

2024-2025

AVON LENOX SCHOOL HANDBOOK

FOR STUDENTS, PARENTS,
& STAFF



AVON LENOX HIGH SCHOOL

HEAR US . . .

RESPECT

OBEDIENCE

ATTITUDE

RESPONSIBILITY

310 N. Avon Road
Memphis, TN 38117

901-416-2124 Fax: 901-416-2126

MARGARET MCKISSICK-LARRY,
PRINCIPAL

VICKI HOULIHAN, ASSISTANT PRINCIPAL



AVON LENOX SCHOOL

Dear Avon Parents and Guardians,

As Principal of Avon Lenox High School, it is my pleasure to welcome all new and returning students back for another great school year. We are excited to have students in our building, filling it with energy and enthusiasm for learning. We pledge to do our absolute best to help each student feel welcomed, connected, and a part of our beautiful Avon family. It is our mission to guide students as they reach their maximum potential for living independently and functioning in society.

At Avon, we have great teachers and staff who spend hours planning and creating classroom activities to engage our students in learning. Working together, teachers and staff utilize research-based best practices and student IEPs to determine current skill levels and to set additional goals for growth and improvement. We genuinely believe that all students should have the educational opportunities needed for transition into post-graduation placements and to lead more meaningful lives.

This year will be filled with new and continued initiatives, including Project Excel, a schedule which combines our PAES Lab, co-teaching, and lots of peer interaction. The Avon School Garden is expanding, allowing students hands-on science experience and exposure to many cross-curricular lessons. In addition, our Physical Education Department will roll out many new and exciting activities for the students this year, thanks to innovative ideas and a well-stocked gym.

We are proud to announce Avon's acceptance of a \$200,000 Innovative School Model Grant. This money will enable us to make many improvements to the school, including the addition of a long-awaited Sensory Room.

While these plans and intentions are wonderful and certain to enhance the educational experience, we know that all students need a school environment that is free from all types of bullying. For this reason, the Avon School will join with other schools around the MSCS district to make our own school an official "NO BULLY ZONE." According to experts, each day nearly 160,000 US children refuse to go to school because they dread the physical and verbal aggression of their peers. Our goal is to make Avon a place where each student feels included and accepted, so that every student can learn.

I am honored to serve as the Principal for Avon Lenox School. It is my privilege to be part of a community where parents, students, and teachers care for each other and strive to build positive relationships that support academic and social growth.

Once again, let's make this another great year!

See you all in school! Welcome back!

Sincerely,

Margaret Bland McKissick-Larry



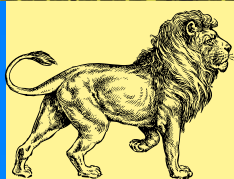
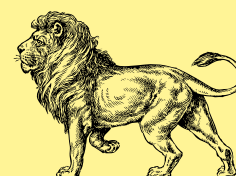
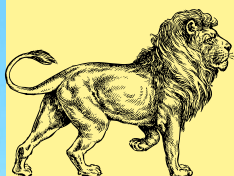


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MSCS DISTRICT INFORMATION



Shelby County Schools Information

Dr. Marie Feagins, Superintendent

Board of Education

160 S. Hollywood St.

Memphis, TN 38112

901-416-5300 Fax: 901-416-5578

SOAR School

Dr. Angela Whitelaw, Deputy Superintendent, Schools
and Academic Support

Exceptional Children and Health Services

TBA, Executive Director

Bond Building

2930 Airways Blvd.

Memphis, TN 38116

901-416-5600

INFORMATION ABOUT OUR SCHOOL

School Hours 9:15 A.M. to 4:15 P.M.
School Colors Green and Gold
School Mascot Lion

TELEPHONE NUMBERS

Office 901-416-2124
Office Fax 901-416-2126
Margaret McKissick-Larry, Principal 901-416-1103
Vicki Houlihan, Assistant Principal 901-416-7047
Keela Higgs, Guidance Counselor 901-416-2124 (ext. 62131)
Tanedra Pope, Financial Secretary 901-416-2124
Ronika Ellis, Clerical Assistant 901-416-2124
Christopher Randle, Building Engineer 901-416-2124
Cornette Dumas, Nurse 901-416-2124 (ext. 61106)
Vivian Coleman, Cafeteria Manager 901-416-2124
Fannie Smith, Interpreter for the Deaf 901-416-2124
T. Renee deLeon, Interpreter for Spanish 901-416-2124

AVON FACULTY & STAFF

TEACHERS & STAFF

ARWEN ADAIR

Yolanda Crutcher
Stephanie Jenkins

MARY ALEXANDER

Ceannndredel Light
Helen Taylor

FELECIA BROOKS

Ashanit Holder
telecia Wade

JOY BROWNLEE

Carolyn Hill
Charles Dennis
Leon Morris

T. RENEE DELEON

Dionne Smith
Patricia Bailey
new

New

Dominique McDowell
Janice Oler

PRINCIPAL

Margaret
McKissick-Larry

ASSISTANT PRINCIPAL

VICKI HOULIHAN

GUIDANCE

KEELA HIGGS

OFFICE STAFF

Tanendra Pope,
Financial Secretary
Ronika Ellis,
Secretary

SUPPORT STAFF

Kelly Able,
Physical Therapy

TBA
Speech Therapy

REnita Mallett,
Librarian

Tennille Moten,
Physical Education

TEACHERS & STAFF

RAHJA JONES

Narcissus Alexander
Timothy Smith

AMY McDONALD

Arlene Russell
Shirley Luse

CURTISHA MCGREGORY

Debra Adams
Malik Degraffreed

VERONICA MCMICKENS

Lauren Barton
Beauty Williams

AMANDA NOVAK

Javaka Godbolt
Lisa Monroe
Paula Cohnes

ROBERT PINK

Erica Thompson
Asia Johnson

ROCHELLE SOLOMON

Charnika Dennis
Peggy Jones
Fannie Smith

Avon Faculty & Staff: (Continued)
CCTP
Project Search
Incarcerated Youth

Sheniqua Woodard
CCTP- U of M campus

Aretha Burrows
Lina Sawyer

Tiffany Brooks
Project Search
Nike

Rebecca Kigata
Project Search
Methodist North

Lillian Takona
Project Search
Lebonheur

Stephanie Sain
Project Search
Peabody Hotel

DeCorye Hampton
Incarcerated Youth
201 Poplar

Demetria Jackson
Incarcerated Youth
201 Poplar


Sharie Lazar
Incarcerated Youth
Penal Farm

Wesley Cincore
Incarcerated Youth
Penal Farm

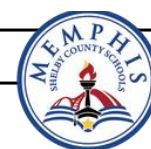
**Avon Lenox High School
Master Schedule 2024-2025**

“One Team, One Pride; WHATEVER it Takes: NO MATTER WHAT!!”

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00	Teacher/ ESP report time/sign-in				
9:05-9:30	Breakfast/Unload Buses (students meet Teachers in the cafeteria after unloading buses) TLW Improve literacy and numeracy in daily living skills by adhering to safety, food preparation/consumption precautions and personal mobility.				
9:35-9:55	RR Break/Diaper/Sanitizing Measures TLW Improve literacy and numeracy in daily living skills by adhering to safety and precautions for personal care.				
10:00-10:45	1 st Period/Intervention/Transitional Reading Skills TLW improve literacy in the areas of functional reading and writing by completing activities in FFR, Real World Reading & Writing, Edmark Reading/Safety Signs, TeachTown, and ABC Mouse.	In-Community Activities TLW improve literacy and numeracy in shopping, dining, mobility, purchasing and leisure skills.	1 st Period/Intervention/Transitional Reading Skills TLW improve literacy in the areas of functional reading and writing by completing activities in FFR, Real World Reading & Writing, Edmark Reading/Safety Signs, TeachTown, and ABC Mouse.		
10:45-10:55	RR Break/Diaper/Sanitizing Measures TLW Improve literacy and numeracy in daily living skills by adhering to safety and precautions for personal care.		RR Break/Diaper/Sanitizing Measures TLW Improve literacy and numeracy in daily living skills by adhering to safety and precautions for personal care.		
11:00-11:45	2 nd Period/Intervention/Transitional Math Skills TLW improve numeracy in the areas of functional math and health/wellness skills by completing activities in Menu Math, Coupon Math, Real World Math, Life Skills Math and TeachTown.		2 nd Period/Intervention/Transitional Math Skills TLW improve numeracy in the areas of functional math and health/wellness skills by completing activities in Menu Math, Coupon Math, Real World Math, Life Skills Math and TeachTown.		
11:45-11:55	RR Break/Diaper/Sanitizing Measures TLW Improve literacy and numeracy in daily living skills by adhering to safety and precautions for personal care.		RR Break/Diaper/Sanitizing Measures TLW Improve literacy and numeracy in daily living skills by adhering to safety and precautions for personal care.		
12:00-12:40	LUNCH TLW Improve literacy and numeracy in daily living skills by adhering to safety and food preparation/consumption precautions. *Appropriate handwashing, diapering and sanitizing measures completed before and after LUNCH*		LUNCH TLW Improve literacy and numeracy in daily living skills by adhering to safety and food preparation/consumption precautions. *Appropriate handwashing, diapering and sanitizing measures completed before and after LUNCH*		
12:45-12:55	RR Break/Diaper/Sanitizing Measures TLW Improve literacy and numeracy in daily living skills by adhering to safety and precautions for personal care.		RR Break/Diaper/Sanitizing Measures TLW Improve literacy and numeracy in daily living skills by adhering to safety and precautions for personal care.		
1:00-1:45	3 rd Period: Homeroom/IEP Activities/Vocation/Life Skills/Intervention Support/APE/Library TLW improve numeracy in the areas of functional math and health/wellness skills by completing activities in Menu Math, Coupon Math, Real World Math, Life Skills Math and TeachTown..				
1:45-2:00	RR Break/Diaper/Sanitizing Measures TLW Improve literacy and numeracy in daily living skills by adhering to safety and precautions for personal care.				
2:00-2:45	4 th Period: Homeroom/IEP Activities/Vocation/Life Skills/Intervention Support/APE/Library TLW improve numeracy in the areas of functional math and health/wellness skills by completing activities in Menu Math, Coupon Math, Real World Math, Life Skills Math and TeachTown..				
2:45-3:00	RR Break/Diaper/Sanitizing Measures TLW Improve literacy and numeracy in daily living skills by adhering to safety and precautions for personal care.				
3:00-3:30	5 th Period: Club Activities: Gardening, Library, Basketball, Dance Team, Cheerle3adding Squad, UNO, Crafting/Art TLW improve social emotionallrecreational-leisure skills while increasing independence for transition and life skills				
3:30-3:45	RR Break/Diaper/Sanitizing Measures TLW Improve literacy and numeracy in daily living skills by adhering to safety and precautions for personal care.				
3:50	Bus Rooms/ Cafeteria- Prepare to Load Buses				
3:55-4:30	Load Buses				



Approval: Margaret McKissick-Larry, Principal
Vicki Houlihan, Assistant Principal



2024-2025
Avon Lenox
Project Excel Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00	Staff sign-in				
9:05–9:30	Unload Buses/Breakfast (students meet Teachers in the cafeteria after unloading bus)				
9:35–9:55	Homeroom/Diapers/RR Break/Pledge/Cafeteria WBL/Sanitizing				
1st Period	Co-Teaching Groups #1, #2, #3 and #4: Follow Transitioal Schedule		SEL/ReThink ED 9:40 – 10:10 (Video, Practice, Deep Dive)	Co-Teaching Groups #1, #2, #3 and #4: Follow Transitioal Schedule	
10:00–10:45					
Library	deLeón	Jones	Community (deLeon WBL)	McGregory	Brooks
PAES Lab/HEC	McDonald	McMickens		Adair	Jones
PE/Wellness	McMickens	Brownlee		Brownlee	McMickens
Transition Work–Based Learning/ Employment Skills 10:00–12:00	Novak, Jones, Adair	Brooks, New, Solomon		McDonald, McMickens, deLeon (CBI)	Brownlee, McGregory, Alexander, Pink
2nd Period	Co-Teaching Groups #1, #2, and #3: Follow transitional schedules			Co-Teaching Groups #1, #2, and #3: Follow transitional schedules	
11:00–11:45					
Library	Alexander	Brownlee		New	McDonald
PAES Lab/HEC	deLeón	Available		Novak	Available
PE/Wellness	Solomon/Brooks	Alexander/Pink		Alexander/Pink	Solomon/Brooks
11:45–12:00	IEP Activities/Sanitizing			IEP Activities/Sanitizing	
12:00–12:40	Lunch				
12:45–12:55	Homeroom/Diapers/RR Break/Cafeteria WBL/Sanitizing				
3rd Period	Homeroom/IEP Activities/Vocation/Life Skills/Intervention Support				
1:00–1:45					
Library	Adair	Pink	IEP	Novak	Available
PAES Lab/HEC	Solomon	New	Activities/REC/	Pink	Available
PE/Wellness	deLeón/McDonald	Jones/Adair	Planning	Jones/Adair	deLeón/McDonald
1:45–2:00	Restroom Break/Diapers/Sanitize				
4th Period	Homeroom/IEP Activities/Vocation/Life Skills/Intervention Support				Music in Motion (2:30 – 3:30 Reward Party) Teacher Planning***
2:00–2:45					
Library	McMickens	Available		Solomon	
PAES Lab/HEC	Brownlee	Alexander	Brooks	McGregory	
PE/Wellness	Novak	New/McGregory	Novak	New/McGregory	
2:45–3:00	Restroom Break/Diapers/Sanitize				
5th Period	Club Activities: Garden, Library, Basketball, Dance Team, Cheerleader Squad, UNO, Crafting/Art, Basketball				Diapers/RR Break/Prepare for home/Sanitizing
3:00–3:30					
3:30–3:45	Homeroom/diapers/RR Break/Prepare for home/Cafeteria WBL/Sanitizing				
3:50	Bus Rooms/Cafteria– Prepare to load buses				
3:55–4:30	Load Buses				
**ESP lunch breaks: 1st– 11:45–12:15, 2nd–12:20–12:50					
*** Additional Teacher planning to be had during scheduled library and PE times					
Group 1: Novak, Jones, Adair			Group 3: McMickens, McDonald, deLeon		
Group 2: Brooks, New, Solomon			Group 4: Brownlee, McGregory, Alexander, Pink		

AVON CURRICULUM

The curriculum at Avon Lenox School is a functional curriculum based on the Secondary Education Curriculum and Standards for Lifelong Learning that are adapted to meet the special needs of our student population. The Memphis Shelby County Schools Board of Education approves this curriculum. The curricular areas include: Life Skills/Community-Based Instruction, Functional Academics, Recreation/Leisure, P.E./Wellness/Family Life, and Vocation/Work-Based Learning. This curriculum addresses skills necessary to reinforce independence and daily living for successful transition upon graduation. Students have individual goals and benchmarks for each curricular area written in their IEPs. The following lists the instructional areas for each curricular domain.

INSTRUCTIONAL AREAS FOR CURRICULAR DOMAINS

Life Skills/Community-Based Instruction

Cooking, cleaning, kitchen safety, shopping, aming out, personal mobility, and community recreation/leisure.

Functional Academics

Reading, writing, math, science, personal data, computer, communication, safety/survival signs, newspaper activities, and fine motor skills.

Recreations/Leisure

Arts & Crafts, books, magazines, card games, board games, videos, electronic games, newspapers, & puzzles.

P.E./Wellness/Family Life

Interpersonal relationships, body awareness, health, exercise, individual/group games, gross motor skills, & personal safety

Vocational/Work-Based Learning

Employer/employee relations, communication skills, career awareness, fine motor skills, & job training/safety supervision from Work-Based Coordinators

GUIDING PRINCIPLES



AVON SCHOOL BELIEFS

- **All students, regardless of the degree or type of disability, have individual needs.**
- **Skills, which are attainable for each student in the area of learning, should be identified and nurtured.**
- **Activities in the school should be success-oriented so that each student may have a positive self-image.**
- **The curriculum should consist of functional, age-appropriate skills and activities that have transitional value for adult life.**
- **The process of education values the establishment of valid ties between the each student's home and the school.**
- **Opportunities must be sought to expand our knowledge and improve our professional development in order to ensure an appropriate education for all students.**
- **Non-aggressive behavior management techniques should be used, except in crisis situations where students could harm themselves, other students, or school staff.**
- **The environment should be safe, academically challenging, and satisfying.**

MEMPHIS DEAF SIGHTS AND HEARING SCHOOLS DOES NOT DISCRIMINATE IN ITS PROGRAMS OR EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, HANDICAP/DISABILITY, SEX OR AGE.



AVON SCHOOL GUIDING PRINCIPLES

- **All students can learn and have a right to a high quality education.**
- **All staff members participate in the educational decision-making and learning experiences.**
- **The school community consists of staff, parents, the district office representative, and community members.**
- **All members of the school community share ideas and work together.**
- **The school community constantly evaluates the school and addresses needs for school improvement.**
- **The school community possesses a vision and a desire to make its dream a reality.**
- **The parents are vital to a successful school and must be included in the educational process.**

AVON SCHOOL VISION

Avon Lenox School will strive to ensure that all students with disabilities have the educational opportunities needed to develop the skills necessary for successful transition into post-graduation placements.

AVON SCHOOL MISSION

Avon Lenox School is dedicated to assisting students achieve their maximum potential for effective independent living and functioning in a diverse society.

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VISION

Our District will be the premier school district, attracting a diverse student population and effective teachers, leaders, and staff who are all committed to excellence.

MISSION

Preparing all students for success in learning, leadership, and life.

CORE BELIEFS AND COMMITMENTS

We believe that all students can achieve at global academic standards, in preparation to become successful in life.

- **We commit to closing the achievement gap.**
- **We commit to be accountable for successfully implementing rigorous standards. We believe that all students require quality resources and supports to achieve high levels of success.**
- **We commit to equitable distribution of quality resources and supports to all students.**
- **We commit to providing a safe and nurturing school environment for all students. We believe that effective teachers and school leaders are essential to high student achievement.**
- **We commit to recruiting, hiring, training, retaining, and supporting effective teachers and school leaders.**
- **We commit to create and sustain a culture of high expectations.**

We believe that strong public support and community partnerships are essential for all students to excel.

- **We commit to meaningfully engaging families in the education of their children.**
- **We commit to working collaboratively with all community stakeholders.**

We believe that our school system can be a high-performing, accountable, and transparent organization.

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BACK TO SCHOOL INFORMATION

ILLNESSES & SICKNESS



You or your emergency friend will be called if your child arrives at school sick or becomes sick during the day. We have a Licensed Practical Nurse who will assess each sickness and call if she feels the student needs to go home. It is necessary that you make arrangements to have him/her picked up and taken home as quickly as possible so that treatment can be started and so that communicable illnesses will not spread to others. Please keep your child at home until he/she has been free of fever for 24 hours. Do not send your child to school if any of the above symptoms are present.

ATTENDANCE



Regular attendance is a must. Your child will be unable to achieve his/her individual education plan if he/she is not at school. When your child is absent, call the school office by 10:00 A.M. on the day of the absence.



Send a written note to the school on the day your child returns to school after an absence, giving the reason for the absence. This is a Memphis Shelby County Schools requirement.



Excused absences are given for the following reasons:

- Illness of pupil
- Death, serious illness, or emergency in the immediate family of the pupil
- Doctor's/Therapy appointment
- School-sponsored activity



**MISSING THE SCHOOL BUS IS NOT
AN ACCEPTABLE EXCUSE.**

Each year there are usually a few days when schools are closed due to inclement weather. The television and radio stations will announce when the Memphis Shelby County Schools will be closed.

Money, Report Cards, & Teacher Conferences



If you send money to school for any reason, please put it in an envelope with the child's name, the amount of money sent, what the money is for, and the teacher's name.



Student abilities are assessed at the beginning and end of each school year. New students are assessed upon placement in the school. This assessment forms the basis for the IEP. Thus, each student's education is based on his/her documented need. Parents are invited to attend the IEP meetings and offer input into their child's IEP and ITP.



Report cards are issued each nine weeks and the IEPs are updated and modified, as needed, for optimum skill development. Skill acquisition is carefully monitored through scrutiny of the IEP during the updating processes.



Memphis Shelby County Schools has two parent conferences on the school calendar during the school year. Please make an effort to meet with your child's teacher on these days. You may call and make arrangements to meet with your child's teacher at any time.



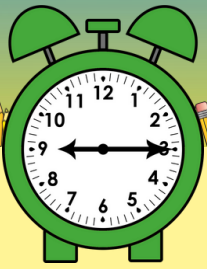
Visitors & Checking Out of Students



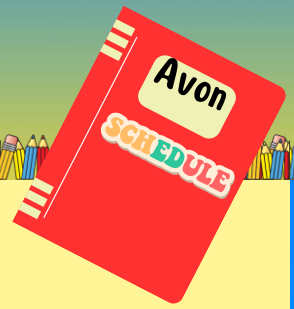
When you enter Avon Lenox School for any reason, you must sign the Visitors' Book in the office and state your reason for visiting our school. In addition, you will need to present your State Identification to be scanned into MSCS Raptor System.



If you are picking up a student and you are not the legal parent or guardian, you must allow Avon Lenox to make a copy of your identification (e.g. Driver's License, State ID), that will be scanned in the Raptor System as well.



DAILY SCHEDULE



School begins at 9:15 A.M. and dismissal is at 4:15 P.M. Dismissal will begin at 3:45 P.M. (Car rider Drop-Off begins at 9:00 A.M for and car rider Pick-Up is 3:30-4:15 P.M.)



Please have your child ready when the bus arrives each morning.

Students are expected to maintain safety on the bus at all times. They should stay seated and keep their hands to themselves.



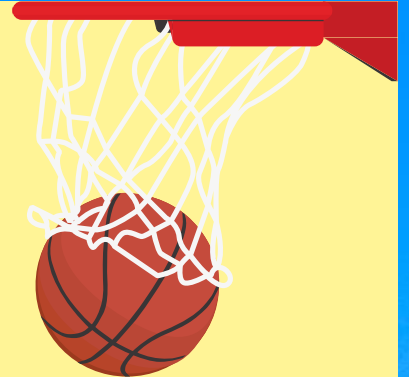
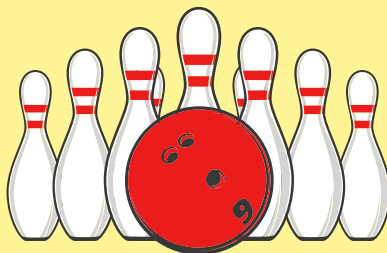
Immediately report any change of address or phone number to the school.

Students **ARE NOT DISMISSED** from school unless a parent or guardian requests it for a legitimate reason. **DO NOT** send anyone to pick up your child unless you have contacted the school by phone or written request.

WE WILL NOT RELEASE A STUDENT TO ANYONE UNLESS YOU, THE PARENT OR GUARDIAN, HAVE INSTRUCTED US TO DO SO.

SPECIAL OLYMPICS PROGRAMS & SCHOOL ACTIVITIES

As part of the recreation and leisure program,
Avon Lenox participates in the following
Special Olympic activities:



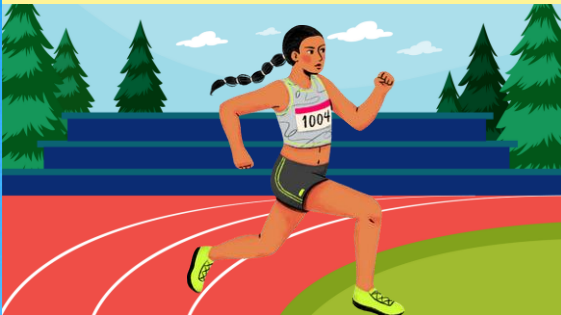
Basketball

Track & Field

Bowling

Cheerleading

Other Team Sports



**PARTICIPANTS MUST HAVE HAD A RECENT PHYSICAL AND
MUST HAVE SIGNED PERMISSION FROM A PARENT OR
GUARDIAN.**

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UNIFORMS & DRESS CODES

AVON LENOX FOLLOWS THE GUIDELINES SET FORTH BY THE MEMPHIS SHELBY COUNTY SCHOOLS UNIFORM POLICY. STUDENTS MAY WEAR KHAKI, NAVY, OR BLACK PANTS OR JUMPERS, WITH WHITE, YELLOW OR GREEN POLO SHIRTS OR BLOUSES.

When dictated by the Principal, Friday will be casual day and students may wear blue jeans on this day only. The Avon Lenox shirts may also be worn and may be purchased from our P.T.O. They will also be available for sale during the school year.



MEMPHIS SHELBY COUNTY SCHOOLS UNIFORM REGULATIONS

What you wear to school can affect learning. Clothes that distract other students from their work, disrupt class, or create a potential safety hazard are not permitted. In addition, students are prohibited from wearing any type of clothing, apparel or accessory that denotes gang affiliation or membership. The principal can place restrictions on the Basic Uniform for safety reasons, including gang-related activity. Failure to follow school uniform requirements is a Level One offense. Violation of the policy will not affect a student's academic or conduct grade. School uniforms must be:

- **Tan, navy blue or black pants, skirt or jumper.**
- **White, yellow, or green long-sleeve or short-sleeve shirts with a collar, turtlenecks included.**
- **Pants must be straight-legged or boot-cut. Permitted styles are full-length, cropped, and cargo pants; straight-legged capri pants; walking shorts (straight-legged shorts that are at the knee).**
- **Skirts or jumpers must be at or below the knee.**
- **Shirts must be tucked in, unless they are a style designed to be worn over pants or skirts.**
- **T-shirts may be worn under shirts or blouses. They must be solid white. All school uniform clothes must be plain with no manufacturer's logo, brand names, pictures, or insignias visible.**
- **Shoe heels can be no higher than one and one-half inches.**
- **Light jackets, vests, shirts, sweaters, sweat shirts, and cardigans are permitted to be worn over the uniform top. They must be white, tan, or navy blue---or a color approved by the school leadership council and principal (green and yellow).**
- **Heavy coats, heavy jackets, and raincoats are not covered by school uniform regulations and may not be worn during the school day, unless specifically permitted by the school principal under special circumstances.**

Clothes that are not permitted include, but are not limited to denim jeans, pedal pushers, and bell bottoms; pants that are oversized or undersized; baggy pants, sagging pants, tights, or pants made of spandex; and shoes with rollers /wheels or open-back (flip-flops).

STUDENT RIGHTS & RESPONSIBILITIES



As a student in a public school, you have certain rights given to you by federal and state laws and Board of Education policies. In return, certain things are expected of you. These are your responsibilities as a student:

- **To a free education in a learning environment appropriate for your needs**
- **To expect that the school you attend will be a safe place**
- **To attend classes in an environment that encourages and enables you to learn**
- **To expect that you will not be discriminated against**
- **To be certain that you and your belongings will not be searched or taken away without a reason**
- **To be told about all school rules and regulations**

As a student in a public school, you have certain rights given to you by federal and state laws and Board of Education policies. In return, certain things are expected of you. These are your responsibilities as a student:

- **To do your part to create a positive environment at your school by working toward academic excellence, striving for perfect attendance, and participating in school activities**
- **To respect the dignity and worth of your fellow students, teachers, and school staff**
- **To study and reach the highest level of academic achievement you can reach**
- **To know and follow the rules and regulations of Memphis Shelby County Schools**
- **To respect the authority of teachers, school administrators, and all other staff personnel**
- **To behave in a way that does not disrupt the educational process or lead to harm**

STUDENT CODE OF CONDUCT



KINDNESS

FORGIVENESS

LOYALTY

COURAGE

RESPECT

HONESTY

SELF-
CONTROL

DILIGENCE

CONFIDENCE

Memphis Shelby County Schools celebrates and rewards respectful, responsible behavior in its schools. The district believes that when students are aware of what is expected of them and the consequences of misbehavior are made clear, then the great majority of students will act appropriately.

Ethical and responsible student behavior is an essential part of the education mission of our school system. To that end, the Board has developed this System-Wide Code of Conduct with input from school staff, students, parents, and the community. The Code of Conduct defines our expectations for student behavior and provides the framework for a safe, orderly, and respectful learning environment. Standards for ethical and responsible behavior are listed above.

STUDENT CODE OF CONDUCT (CONT'D)

All students are expected to comply with the Code of Conduct and all related Board policies and school rules. The Code of Conduct applies to students at all times that a student's conduct is reasonably related to school or school activities:

- On school grounds before, during, and after school hours
- At any other time when the school is being used by a school group
- Off school grounds at a school activity, function, or event
- Traveling to or from school, a school activity, or a school-related function
- Whenever a Memphis Shelby County Schools student is in a capacity representing his or her school
- On a school bus, a school-sponsored vehicle, or a MATA bus traveling to and from school

STAFF CONDUCT WITH STUDENTS

The Memphis Shelby County School Board expects all staff members, including teachers, coaches, counselors, administrators, assistants, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purpose of this policy, staff members also include volunteers.

DISCIPLINE

Good discipline within a school is necessary to ensure a proper learning environment. It is the responsibility of the Board of Education, the administrative staff, and the school personnel to take those measures necessary to provide the proper atmosphere for the instruction of students. Fostering good citizenship is one of the major functions of education. Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.



GANGS



GANG PREVENTION, INTERVENTION, AND ENFORCEMENT

Memphis Shelby County Schools believes that schools should be a safe place for students to learn and grow. Distractions caused by gangs and similar organizations are a direct threat to the safety and security of students and disrupt the learning environment. Therefore, the district strictly prohibits all activities related to gangs and other organizations that engage in unlawful or delinquent behavior and provides support for students affected by gang activity.

DEFINITION OF A GANG

A gang is a formal or informal ongoing organization, association, or group consisting of three or more persons that:

- Has as one of its activities the commission of criminal or delinquent acts; and
- Has two or more members who, individually or collectively, engage in or have engaged in a pattern of criminal or delinquent gang activity.

SOME EXAMPLES OF GANG-RELATED ACTIVITY

Any activity implying gang affiliation or membership can be gang-related activity. Some examples are listed below.

- Jewelry
- Gang Fights
- Possessing or distributing gang information
- Participating in gang recruitment or solicitation
- Participating in gang initiation/hazing activities
- Verbal or nonverbal communications
- Gestures
- Actions
- Signals
- Literature
- Apparel or Colors
- Manner of Grooming
- Signs
- Drawings
- Writings and graffiti
- Gang-related threats, intimidation, & extortion
- Coordinating and ordering gang activities at school
- Any other gang activity or acts that imply gang affiliation or membership

GANGS, CONT'D

CONSEQUENCES FOR ENGAGING IN GANG ACTIVITY

Elementary students participating in gang-related activity will generally receive a 3-5 day suspension. Middle and high school students will be expelled for a period between 11 and 180 days. In addition, students suspended or expelled for gang-related activity will receive mandatory gang prevention counseling and may receive an adjustment transfer or placement in an alternative school.



BULLYING & INTIMIDATION

Students are expected to behave in ways that are respectful and considerate of others. Bullying and intimidation of students will not be tolerated. Any student who creates a hostile educational environment for another student will be subject to disciplinary action.

Bullying and intimidation are defined as physically harming a student or damaging his/her property, knowingly placing the student in reasonable fear of such harm, and creating a hostile educational environment. This includes cyberbullying, which is bullying through the use of the Internet or other telecommunications technologies, such as telephones, cell phones and text messaging. Bullying and intimidation are prohibited:

- On school grounds
- At any school-sponsored activity
- On school-provided transportation
- At any official school bus stop immediately before boarding or after deboarding
- While traveling to or from school, a school activity, or a school-related function
- In cyberspace (Cyberbullying that begins off-campus can be considered school-related if it interferes with the rights of students.)



REPORTING BULLYING & INTIMIDATION

Victims of bullying/intimidation shall report incidents immediately to a teacher, counselor or principal. Teachers and counselors who receive reports of bullying/intimidation are responsible for reporting them to the principal, who shall ensure that allegations are reported, investigated, and referred to the appropriate district level staff when necessary.

The privacy and anonymity of all parties and witnesses to complaints will be respected and there will be no retaliation against any person who reports bullying/intimidation or participates in an investigation.



BULLYING & INTIMIDATION

WHAT IS BULLYING?

Bullying is a form of repeated aggression that is directed by one or more people towards another person. It tends to occur in places from which escape is difficult, including school, the workplace, prisons and in families (between siblings).

Physical Bullying is where a student uses physical force to hurt another student by hitting, pushing, shoving, kicking, pinching or holding them down. Physical bullying also includes taking or breaking another student's belongings or stealing or extorting money.

Verbal Bullying is when a student uses words to hurt another student. This includes threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, slurs, graffiti, put-downs, and ridicule. It also includes hostile gestures such as making faces, staring, giving the evil eye, eye rolling and spitting.

Relational Bullying occurs when students disrupt another student's peer relationships through leaving them out, gossiping, whispering and spreading rumors. It includes when students turn their back on another student, giving them the silent treatment, ostracizing or scapegoating.

CYBERBULLYING refers to the use of cell phones, text messages, emails, all forms of social media, instant messages, web blogs and postings to bully another student in any of the ways described above. Examples of cyberbullying are sending threatening or insulting messages by phone and email, and spreading destructive rumors.

COSTS OF BULLYING

The cost of our failure to stop bullying in our schools is enormous.

FOR THE TARGETS, who often endure their school years in a more or less permanent state of anxiety, the effects include much more than the cuts, bruises, and wounding of physical assaults.

Physical, verbal and relational bullying can all result in reluctance to go to school, repeated headaches and stomach pains, bed-wetting, poor appetite, anxiety, irritability, aggression, depression, and low self-esteem.

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.

BULLYING & INTIMIDATION

COSTS OF BULLYING, CONT'D

STUDENTS WHO HABITUALLY BULLY miss the opportunity to learn an alternative to aggression. Research tells us that they often develop a habitual tendency to abuse power. Approximately 25 percent of school bullies will be convicted of a criminal offense in their adult years.

THE STUDENTS ON THE SIDELINES (the bystanders) commonly report extreme discomfort at witnessing bullying, but say they do not know how to prevent it. They are silenced by their fear that bullies will target them if they speak out. Often they grow up believing that they are powerless to stop abusive behaviors in others.

FOR THE SCHOOL, the effects are time wasted in tackling a problem that is resistant to change, absenteeism, compromised student academic performance, low teacher morale, negative perceptions of the school by the wider community and increasing parental hostility. The school campus becomes a place where diversity is unvalued and unprotected. Schools are increasingly subject to litigation for failing to provide a safe learning environment and in some cases are being held responsible for the suicides and school shootings by students who were targeted by bullies.



BULLYING & INTIMIDATION



RUNNING A DISTRICT-WIDE ANTI-BULLYING INITIATIVE

BULLYING LEADS TO UNSAFE CAMPUSES, PHYSICAL AND PSYCHOLOGICAL HARM TO STUDENTS, AND ACADEMIC UNDERPERFORMANCE. AVON LENOX ADMINISTRATORS, GUIDANCE DEPARTMENT, AND ALL STAFF HAVE ATTENDED WORKSHOPS TO INITIATE A "NO BULLY ZONE SCHOOL." THERE ARE FOUR STEPS TO ENSURE THIS IS A SUCCESSFUL ANTI-BULLYING INITIATIVE.

- 1. CREATE A DISTRICT ANTI-BULLYING TASK FORCE**
- 2. DEVELOP AN ANTI-BULLYING POLICY THAT PROMOTES A POSITIVE VISION**
- 3. TRAIN OUR TEACHERS, STAFF, AND ADMINISTRATORS IN HOW TO ADDRESS BULLYING**
- 4. PROMOTE AND CELEBRATE THE UNIQUE CULTURE OF OUR SCHOOLS**

AVON KNOWS THE ANTI-BULLYING INITIATIVE WORKS!

Bullying behaviors can never be completely eliminated. Avon Lenox High School is committed to the reduction and elimination of bullying. We would like to see a willingness on behalf of parents and students (also bystanders) to put a stop to all kinds of bullying. We are dedicated to maintaining a school culture where students deepen their social and emotional intelligence and relate to each other with respect, acceptance, and the values for which our school stands.

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IS IT BULLYING?



If these actions occur often and are intentionally committed, they may be classed as bullying.

Does your child come home with torn, damaged, or missing pieces of clothing, books or other belongings?



Does your child have unexplained bruises, cuts, or scratches?



Does your child seem afraid of going to school, walking to and from school, riding the school bus or taking part in organized activities with peers?



Does your child appear sad, moody, teary, or depressed when he or she comes home?



Does your child frequently appear to be anxious and/or suffering from low self-esteem?



Bullying is a serious issue, and it's important to speak to someone if you are experiencing it or if you know someone who might be.

Reference Page

References for information on bullying and gangs:

THE FLIPPEN GROUP - KEYSTONE

www.flippengroup.com/education/keystone.html

GANGS & SCHOOL SAFETY

www.flippengroup.com/education/keystone.html

HRSA

<http://stopbullyingnow.hrsa.gov/index.asp?area=main>

MEMPHIS SHELBY COUNTY SCHOOLS

www.scsk12.org

STOP SCHOOL BULLYING

info@nobullying.com

WHAT'S BULLYING

www.nobully.org.nz

References for School Handbook

AVON LENOX HIGH SCHOOL

www.nobully.org.nz

BONNY EAGLE ELEMENTARY SCHOOL

www.sad6k12.me.us/elem_handbook.html

NORTHSIDE INDEPENDENT SCHOOL DISTRICT

www.nisd.net/

NOTICE

**PLEASE READ THE FOLLOWING, SIGN, &
RETURN TO SCHOOL**

STUDENT-PARENT HANDBOOK ACKNOWLEDGEMENT FORM

Avon Lenox High School follows a Student Code of Conduct which promotes a positive environment for learning. The Code of Conduct defines rights and responsibilities of each member of the school community in establishing and maintaining good discipline at any of the Memphis Shelby County Schools. Consequences imposed for student misbehavior are specifically stated. Violations of the Student Code of Conduct may result in students being removed from their home campus and expelled or placed in an alternative education program.

I understand and agree that my child shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school/school-related activities. Regardless of time or location, the Student Code of Conduct also applies to Internet usage and school-sponsored travel.

Student's Name:

Teacher's Name

Student's Signature:

Date

Parent or Guardian's Signature

Phone Number

Address