



SPRINGDALE MEMPHIS-MAGNET ELEMENTARY SCHOOL

" Exploring the World with P.R.I.D.E Through The eyes of Education"



Parent/Student Handbook 2022-2023

Home of Panther

P.R.I.D.E.

Patience Respect Integrity Drive Excellence

Springdale-Memphis Magnet Elementary School
880 North Hollywood Street Memphis, Tennessee 38108
901-416-4883, Fax 901-416-9280
Ms. Carmen Gregory, Principal





S P R I N G D A L E M E M P H I S - M A G N E T E L E M E N T A R Y S C H O O L
M S . C A R M E N Y . G R E G O R Y , P R I N C I P A L

8/8/2022

Parents/Guardians and Students of Springdale Elementary School:

Welcome to the 2022-2023 school year! I hope you and your child enjoyed your summer as you may have been able to experience some added feelings of normalcy. We are looking forward to the new school year with hopes of returning to providing our students with the ultimate education experience. Our theme for the 22-23 school year is **'What's Next'**. This theme has been developed to drive us towards making the decisions and providing the experiences that will help us appropriately address the learning and social/emotional needs of our students following the height of the pandemic.

As we move into this school year, I want to urge us all to see one another as individuals in a partnership to educate our students, your children. Parents, you can't do this without us and we certainly cannot do it without you. I want us to commit to work together to understand and support one another as decisions are made for our students with the belief that we all have the best interest of the child in mind. Although we may not always agree with how to get there, we should all have the underlying belief that the choice we make is what is believed to be best for the student.

I am looking forward to the 22-23 school year. Parents, as mentioned in connection with our theme for the school year, **'What's Next'**, Springdale Elementary will step outside of the box this year to truly address student learning loss. A huge part of this is you ensuring your child is present **'EVERY DAY'** at school and that they are **'ON-TIME'**. More information surrounding improvement of student attendance through parent accountability is forthcoming. This will include a new process for signing-in late, limited student checkout, appropriate parent response to student absences and their return to school, and school response to truant behavior.

Parents, I also have some things I would like to see happen for Springdale over the next few years with support from our families, community partners, faculty and staff, and our district. They are listed below. I am sure we can make these things happen

- New playgrounds for our primary and intermediate students
- Revitalize the annex next to our building
- Complete our outdoor classroom area (covering and flooring)
- Becoming a nationally recognized STEM school

Parents we will partner together again this year through Panther P.R.I.D.E.: **PATIENCE, RESPECT, INTEGRITY, DRIVE, and EXCELLENCE**, while remaining committed to our mission of **E3= Education and Exposure...The Great Equalizers**.

MSCS Victory Roar:

Together, we **MUST BELIEVE**.

Together, we **WILL ACHIEVE**.

Together, we are **REIMAGINING 901**.

Let's get ready for an awesome school year!

Sincerely,

Shelby County Schools offers educational and employment opportunities without regard to race, color, religion, sex, creed, age, disability, national origin, or genetic information.

Springdale Elementary School | 880 North Hollywood | Memphis, TN 38108 | 901-416-4883

2022-23 Student Calendar



2022

First Semester-82 days

AUGUST	
8	First Day for Students 1st 9 Weeks Begins
SEPTEMBER	
5	Labor Day (Students Out)
8	Parent/Teacher Conferences (4-7 p.m.)
OCTOBER	
7	1st Nine Weeks Ends
10-14	Fall Break (Students Out)
17	Students Return 2nd 9 Weeks Begins
NOVEMBER	
8	Election Day (Students Out)
11	Veterans Day (Students Out)
21-25	Thanksgiving Break (Students Out)
DECEMBER	
14-16	1st Semester Exams
16	1st Semester Ends 2nd 9 Weeks Ends
19-30	Winter Break (Students Out)

JULY 2022				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST 2022				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER 2022				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER 2022				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER 2022				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER 2022				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

2023

Second Semester-98 days

JANUARY	
2	Students Return 2nd Semester 3rd 9 Weeks Begins
16	Dr. Martin Luther King Jr. Day (Students Out)
FEBRUARY	
16	Parent Teacher Conferences (4-7 p.m.)
20	Presidents Day Regular School Day
MARCH	
10	3rd Nine Weeks Ends
13-17	Spring Break (Students Out)
20	Students Return 4th 9 Weeks Begins
APRIL	
7	Spring Break II Good Friday (Students Out)
MAY	
24-26	2nd Semester Exams
26	Last Day of School 4th 9 Weeks Ends
JUNE	

JANUARY 2023				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL 2023				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY 2023				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE 2023				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

LEGEND: 1st Day of School Students Students Out (Full Day) Parent Conferences Start of Quarter End of Quarter Semester Exams

Our Beliefs:

- All students can learn.
- Students' learning needs should be the focus of all decisions impacting the work of the school.
- Each student is unique and should be provided with a variety of instructional approaches to support his/her learning.
- Real life experiences will provide a good academic foundation in reading/language arts, mathematics, science and writing.
- Students are evaluated through various methods of assessments.
- Students discover their abilities through appropriate and challenging learning experiences.
- Teachers, parents, staff, and the community work collaboratively to ensure that school, district, state and federal policies are followed and make decisions that will meet the needs of the students.
- A safe and physically comfortable environment promotes student learning, attendance and participation.

Our Mission:

All students will possess the knowledge and skills defined by state and district standards for their grade level and will demonstrate their knowledge and skills by meeting or exceeding proficiency levels in identified and assessed skill areas.

Our Vision:

We, the stakeholders of Springdale-Memphis Magnet Elementary School, envision a school where students experience success, achieve their maximum potential, and become successful citizens, while exhibiting ***Panther P.R.I.D.E.***; thus learning to be ***Patient*** and ***Respectful***, to have ***Integrity*** and ***Drive*** as they strive for ***Excellence***.

Our Expectations:

- Springdale students are expected to come to school prepared to learn new skills and to display dignity and self-respect in their language, behavior and appearance.
- Springdale teachers are expected to create a peaceful environment and to provide challenging learning experiences, which guide students to success.
- Springdale parents, guardians and community members are expected to support the school in all endeavors. If there is a potential problem, they are expected to contact the school either in person or by telephone.
- Springdale parents and/or guardians are also expected to:
 - ensure a quiet location so that the student(s) can study
 - make sure the child gets a good night's sleep
 - make sure the child has a good breakfast either at home or at school.
 - Make sure student arrives to school on time and remains in school for a full day of instruction

SPRINGDALE TEACHER PLEDGE

“As a Springdale teacher, my responsibilities are to create a peaceful learning environment and to plan challenging learning experiences, which will guide students to success.”

SPRINGDALE STUDENT PLEDGE

“As a Springdale student, my responsibilities are to learn new skills, to be patient and respectful, to have integrity and drive which will lead me to social and academic excellence.”



PARENT AND FAMILY ENGAGEMENT PLAN

SPRINGDALE- MEMPHIS MAGNET ELEMENTARY

2022-2023

Springdale-Memphis Magnet Elementary embraces the concept that the more parents and the community become involved in our students' education, the more enhanced their achievement will be. Springdale -Memphis Magnet Elementary encourages the engagement of parents and the community, as individuals, groups, mentors, advisors, and as resource persons. To ensure we have parents and community partners involved in the development and implementation of the school's program, Springdale Elementary will do the following:

- + Jointly develop with parents and the community a written school level parent and family engagement plan and parent school compact*
- + Convene an Annual Title 1 Parent meeting for all parents to inform them of the Title 1 requirements, school's participation in Title 1, and the rights of parents to be involved in the school*
- + Carry out the school board policy at the school level*
- + Hold a flexible number of meetings (mornings, afternoon, evening) such as Open House, Family Math & Science Night, Literacy Night and Curriculum/Testing Workshops*
- + Provide timely information about our programs (newsletters, weekly announcements, phone messages, emails, website, Facebook, and monthly school calendars)*
- + Involve parents in an organized, ongoing, and timely manner, in the planning, review and improvement of programs through the PTO, and surveys*
- + Provide website, access to technology resources, classroom visitation opportunities, parent teacher conferences, surveys, and other information- gathering instruments and provide feedback on suggestions and recommendations made by parents and other stakeholders*
- + Provide a descriptions and explanation of the curriculum in use at the school, forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet during Family Literacy Night, STEAM Night, Data Night, Parent-Teacher Conferences and Title 1 Meetings*
- + Disseminate the Parent and Family Engagement Plan and Parent -Teacher Compact to all students' parents, staff and community members and acquire all signatures*

Parents are expected to become involved in activities that support the instructional programs by:

- + Visiting the classrooms to show support to the student and teacher*
- + Attending meetings, programs, and other school activities*
- + Serving as a volunteer at the school/joining PTO*
- + Participating in organized ways to plan, review and improve the Parent and Family Engagement Plan and other parental involvement activities*
- + Attending Parent-Teacher Conferences*
- + Responding to surveys, memos, homework assignments and letters sent from the school*

Home of Panther P.R.I.D.E.



STUDENT/TEACHER/PARENT SCHOOL COMPACT

SPRINGDALE- MEMPHIS MAGNET ELEMENTARY

2022-2023

PARENT/GUARDIAN AGREEMENT

I want my child to achieve, therefore, I will encourage him/her by doing the following:

- See that my child is punctual, attends school regularly
- Support the school by communicating with faculty and staff regarding student achievement and proper discipline (parent conferences, meetings, and workshops)
- Establish a time for homework and review it regularly
- Provide a quiet, well-lit place for study
- Encourage my child's effort and be available for questions
- Stay aware of what my child is learning
- See that my child adheres to school's dress code
- Read with my child and let my child see me read
- Provide the necessary school supplies and tools for learning
- Volunteer to work at my child's school

Parent's Signature _____

STUDENT AGREEMENT

It is important that I work to the best of my ability, therefore, I shall strive to do the following:

- Attend school regularly
- Come to school each day with pencils, paper, and other necessary tools for learning
- Complete all assignments including homework
- Observe regular study hours
- Conform to rules of student conduct
- Respect myself and others
- Wear proper dress attire

Student's Signature _____

TEACHER'S AGREEMENT

It is important that students achieve, therefore, I shall strive to do the following:

- Provide homework assignments for student
- Provide necessary assistance to parents so that they can help with the assignments
- Encourage students and parents by providing information about student progress
- Use special activities in the classroom to make learning enjoyable
- Hold conferences to discuss school, and parent compact as it relates to their child's achievement

Teacher's Signature _____

PRINCIPALS' AGREEMENT

I support this form of parent involvement; therefore, I shall strive to do the following:

- *Provide a "family friendly open-door" policy, which will allow parents reasonable access to positive communication between the teacher, parent, and student*
- *Encourage parents to volunteer, observe and participate in their child's education*
- *Encourage teachers to regularly provide homework assignments that will reinforce classroom instructions*
- *Provide teachers with high-quality professional development to support an effective learning environment*
- *Encourage parents to allow students to participate in tutorial and intervention programs, which will enhance their learning abilities and expose them to new concepts of learning*
- *Provide teachers and parents with supplemental training to enhance their knowledge for new resources that will supply students with high quality curriculum and instruction.*

Principal's Signature _____

Home of Panther P.R.I.D.E.



Instruction and Academic Achievement

MAKING THE GRADE



THE NEW 10-POINT GRADING SCALE FOR MSCS BEGINS THIS FALL!

Due to a recent change in Tennessee state law (Public Chapter No. 1080), MSCS has adopted a new 10-point grading scale for students enrolled in grades 1-5 (Policy 5014) and 6-12 (Policy 5015). The new grading scale will go into effect this fall, beginning with the 2022-2023 school year.



GRADING SCALES

FORMER MSCS SCALE

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

NEW SCALE

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Looking Toward the Future

MSCS and many other Tennessee schools adopted the 10-point scale to level the playing field for students who will soon apply for awards, scholarships, and other academic opportunities.

Academic Advantages

Colleges and universities already use this grading scale, and it motivates students to strive for Honors/Advanced Placement courses.

MSCS is focused on access, equity, and student success across every grade band!

PREFACE

In accordance with Board policy, Memphis-Shelby County Schools' (MSCS) grading system for elementary schools adheres to the Tennessee Uniform Grading System, other state laws and regulations concerning grading, and grade inclusion standards required by the State of Tennessee student assessment system. Academic grades are determined by students' mastery of content in each subject using varied assessment strategies.

The District believes that providing academic grades is important to ensure that students and parents receive information regularly about student academic progress to facilitate learning and parent engagement. This grading protocol, aligned with Board policy, sets forth district-wide standards for grading students in grades 1-5 and provides a foundation for consistent grading practices from teacher to teacher and school to school within the district. Additionally, this protocol is intended to support, not duplicate, policy requirements and should be reviewed in conjunction with policy 5014 - Grading System for Grades Pre-K-5 to ensure compliance with Board policy.

In carrying out the requirements of this protocol, **MSCS school teachers and principals are reminded that a district-wide moratorium on the use of grade floors was established in 2017 and remains in effect to date.**

Note: This grading protocol does not apply to pre-K and kindergarten.

DISTRICT REQUIRED GRADING CATEGORIES & WEIGHTS (PER NINE WEEKS)

The District believes that a sufficient number of grades should be earned and recorded to accurately reflect a student's progress. Students in grades 1-5 must be provided an opportunity to earn **at least 17 grades per nine-weeks (quarter)** distributed among the following categories with the following weights. With the exception of projects, portfolios, and presentations, **two grades for each required category (totaling eight grades) must be earned and recorded by the interim of the nine-week period.**

Homework: 5% (min. of 4 grades)
Class Participation: 5% (min. of 4 grades)
Classwork: 40% (min. of 4 grades)
Projects/Portfolios/Presentations: 5% (min. of 1 grade)
Assessments: 45% (min. of 4 grades)

District required grading categories and weights will be preset by the district in the PowerTeacher Pro gradebook. PowerTeacher Pro is the only official gradebook for the Memphis-Shelby County Schools District; therefore, all recorded grades must be recorded in PowerTeacher Pro. In addition, a printed backup copy of the gradebook must be maintained per quarter.

First-Grade Science and Social Studies and Non-tested Subject Areas for Grades 1-5

Letter grades "E", "S", "N", or "U" will be assigned when grading the following subject areas: first-grade science and social studies and non-tested subjects for grades 1-5 (art, music, world languages, and P.E.).

The district-required grading categories and weights listed in this protocol shall not apply to these subject areas.

Special Education and English Learners

Special education students receiving instruction in general education are graded as other students unless the Individualized Education Plan (IEP) makes provision for alternative grading procedures. The grading category requirements detailed in this protocol may be modified based on a student's IEP.

Students receiving services as English Learners must have an opportunity for modified instruction and evaluation that relates specifically to a student's stage of English Language Development (ELD) and provides access to grade level content and skills. The grading category requirements detailed in this protocol may be modified based on a student's Individualized Learning Plan (ILP).

Should this protocol contradict any requirements of a student's IEP or ILP, the plan shall govern.

Roles and Responsibilities

Teachers will: (1) consistently implement common grade-level or department grading procedures in compliance with this protocol, (2) clearly communicate the common grading procedures to parents and students in writing under the direction of the principal and mastery criteria for projects or other assignments that are used to evaluate multiple concepts using tools such as rubrics or criteria charts, and (3) record grades in the PowerTeacher Pro gradebook.

Principals will: (1) ensure compliance with Board policies and regulations related to grading, (2) develop procedures to communicate the school grading practices, (3) monitor teacher gradebooks and ensure that grading protocols are followed, and (4) report student learning progress to all parents, school instructional staff, and others as deemed appropriate in compliance with law.

Homework (5%– min. of 4 grades)

Homework should include assignments used to reinforce and support mastery of learning and engage parents in the learning process. When appropriate and possible, homework should be differentiated for students based on their mastery of the objectives. For non-graded assignments that are sent home for completion, comments that offer insight on students' progress and mastery should be provided when deemed appropriate. Homework should be based only on content standards previously taught and assigned.

Class Participation (5%– min. of 4 grades)

Class participation includes opportunities where optimal student learning is characterized by students being actively engaged.

Note: If a student is absent, the participation grade must be omitted for the time of absence.

Classwork (40%– min. of 4 grades)

Refers to a student's formative demonstration of ability based on the assignments administered during the school day.

Classwork should be rigorous and standards-based and should document cumulative mastery of content area concepts.

Portfolios/Projects/Presentations (5%– min. of 1 grade)

A culminating project, portfolio, or presentation is an activity or final product that challenges students to demonstrate their academic knowledge in an experiential and summative manner.

Assessments (45%– min. of 4 grades)

Assessments refer to a student's culminating, independent demonstration of mastery of one or more competencies.

MAKE-UP WORK

Make-up work occurs **during a nine-week period.**

- Students should make every effort and be afforded the opportunity to make up work missed due to excused and unexcused absences.
 - In the event of an excused absence, students are expected to make up work missed within a reasonable time (e.g., at least one or more days of make up for each day of excused absence).
 - In the event of an unexcused absence (including short-term suspensions), one day of makeup shall be allowed for each day of unexcused absence (unless otherwise extended by the school or extended based on law or policy), **beginning the day after the student's return to class.** For example, if a student misses Thursday and Friday of a week and returns to school on Monday, the student has Tuesday and Wednesday to complete make-up work, and the work is due on Thursday.
- Students and/or parents should work with teachers for assistance in completing make-up work (e.g., obtaining make-up work/assignments, requesting tutoring, participating in available tutoring, etc.).
- Assessments should be made up under the supervision of the classroom teacher or a designee.
- Teachers must provide the make-up work and determine the grade during a nine-week period.

- For excused and unexcused absences, students should receive **full credit earned** on make-up work completed in the allotted time.
- No Report Card Change of Data form is required if all work is done and graded prior to report cards being issued.
- Teachers' make-up rules/regulations must be included in principal-approved written communication to parents.

GRADE INTERVENTION

Grade Intervention focuses on principal-approved classroom and/or school level strategies and interventions. Grade Intervention must occur **during the nine-week period**.

Grade Intervention shall be available for students who: (1) need additional time to complete assignments necessary to pass a subject due to absences, (2) have experienced special/extenuating circumstances that jeopardize their ability to remain on track to pass a subject during a nine-week grading period (e.g., death/serious illness in the family, displaced due to fire, etc.), or (3) demonstrate academic difficulty and/or are at risk of failing.

Monitoring of students' grades must be an ongoing practice throughout each nine-week period.

Once a student has been identified as having difficulty and/or in danger of failing, the teacher must notify the parent and intervene to reduce or eliminate low academic performance/failure.

The teacher and counselor will consult about grade-intervention options to best address a student's learning challenge. Notification and documentation of the grade-intervention option(s) determined by the teacher must be provided to the parent no later than the release of progress reports.

Grading

Regardless of the type of learning environment provided to our students, teachers will continue to follow the grading protocols released during the 2021-22 school year. However, teachers will also ensure students receive credit for time spent using intervention software such as iReady, Edgenuity, or similar programs. Whenever a student completes at least 45 minutes on any day for ELA or Math, a 100 should be included as a class participation grade for the student for the relevant subject area for that day.

Pre-Kindergarten and Kindergarten

The pre-kindergarten and kindergarten report cards show progress toward the state standards. The grade level standards are set by the state and indicate what a student should know and be able to do. Students are evaluated based on their progress toward meeting benchmarks for each standard. This is indicated by symbols expressing mastery or non-mastery for each skill. Additionally, the letter grades “E”, “S”, “N”, or “U” will be used to express basic grading for art, music, world languages, and physical education (P.E.).

Report Cards:

Report cards will be sent home every nine weeks. They are to be signed by a parent/guardian and returned to school the following day.

Progress Reports:

At the end of the fourth week each nine-week period, progress reports will be sent home to parents/guardians of students.

Attendance

Shelby County Board of Education ATTENDANCE AND EXCUSES

6014

Issued Date: 08/26/10

Revised: 08/25/11

Revised: 06/11/13

I. PURPOSE

To facilitate regular school attendance.

II. SCOPE

This policy applies to Memphis-Shelby County Schools students.

III. POLICY STATEMENT

The Memphis-Shelby County Board of Education believes that regular attendance is a necessary requirement of all students.

All students are expected to attend school on each day that school is officially in session. Only the following reasons will be considered for excused absences:

1. Illness or hospitalization of student. The District may require a parent conference and/or physician verification to justify absences after the accumulation of ten (10) days of absence during a school year. Notes must be date specific and will be required for subsequent absences beyond ten (10) days.
2. Death or serious illness within the student's immediate family.
3. When the student is officially representing the school in a school sponsored activity.
4. Special and recognized religious holidays regularly observed by persons of their faith.
5. Legal court summons not as a result of the student's misconduct.

1 of 3

Any administrative decision regarding attendance may be appealed to the department responsible for student services or the Superintendent's designee.

Make-up Work

In the event of an excused absence, students are expected to make up work missed within a reasonable time.

In the event of an unexcused absence, one day of makeup time shall be allowed for each day of unexcused absence. A student with an unexcused absence must submit a written request to the teacher to makeup the work and must participate in an appropriate intervention (e.g., student or parent conference with the teacher, Saturday school, online tutorial, other appropriate intervention determined and scheduled by the teacher).

IV. RESPONSIBILITY

A. The Superintendent (or designee) is responsible for implementing this policy.

Legal References:

1. TCA 49-10-1101
2. TCA 49-63019(a)

General Attendance Policy:

- A student who accumulates 2 days of unexcused absences will receive a phone call.
- A student who accumulates 3 days of unexcused absences will be issued a Warning letter to parents/guardians informing them of the truancy laws and the consequences of noncompliance and requesting a parent/teacher conference.
- A student who accumulates 5 days of unexcused absences will receive the first official letter from the District Attorney's Office which will be automatically generated by the district and sent to the parents/guardians informing them of their noncompliance with compulsory attendance laws, the consequence for failing to comply, and that their presence is requested at a meeting of the Student Attendance Review Team (SART).
- A student who accumulates 10 days of unexcused absences will receive the final letter from the District Attorney's Office which will be automatically generated by the district and sent to the parents/guardians requiring them to bring their child to a mandatory meeting of the communitywide Student Attendance Review Board (SARB).

Attendance at Springdale:

Attendance is important. Students and classes having good attendance will be recognized with special events, certificates and other incentives.

Tardiness and early checkouts count against perfect attendance. Attendance is recorded on your child's permanent school record. Only the total number is recorded, regardless of whether the tardies or the absences are excused or unexcused. Remember, attendance is a good habit to develop early.

Absences:

Each day a child is absent, a form ***MUST*** be completed and submitted to the office giving the reason for the absence. If a child is absent without the parent's knowledge, the child is truant. Students on the streets during school hours may be picked up by the Memphis Police Department for truancy. Students absent with the knowledge of the parent may be considered as having an excused absence or an unexcused absence. ***State law recognizes ONLY five reasons as excused absences***-illness, court appearance of pupil, recognized religious holiday, death in immediate family, or away at a school activity. Baby-sitting, family business or family vacations are ***NOT*** excused. Students having an unexcused absence will be required and are responsible to make up all work missed. Unexcused absences will probably affect a student's grades.

If a student accumulates more than three consecutive absences during a nine weeks period, the office issues an absence notice, and a doctor's statement is required to document absences due to illness. If a student is absent five days and does not have a

note/doctor's statement, or the reason for the absence is not one of the above, a ***Mandatory Conference*** is issued. In extreme cases of truancy and/or excessive unexcused absences, a child and the parents/guardians may be referred to Juvenile Court.

Student Checkout:

If you need to check your child out before the dismissal bell at 3:00 p.m., it will be necessary for you to come into the office and sign your child out. ***NO STUDENTS WILL BE CHECKED OUT BETWEEN 2:30 P.M. AND 3:15 P.M.*** Early check-outs count against your child's perfect attendance record. Five unexcused early dismissals (check-outs) will result in 1 unexcused absence.

We will not release a student to anyone other than the parent/guardian or approved persons listed on the student enrollment form. We will not allow a child to leave school during the day unescorted. For your child's safety, please cooperate with us on these procedures.

Arrangements **MUST** be made before a student comes to school for the afternoon pickup. Unnecessary interruption of classroom instructional time regarding how students are to get home, disrupt the learning environment.

Students must be picked up no later than 3:30 pm. Shelby County School's Security Office will be called for any student remaining on school grounds after 4:30 p.m.

Tardiness:

STUDENTS report to their classroom beginning at 8:15 A.M. Teachers mark students tardy when they arrive at the classroom after 8:30 a.m. Attendance records are in the office by 8:30 a.m. All students arriving after 8:30 a.m. must be signed in by parents in the office to receive an official admit to class.

Children on late buses are not marked tardy. Children who miss their bus and get to school late will be marked tardy. A tardy is excused **ONLY** if the child is coming from the doctor's office or has been ill. A ten or fifteen-minute illness is extremely rare. Regardless of whether it is the parent or child's fault, the tardiness is recorded. Tardiness for traffic, weather or breakfast is unexcused. The number of tardies and absences are recorded on the child's permanent school record with no difference being made in excused and unexcused tardies.

This year Springdale Memphis-Magnet Elementary School is implementing a new tardy sign-in procedure. Admin will be in place to sign-in tardy students from 8:30-9:00 a.m. When students sign-in, an individual record will be created for that student. This will allow for more effective monitoring of student tardiness. After a student is tardy 5 times, a conference with the principal will be required. After a student is tardy 7 times, the student will be referred to truancy.

Arrival to School

Students will be admitted into the building @ 8:00 a.m. (the only exception is inclement weather).

- Enter the building through the front door.
- Breakfast occurs in cafeteria between 8:00 a.m. and 8:15a.m.
- Students will begin moving into classrooms from cafeteria at 8:15 a.m.
- Students are tardy after 8:30 a.m. If students come to school after 8:30 a.m., students must report to the office before going to classroom. A parent must sign student(s) in at the main office.

Bus Riders:

Bus riders are children who ride a school bus or day-care-van to and from school. These students are released from their classrooms to the cafeteria at 3:00 p.m. A designated staff member will facilitate the loading of students into vehicles. If the buses are not on time to pick up students, they will be waiting in the front hallway or the main office.

While riding the school bus/day-care-van, students must avoid:

- 1. Being loud.***
- 2. Holding his/her or head or hands out the window.***
- 3. Fighting or disobeying the bus driver.***
- 4. Moving from seat to seat.***

and follow Memphis-Shelby County Schools Bus Policies.

Car Riders:

Car riders are students whose parents drive through the pick-up lane. These children are dismissed from their classrooms to the cafeteria at 3:05 p.m. A designated staff member will facilitate the loading of students into vehicles. If you are not on time to pick these students up, they will be waiting for you in the cafeteria or the main office. Parents are not required to enter building during evening dismissal. If parent must enter the building, they must adhere to the school visitors' sign in/out process.

While waiting for their ride, (bus, van or car) students are expected to:

- Sit or stand quietly
- Keep their hands and feet to themselves
- Leave their belongings in their backpacks
- Respect authority

Walkers:

Walkers are children who walk from their homes to school in the morning and from school to their homes in the afternoon. These students will be dismissed through the front door of the school at 3:10 p.m. Staff members will be assigned designated posts to facilitate an orderly and safe dismissal.

While walking to and from school, students are expected to:

- Walk directly to school, making no stops or detours. Walk directly home from school, making no stops or detours.
- Keep their hands and feet to themselves.
- Leave their belongings in their backpacks.

Pre-K Entry:

Start time of 8:30 a.m. for Pre-K. All cars will enter and flow through the main driveway. Only Pre-K parents will be allowed to flow through to the back driveway and drop-off directly at side door. Parents will not be allowed to exit the car. Pre-K teachers will meet students as they exit the car. Pre-K students must be signed in and out daily by an adult (18 years of age or older).

Student Dress Code

Springdale Elementary will implement a uniform free policy for the school year 2022-2023.

Administrative Rules and Regulations

STUDENT DRESS CODE

Revised: 08/12/2020

ELEMENTARY SCHOOL DRESS CODE

- Pants must be worn at the waist, be appropriately sized, and of a safe length.
- Head apparel (such as hoods, hat, etc.) must not be worn inside the school building, except for religious or medical reasons (see *Individual Exemptions from Certain Dress Code Requirements or from Standardized Dress/Uniforms*).
- Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
- Clothing or accessories may not display offensive, vulgar language or images, nor promote inappropriate and/or illegal products such as alcohol, tobacco, and illegal drugs.
- For students in Grades 3-5, “short shorts”, mini-skirts, and skin-tight outer material such as spandex are inappropriate attire. No shorts or skirts shorter than four (4) inches above the knee are allowed.
- Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders. Shirts or tops must be no longer than wrist-length and must cover the waistband of pants, shorts, or skirts with no midriff visible.
- Waist-length and appropriately sized sweaters, sweatshirts, and lightweight jackets can be worn inside school for warmth.

The school administration reserves the right to determine whether a student's attire and appearance are within the limits of decency, modesty, and safety. In matters of opinion, the judgment of the Principal/designee shall prevail.

The Principal may allow exceptions for school-wide programs or special classroom activities.

The school administration will administer appropriate consequences for policy infractions.

Student Management

All students of Springdale Memphis-Magnet Elementary School are expected and required to follow the Memphis-Shelby County Schools **Discipline Policy** and behavioral expectations outlined in Springdale's Response to Intervention- Behavior (RTI2-B) PRIDE Plan. Students who fail to follow the policy will receive outlined consequences. Springdale Memphis-Magnet Elementary School will be progressive and follow district policy requirements to address student behavior. School administrators, school counselor, and classroom teachers implement Springdale Memphis-Magnet Elementary School's RTI2B PRIDE Plan.

Student Conduct:

Teaching personnel are expected to communicate district and school behavior policies to students throughout the school year. Teaching personnel are also expected to determine and respond appropriately to **classroom managed-vs.-office managed behaviors**. The following procedures should occur in addressing student behavior:

Classroom Managed Behavior

E-Club

Springdale Elementary School's **E-Club** is a celebration where we recognize students for demonstrating proper behavior and attending school every day, on-time. The 'E' stands for excellence. It consists of a school activity such as a sock-hop, movie day, or sports activities, a special treat and early access to the school's PTO concession stand. E-Club will take place on each Friday, @ 1:30-2:00 p.m. for grades K-2 and 2:10-2:40 p.m. for grades 3-5.

In order for a student to be eligible they must meet the following criteria:

- Be present each day that week
- Be on-time each day that week
- Have 5 or fewer tally marks for that week
- No office referrals for that week

Each homeroom will be provided a behavior-monitoring chart. The chart will travel with students during their homeroom, core subject rotations, support classes and the cafeteria. Students will be monitored for the listed behaviors. Each time a student violates a listed behavior they will receive a tally mark for that behavior (*some behavior may warrant immediate referral to the office*). This will also be a record to inform you of behaviors your child exhibits in class throughout the week.

Listed below are the rewards/consequences for weekly tally mark accumulation:

- 0-5 tally marks- **ATTEND THE E-CLUB CELEBRATION/ 3-5 STUDENT CONFERENCE**
- 6 tally marks- **NO E-CLUB/ GRADE LEVEL INDIVIDUAL CONFERENCE**
- 7 tally marks- **NO E-CLUB/ PARENT PHONE CONFERENCE**
- 8 tally marks- **NO E-CLUB/ PARENT SCHOOL CONFERENCE**
- 9 tally marks- **NO E-CLUB/ REFERRAL TO MENTOR**

- 10 tally marks- **NO E-CLUB/ REFERRAL TO OTHER SUPPORT PERSONNEL**
- 11 tally marks- **NO E-CLUB/ REFERRAL TO PRINCIPAL**

Parents and guardians, it is very important to us that you recognize us as partners with you. We want you to know that we have your child(ren)'s best interest in mind. As you are informed of behavior issues with your child(ren) from any teacher, please address it. Please discuss and encourage your child to be a part of the E-Club. Review the general expectations and encourage your child(ren) to follow the rules. As always, I want to thank you for entrusting your child(ren) to Springdale Elementary School.

REMEMBER STUDENTS MUST BE AT SCHOOL EVERY DAY, ON-TIME TO PARTICIPATE IN E-CLUB!

Office Managed Behavior

- Teachers will fill out a disciplinary referral form *completely*. **Principal will address within 24-48 hours.**
- Documentation to demonstrate how behavior issues have previously been addressed with the student is provided.
- Student consequences issued are entered in PowerSchool within 48 hours to ensure proper documentation of progressive discipline for effective management of student behavior.

Response to Student Behavior Will Include the Following (Classroom teachers do implement classroom policies to address student behavior):

- Student Conference (Individual)
- Student Conference (w/Grade Level Team) *if applicable*
- Parent Phone Conference
- Parent School Conference (*the parent has 3 days to respond, failure of parent to respond will result in an overnight suspension requiring the parent to clear during your assigned planning period, allowing for the conference*)
- Referral to Mentor

PLEASE NOTE: *Teachers are expected to hold conferences with parents at the parent's request. It is important, however, to remember that conferences are to be scheduled during the teacher's planning time, before school, or after school, **not** during instructional time.*

Implementation of RTI2B PRIDE Plan to include, but not limited to:

➤ *Referral to Guidance Counselor*

- *Development of Behavior Contracts*
- *Conflict Revolution/Problem Solving*
- *Student/Parent Conferences*
- *Referral To SRT/S-Team*

➤ *Referral to Principal*

- Detention/Suspension/Expulsion
- (Additional Intervention: Administrative Assignment I.e. Cafeteria Duty, Removal of Student Privileges, Student Incentives, etc.)

Springdale Elementary School-Wide Rules

Hall Rules

Patience

- Walk to the right
- Keep appropriate pace

Respect

- Give personal space
- Stay off walls

Integrity

- Go to designated locations
- Return as expected

Drive

- Transition without delay
- Tell problems to adults

Excellence

- Carry a hall pass
- Walk with a buddy

Restroom Rules

Patience

- One person per stall
- Take turns

Respect

- Respect privacy of others
- Respect property

Integrity

- Go to designated locations
- Return as expected

Drive

- Use time wisely
- Tell problems to adults

Excellence

- Wash hands
- Place trash in can

School-Wide Rules

Cafeteria Rules

Patience

- Stay seated
- Wait your turn

Respect

- Follow direction of staff
- Say “please” and “thank you”

Integrity

- Get items before seating
- Eat YOUR OWN items

Drive

- Finish in allotted time
- Tell problems to adults

Excellence

- Help others when needed
- Hands, feet, and objects to self

Classroom Rules

Patience

- Raise hand to Speak
- Take turns

Respect

- Listen to others
- Use kind words

Integrity

- Be truthful
- Do your best

Drive

- Be ready for class
- Tell problems to adults

Excellence

- Be Present
- Be positive
-

School-Wide Rules

Playground Rules

Patience

- Walk to and from play area
- Take turns

Respect

- Use kind words
- Respect property

Integrity

- Use equipment as expected
- Leave sticks/nature outside

Drive

- Line up quickly to leave
- Tell problems to adults

Excellence

- Include others
- Practice sportsmanship

Assembly Rules

Patience

- Enter and exit in line
- Enter and exit quietly

Respect

- Make space for others
- Respect property

Integrity

- Clap appropriately
- Stay seated

Drive

- Be a good listener
- Tell problems to adults

Excellence

- Be positive
- Show appreciation

ZERO TOLERANCE Immediate Office Referral (No Exceptions)

Class Cutting, Fighting, Threats, Inappropriate Language, Defiant and/or Aggressive Behavior Towards an Authority Figure, Blatant Insubordination

Conduct:

Each day begins anew. Every student starts the day with an E in conduct. Grade level teachers and teams as well as support teachers will use a tally system to track students' behavior throughout the week to determine which students participate in E Club activities.

Please Note:

As an Exploratory Learning School, Springdale Elementary students are engaged in various field experiences (trips). Students who are referred to the office 3 or more times with a referral resulting in a suspension may not be allowed to participate in a field experiences. Parents may be requested to accompany students on a field trip.

Clearing of suspensions and Conferences

All suspensions will be cleared in person unless otherwise directed.

General Information

School Hours:

Normal hours are 8:15 a.m. to 3:15 p.m. **Doors will not be opened before 7:55 a.m.** **Teachers are not required to be available before 8:00 a.m.** Students and parents who enter the building between 8:00 a.m. and 8:15 a.m. must report to the cafeteria or the main office.

School Visitors:

For security reasons, school doors will be locked at 8:30 a.m. Anyone entering the building after 8:30 a.m. will have to ring the doorbell to gain entrance. **Upon entering the building, all visitors must report directly to the main office (to left of main entrance) to sign in, obtain a visitor's pass and leave an item of identification with office personnel. The item will be returned when the visitor's pass is returned.**

Illness:

If your child becomes ill at school, he or she will be sent to the office. Any child with a temperature of one degree or more above normal will be sent home. We will contact you or an emergency friend and your child will be dismissed through the school office. The office should be informed of any changes in your emergency information as soon as possible.

Student Withdrawal:

- If you are moving and/or withdrawing your child from Springdale, please call or come to the school at least 2 days prior to the withdrawal date. This will give us ample time to complete the necessary paperwork.
- All textbooks and library books must be returned, and all debts settled before your child's withdrawal papers are cleared. You will receive a Student Withdrawal/Entry Data form to take to the new school. The new school will then contact Springdale for your child's complete permanent record.
- The school records will be released upon request of the receiving school.
- Parents may review these records by scheduling an appointment with the school principal.
- Student withdrawals will take place between 9:00 a.m. and 10:30 a.m. Please allow 1 day to process.

Textbooks:

Books are issued to all students. It is the responsibility of the student to take care of his/her textbooks. Books are issued either new or used. If a new book is lost or

damaged, the full price will be charged. If a used book is damaged or lost, 1/2 of the price of the book will be charged. The parents must sign the form titled "Textbook Rules" agreeing that the student is responsible for all books that have been issued to him/ her. The textbooks should not be written in or defaced in any way. If books are lost or damaged, fines will be imposed on the student to whom the textbook was issued.

Lunch:

Students must eat lunch each day. If you prefer that your child not eat lunch, please send a note to the principal and to the teacher. Also, please notify us of allergies. Parents are invited and encouraged to join their child(ren) for lunch. Please let your child's teacher know early when you will be joining your child so extra meals can be prepared and so that you can be contacted in the event we have a change in our lunch schedule.

After School:

All students should be off school grounds unless they are participating in extracurricular activities, tutoring or the After-School Child Care Programs (Prime Time) by 3:30 p.m.

Violent Crime Victims' Rights

If your child becomes a victim of a violent crime, he/she has the right to transfer to another school within the LEA.

Health Records:

It is mandatory that every child, Pre-K - 12, be properly immunized and have on file a health card.

For children entering **pre-K**, four additional immunizations are required:

New additional immunization requirements:

- Hepatitis B (HBV)
- Haemophilus influenza type B (Hib): age younger than 5 years only (this requirement is resumed following suspension during a national Hib vaccine shortage in 2008-2009)
- Pneumococcal conjugate vaccine (PCV): age younger than 5 years old.
- Hepatitis A (1 dose by 18 months of age)

Current immunization requirements:

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV)
- Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)
- Varicella (1 dose or history of disease)

For children entering **kindergarten**, additional doses of existing immunizations are now required, and one new immunization was required as of 2011.

New additional immunization requirements:

- Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday now required
- Varicella (2 doses or history of disease): previously only one dose was required

- Hepatitis A (2 doses): effective July 1, 2011 Current immunization requirements:
- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Hepatitis B (HBV)
- Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)

Dispensing Medication:

Students are not allowed to bring any form of medication to school. If a student needs medication, it must be dispensed from the main office and the proper forms completed and on file.

Field Trips, Fundraisers and Fines

Any issues that require monetary payment must be made in cash and the exact amount. Per MSCS policy, all funds must be given directly to homeroom teacher for receipt and must be received by 9:00 a.m.

Special Programs:

Adopt-A-School:

This is a partnership formed between businesses and other organizations in the community and the school to help further the goals of Memphis-Shelby County Schools. Springdale's official adopters are Buckman, Springdale Baptist Church, Cathedral of Faith, Christian Chapel Baptist Church, Community of Faith Christian Church, Brown Missionary Baptist Church, Memphis Area Association of Realtors, Alpha Kappa Alpha Sorority Inc., Real Life Ministries, and Rhodes College.

Art:

A certified Artist provides art instruction to all students once a week. An **Art Club** will be established for more in-depth art instruction.

B.I.G. Panthers:

The **B**oys **I**nto **G**entlemen Panthers Club is a mentoring program that serves to guide young male students in their decision making and abilities. They dress for success and meet each Wednesday.

Book Club:

Springdale Elementary School's Book Club is coordinated through the school library. Students are provided or select a book and meet with the librarian at designated times to discuss the text and be engaged in other learning activities.

CLUE:

Creative Learning in a Unique Environment (CLUE) is designed to meet the needs of

academically talented and gifted students. Parents, teachers and principal recommendations are important in the identification process.

Guidance:

Our guidance program provides classroom and individual counseling sessions to assist students in the development of self-esteem, social communication skills, career awareness, stress, time management, decision making and problem-solving skills. The counselor and the family specialist work collaboratively with parents to meet the needs of students.

Honors Day:

Every nine-weeks Springdale students will be honored for their achievements in academics, attendance, and citizenship. A special program will be held each semester.

Instructional Resource:

This program provides additional assistance in the academic areas of Language Arts and Math for students who meet the requirements.

In-School Suspension:

An In-School Suspension Program is provided to maintain good attendance and to assist to students, who commit offenses that are disruptive, yet not disruptive enough to merit a Home or Board Suspension. The principal alone has the authority to issue a suspension. (Home, Board, and/or In-School).

Orff:

A certified Orff Music Specialist provides this music program on a weekly basis to students in grades K-5.

PINK Panthers:

The Positive Innovative Noble Kids Panthers Club is a mentoring program that serves to guide young female students in their decision making and abilities. They dress for success and meet each Thursday.

Prime Time:

Prime time is an after-school tutorial program that meets five days a week to tutor students in reading and math. This program also provides students the opportunity to go on field trips, and participate in arts, crafts and physical education activities.

Science Lab:

Science activities are provided on a bi-weekly basis to assist teachers with involving students in authentic, project-based learning.

Science STEM Club:

In addition to the exciting opportunities made available through our science curriculum, these students will experience high-level research within the community including Saturday Excursions and Rhodes College Partnerships. These students will also be engaged in STEM learning activities and competitions. Many activities stress the use of cooperative learning and team spirit, as well as thinking, reasoning, and problem solving

Springdale Choir:

The choir will consist of various students from various grades who exhibit a special interest and ability in singing. The choir will not only perform at school, but at other events outside of the school, as well as compete against other schools. The Orff Music Specialist provides instruction.

Strings:

Fifth grade students will be engaged in strings instruction preparing them for future opportunities through the parent request.

Title I Services:

Springdale operates a school-wide Title 1 program. Support is available to all students as need arises and funds are available.

Fun Friday Club Day:

The last Friday of each month we hold a school-wide celebration. This celebration includes a theme-dress day; tech-day, allowing students to bring their technology devices to school; and students in grades 3-5 participating in various school clubs.

Fund Raising

Springdale-Memphis Magnet Elementary School, Springdale's PTO and its adopters come together periodically throughout the year to arrange various fund-raising events to benefit our students. Your cooperation is needed in this endeavor. The funds help to create a more engaging, enjoyable, and safe learning environment. They also help to reduce the cost of field trips, supply classrooms, and stock our clothes closet, pay for student / faculty/staff incentives and so much more.

Some additional ways that you can help include:

- Collecting General Mills Box Tops
- Participating in store donation programs. Springdale Elementary just mention that you would like to support Springdale-Memphis Magnet Elementary School during your purchase.

Some major projects underway for the 2022-2023 school year are:

- New playgrounds for our primary and intermediate students
- Revitalize the annex next to our building

- Complete our outdoor classroom area (covering and flooring)
- Becoming a nationally recognized STEM school

Your continued support of Springdale-Memphis Magnet Elementary School is very much appreciated. We look forward to working with you during the 2022-2023 school year, as we continue to strive for **Excellence**.

Parent Volunteers

Parents are welcome to volunteer on a daily basis, for special projects, for programs, or events such as field trips or May Day. We are reinstating our ‘*Give Me Five*’ program, where parents are encouraged to donate five volunteer hours every 45 days. Parents who volunteer will be recognized through their name being posted and highlighted in Miss G’s monthly parent newsletter.

Accessing On-line Learning Materials



CYBER-BULLYING

As previously mentioned in Category (C), **Bullying, Cyber-bullying and harassment** of any kind are strictly prohibited and can result in disciplinary action (up to suspension). In addition to reporting directly to staff, victims of bullying may also report bullying using the Safe-School Web Tips reporting process, which can be found in [SCS Policy 6046](#).

Any complaints of harassment, intimidation or bullying should include the following information:

- Identity of the alleged victim and the person accused;
- Location, date, time and circumstances surrounding alleged incident;
- Description of what happened;
- Identity of witnesses; and
- Any other evidence available.

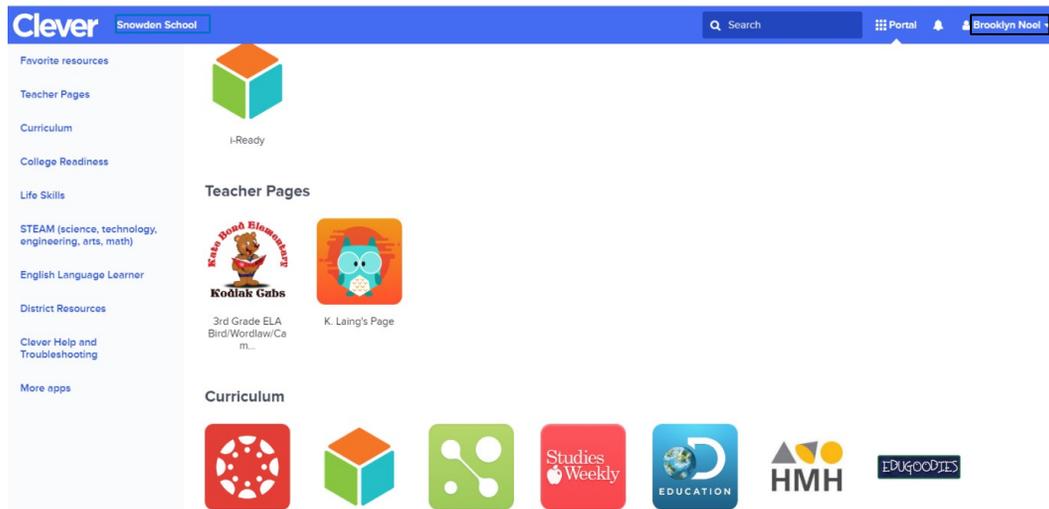
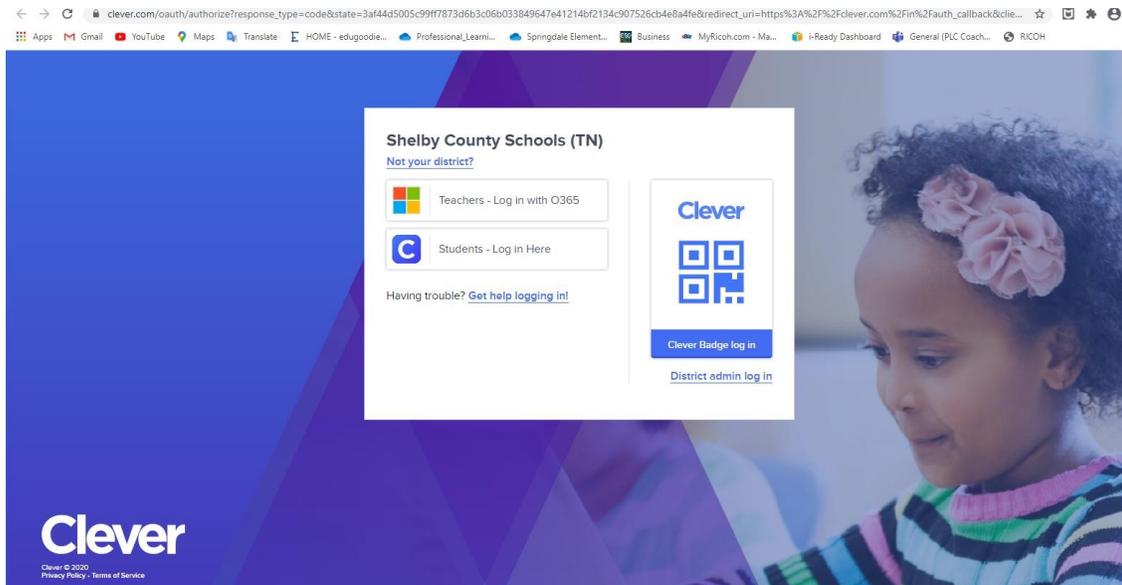
School principals will continue to follow the traditional school reporting processes for reporting and investigating bullying, cyber-bullying and harassment. Principals can reach out to the Office of Student Equity Enrollment & Discipline (SEED) by emailing HARRISAE1@scsk12.org or DICKERSONCL@scsk12.org for additional guidance or review the policy above.

Edugoodies (www.edugoodies.com) is the hub where students can access Clever and Office 365 (Microsoft Teams).

The screenshot displays the Edugoodies website interface. At the top left is the 'Edugoodies' logo. To its right is the text 'SCS Daily Links'. Below this is a dark blue navigation bar with four items: 'Home', 'Learn at Home', 'Fun and Games', and 'SCS Daily Links'. Underneath the navigation bar is an orange header for 'Popular/Daily Logins'. This header is followed by a grid of blue buttons, each containing a link name. The buttons are arranged in five rows and four columns, with the last cell in the fifth row being empty.

Popular/Daily Logins			
Office 365 Portal	SCS Email Login	Employee Portal	PLZ
BrightBytes	Canvas Content Cadres	Clever	Ed Plan
EIS Login	Gen Ed Curriculum Pacing Guides	Illuminate FastBridge Student Portal	iReady Teacher Toolbox
Map and Skills Navigator	Memphis Virtual School	PowerSchool ADMINISTRATORS	PowerSchool STUDENTS & PARENTS
PowerSchool TEACHERS	SCS Website	Studies Weekly	ThinkCentral
Digital Device (DD) Signature			

Clever- Students can access i-Ready and other instructional resources.



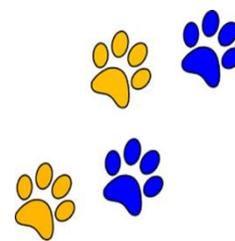
Homework Hotline



The banner features a dark teal background at the top with the 'HH' logo in green and black, and the text 'Homework Hotline' in green. Below this, a light green section contains the text 'GET HOMEWORK HELP & TUTORING SUPPORT FROM SCS TEACHERS!' in dark teal. At the bottom of this section are five icons: a person at a computer, a photo, a document, a calendar, and a globe.



Hours: 4 – 8 p.m. M-TH
Call: (901) 416-1234
Online: homeworkhotline.info



PANTHER PRIDE