, heavy jackets, and raincoats are not covered by these regulations and are not to be worn during the school day unless permitted by the principal for special circumstances.
- ✓ Students who arrive at school out of uniform will be asked to contact parents/guardians for proper uniform garments.

GRADING AND ASSESSMENT

The assessment of a student's academic achievement is used to determine a grade for the student. The grading criteria may include a combination of –

- Classwork- 40%
- Homework- 5%
- Assessments- 45%
- Participation- 5%
- Projects/Portfolios- 5%

Grading Scales

*See latest MSCS policy

Conduct Grades

Referrals to the office will result in lower conduct grades.

Classroom Assignments

Students' assignments and tests that have a major influence on the report card grade will be shared with the parents. All teachers maintain a file containing each student's work, which can be reviewed by parents during a scheduled conference.

Progress Reports

All students should get a progress report at the mid-point of each grading period. There should be no surprises on a report card.

HOMEWORK

- Homework is defined as meaningful and quality work assignments to students, which is intended to be completed during non-instructional hours. Homework helps students develop self-discipline and a feeling of self-satisfaction and accomplishment.
- The total amount of homework assigned will depend upon the grade level of the student. The amount of homework normally increases as the student progresses through school. Only in rare cases will students be allowed to use the phone to call for forgotten homework.

REPORT CARDS

Report Cards are sent home every grading period. Please refer to the MSCS calendar for Report Card dates.

CONFIDENTIAL STUDENT INFORMATION

Shelby County Schools recognizes that information collected and maintained about individual students primarily is designed to assist in the educational development of the students and should be assessed and disclosed only for that purpose. The parent/guardian of a student in MSCS has the right to inspect and review the education record of the student. The time-frame in which the records must be produced will be governed by SCS policy.

FIELD TRIPS

Field trips are planned experiences that provide students with insight, information, and knowledge that constitute an extension of the regular classroom instruction. Each field trip shall be supervised by school personnel. Signed parental permission forms must be obtained for each student. Fees will be requested for some field trips. These fees are the parent's responsibility.

HEALTH POLICY

Parents will be notified in cases of illnesses and/or injury. ***PARENTS MUST KEEP THE SCHOOL UPDATED ON ANY CHANGES IN ADDRESS, TELEPHONE NUMBERS, AND/OR EMERGENCY CONTACT NAMES AND TELEPHONE NUMBERS.***

- A child whose illness requires that the child be sent home will be given appropriate attention and supervision until the child's parent or authorized person arrives.
- A child with uncontrolled diarrhea or vomiting will be provided care apart from other children until the child's parent or authorized person arrives.
- Students will not be allowed to remain at school if one or more of the following exists:
 - a. If the illness prevents the child from participating comfortably in school
 - b. If the illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other students.
 - c. Oral temperature of 100 degrees or greater. Child must be free of fever for 24 hours before returning to school.
 - d. Diarrhea
 - e. Vomiting

MEDICATIONS

(See SCS Policy #6043 for details.) **School personnel will not administer shots or injections.**

LOST AND FOUND

If your child should lose any articles, he/she is to report the loss to the classroom teacher. There is a lost and found bin inside the cafeteria. All found items are placed there for parents or children to look through. Please label coats, caps, and book bags to make identification easier. **All articles of clothing or other items not claimed at the end of each semester will be donated to the clothes closet.**

PAYMENTS

We will only accept cash payments or money orders. Checks will not be accepted.

TELEPHONE USAGE / CELL PHONE POLICY #6024

Students will be allowed to use the phone if they are sick. Only in rare cases will a student be allowed to use the phone to call for forgotten homework, permission slips, supplies, or a ride.

Phone calls from parents/guardians or family/friends will not be transferred directly to classrooms. A message can be left for teachers to call you during their planning time. Students will not be allowed to receive telephone calls in the classroom. Appropriate messages will be given to students from the main office.

See SCS Policy #6024 for the current cell phone policy.

SAFETY DRILLS

Safety drills are conducted according to recommended procedures. If parents or other visitors are at school during a drill, they will be expected to participate.

VISITORS / BUILDING SECURITY

Parents and other visitors are welcome to visit our school during scheduled visits. All visitors must report to the office. Visitors must wear a visitor badge issued by the office.

Visitors to individual classrooms during instructional time must not be frequent and must be met with the approval of the principal. Such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Drop-in visits to various areas of the campus, especially classrooms, will not be permitted without appointments. We have found this practice interferes with the educational process. The administration, faculty, and staff will work with all stakeholders to ensure concerns are addressed in the best interest of our students.

All visits should be prearranged with the teacher or the administration.

- Parents and parent designees, who come to the school to sign children out and remove them from school, must report to the office. Students will not be released to parents from the classroom, only from the office.
- A visitor's pass does not give a visitor the right to visit all areas of the building. A destination must be identified upon checking in.
- Parents will not be permitted to visit classrooms simply because they check in and obtain a visitor's pass.
- Parents/visitors may not visit classrooms to pay for field trips. Money and other items can be left in the main office for a student.
- Parents/visitors are not permitted to go to classrooms in the afternoon and pick up children for dismissal.

PARENT GROUPS

The Chimneyrock Parent/Teacher Organization (PTO) exists to promote the welfare of our children. Parents are encouraged to join and support the activities of the school. Several opportunities are available for your involvement. Please join our PTO. We need your help.

CHIMNEYROCK ELEMENTARY SCHOOL SCHOOL TRAFFIC RULES

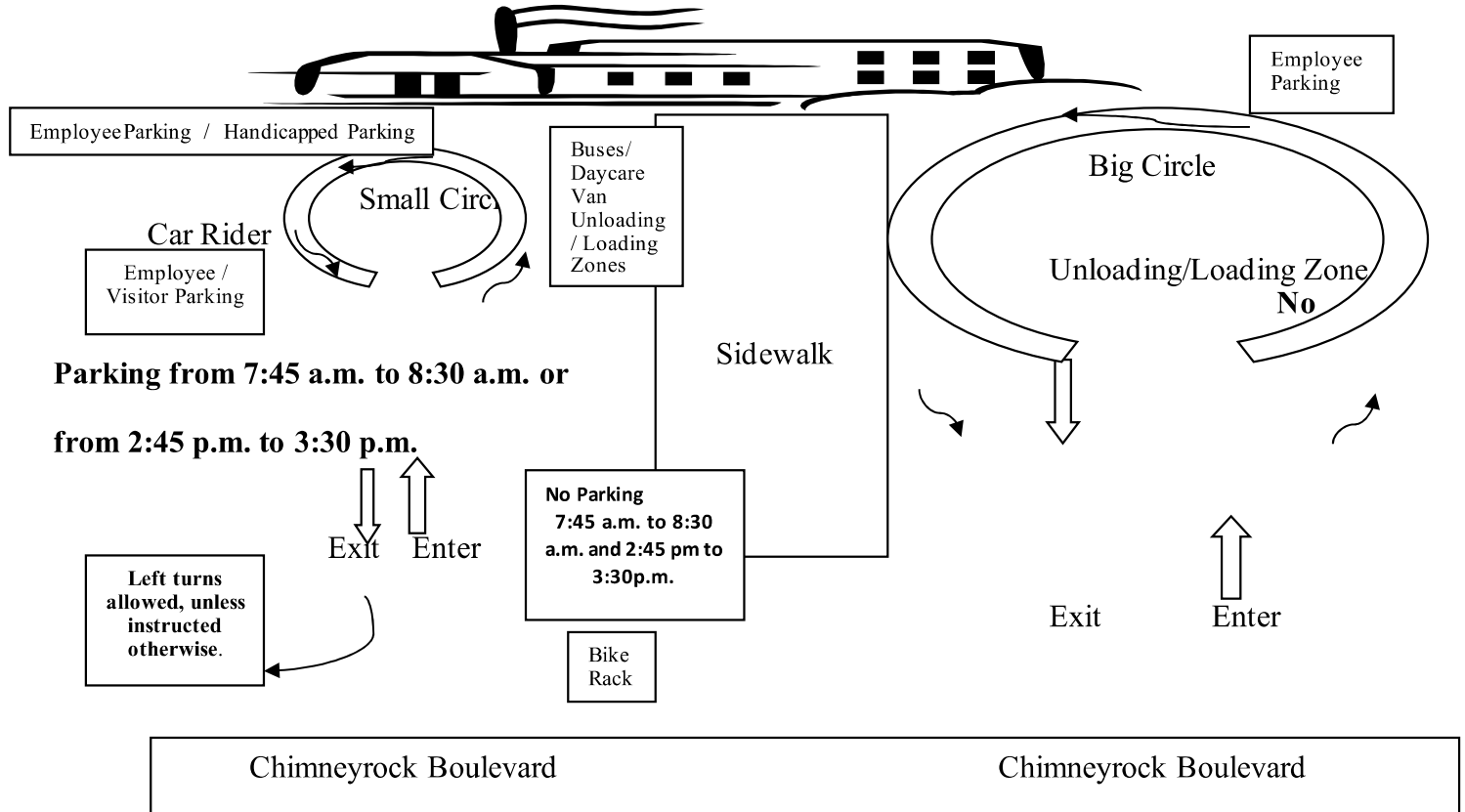
Please Remember: Safety of every student is of the greatest importance!! Help us keep all of our children safe!! A school traffic map is located on back of this page.

THINGS YOU SHOULD KNOW

1. CAR POOLING IS HIGHLY ENCOURAGED!!!
2. Handicap parking with proper ID is for handicapped drivers or handicapped students only.
3. Animals are not allowed on campus unless they are used for medical/health reasons. We have several students who are either allergic or frightened.
4. Be courteous and respectful of crossing guards and school personnel. They are here to protect our children.
5. Speed limit on campus is **5 MPH**. PLEASE, **no cell phones** when driving on campus.
6. During inclement weather, be prepared for long delays in the car rider line or bus drop offs.
7. You must send a letter to your student's teacher/office if there is a change to the student's dismissal.

<u>WALKERS</u>	<u>CAR RIDERS</u>	<u>BUS RIDERS</u> <u>DAYCARE VANS</u>
<p>Parents are to wait at the picnic table area for dismissal. Do not enter the building!</p> <p>No students will be dismissed before 3:15 p.m.</p> <p>Cross only at designated crosswalks.</p> <p>Obey crossing guards at all times.</p> <p>No student may walk to meet a parent waiting in a car. THIS IS NOT SAFE!</p>	<p>Drop off/Pick up is in the BIG CIRCLE ONLY!</p> <p>No parking is allowed in the BIG CIRCLE from 7:45 a.m. to 8:30 a.m. or 2:45 p.m. to 3:30 p.m.</p> <p>Do not pass in line unless directed by school personnel</p> <p>Pull as far forward as possible</p> <p>Students are to never be left unattended and must exit only from the passenger side</p>	<p>During arrival and dismissal, no cars are allowed in the SMALL CIRCLE</p> <p>Students are not permitted to ride buses other than their assigned bus</p> <p>Please review bus safety rules with your students</p> <p>Make sure students know their daycare names and bus route #</p> <p>Call the daycare if your child leaves school early.</p>

CHIMNEYROCK SCHOOL TRAFFIC PATTERNS



- **Chimneyrock Elementary School's Student Handbook Verification Page**

- **Please sign and return this form today with your registration packet. Keep the handbook for your records.**

Student's Name (Fill out one form per child): _____

_____ I understand the benefits, responsibilities, and penalties outlined in the Chimneyrock Elementary School Student and Parent Handbook.

_____ I have read the Chimneyrock Health Policy and will abide by the provisions of the policy.

_____ I understand that my child _____, will be held accountable for the behavior and consequences outlined in the Student and Parent Handbook at school and at all school sponsored or related activities regardless of time or location.

Parent/Guardian's Signature _____