

Grade of Student: \_\_\_\_\_

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

# **sSOUTHWIND ELEMENTARY SCHOOL**

## **PARENT-STUDENT HANDBOOK**

### **2024-2025**



*Where students come first...*

**8155 Meadowvale Drive**

**Memphis, TN 38125**

**Phone: (901) 416-2805      Fax: (901) 416-2807**

**9:15 A.M.-4:15 P.M.**

**Follow us on social media...**

*Southwind Elementary (facebook), Hawkgram1 (instagram), @SouthwindElem (twitter)*

Grade of Student:\_\_\_\_  
Teacher: \_\_\_\_\_

**SOUTHWIND ELEMENTARY  
PARENT/STUDENT HANDBOOK  
2024-2025**



**Acknowledgement**

I/We, \_\_\_\_\_ am/are the  
Print Parent/Guardian Name(s)

parent(s)/guardian(s) of \_\_\_\_\_,  
Print Student Name

a student at Southwind Elementary School. I/We acknowledge that we have viewed the SES Parent/Student Handbook for 2022-2023 and the Memphis-Shelby County Schools Student Code of Conduct on the Memphis-Shelby County Schools website.

I/We understand our responsibility of adhering to the Memphis-Shelby County Schools and SES Elementary Policies contained in these documents.

Please sign and return to your child's teacher.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



If you do not have access to the Internet, please check the box and print your child's name in order to receive a hard copy.

**SOUTHWIND ELEMENTARY  
8155 MEADOWVALE DRIVE  
MEMPHIS TN 38125**

# **PARENT/STUDENT HANDBOOK**

## **WHO'S WHO IN THE OFFICE**

**Principal.....Dr. Dennis Kimbrough  
Instructional/RTI2B Specialist....Ms. LaFonde Wooden  
Math PLC Coach/Title 1.....Ms. Vicky Townsend  
ELA PLC Coach .....Ms. Amelia Williams  
Financial Secretary.....Ms. Candice Edwards  
Secretary.....Ms. Tiffany Smith  
Cafeteria Manager.....Ms. Tammy Wilson  
Plant Manager.....Ms. Brenda Foster**



## **VISION**

The shared vision of Southwind Elementary is that administration, teachers, parents, and the community will:

- \* Work as a team to provide and engage all students in meaningful and real-life experiences.
- \* Ensure that all students achieve academic success.
- \* Ensure that all students become productive citizens.
- \* Ensure that all students have a positive impact on our culturally diverse society.

## **MISSION**

Our mission is to create an enriching, safe and nurturing environment that provides a strong educational foundation where students work to achieve academic proficiency in all subjects while encouraging all students to obtain the knowledge, skills and abilities to become productive citizens.

## **BELIEFS**

We at Southwind Elementary School believe...

- Collaboration among teachers, administrators, parents, and the community is essential for the continuous growth and effectiveness of our school.
- Students should be encouraged to set goals for themselves and work toward reaching them.
- Students should be in a safe and secure environment where opportunities are provided for all.
- Teachers should teach and model good character traits, and students should be treated with dignity and respect.
- Our students must be actively engaged in their education in order to learn, produce quality work, and become critical thinkers and problem solvers.

August 08, 2024

Dear Parents,

As I begin another exciting school year, I am energized and deeply committed to making a positive difference in the lives of your children. We will accomplish this by setting high academic expectations for all children and providing supportive systems to assure they are met. By addressing school culture, setting high standards for teacher performance, increased academic expectations for all students and engaging the community, it is our goal at Southwind Elementary School that all students will be college and career ready without mediation.

I am pleased to share some of the exciting and outstanding new programs at Southwind Elementary School. SES offers a variety of academic offerings including Beta Club, Boys and Girls SOSA, Art Club, and Student Council.

We embrace the challenges of the future while we continue to cherish and celebrate the traditions of the past. Our remarkable staff, involved parents, and committed students come together to make SES a wonderful and unique place.

We hope your visit to our website will give you a quick snapshot of life at our school. Please explore our links to find out more about curriculum, programs, and daily events at SES.

I am looking forward to working with you and your children as we work toward an academically successful school year.

Respectfully,

Dr. Dennis L. Kimbrough

# REPORT CARD AND GRADING POLICY

Reports to Parents (formally Report Cards) are issued four times a year at the end of each nine weeks Grading Period.

Progress Reports are sent home mid-way through the nine-week period.

An academic deficiency notification is sent home between nine week periods, when applicable.

Academic Subject Areas are marked according to Memphis-Shelby County Schools' Policy:

## **KINDERGARTEN**

M- Indicates Mastery

X - Indicates Non-Mastery

## **1<sup>st</sup> – 5<sup>th</sup> GRADE**

A - Excellent (100- 90)

B - Good (89 - 80)

C - Average (79 - 70)

D - Below Average (69 - 60)

F - Failure (Below 60)

**Library, Guidance, Physical Education, Art, Music, and Computer Education** are marked as:

E - Excellent

G - Good

S - Satisfactory

N - Needs Improvement

U – Unsatisfactory

## **Conduct**

Student conduct is a personal responsibility. Each student is expected to follow school rules regarding student behavior.

Conduct is marked:

E - Excellent

G - Good

S - Satisfactory

N - Needs Improvement

U – Unsatisfactory

# AWARDS DAY

After each nine-week period, one day is set-aside for an Awards Day Program. Students who exhibit superior academics, good citizenship and have perfect attendance will receive a certificate and attend special assemblies. These assemblies may include presentations by music groups, theater groups, and other community performances.

## Criteria for Receiving Awards:

### Principal's List

- All A's and E's in ALL subjects including MAPS
- E's in Conduct /Work Habits

### Honor Roll

- A's and B's
- All B's
- Mastery(M) for Kindergarten
- E or G 's in Conduct/Work Habits

### Citizenship

- All E's in Conduct

### Perfect Attendance

- No Absences, Tardiness, or Early Checkouts

### BUG- Bringing UP Grades Award

- Student who has worked hard to show improvement and made the most progress.

## **STUDENT CONDUCT**

### **IN THE HALLS**

1. Remove hat or head coverings inside the building.
2. Do not run.
3. Remain Silent. Avoid talking, whistling, yelling, singing, etc.
4. Keep your hands to yourself. Do not push or shove.
5. Stay to the right as you are in the halls. Do not stop or block traffic.
6. Use the designated entrance and exit doors when you enter or leave the building.
7. You must have a hall pass to be in the halls between classes. Failure to do so will result in disciplinary action.

### **IN THE CAFETERIA**

Students eat at assigned tables with their classmates. Good manners and quiet conversation are expected. We appreciate your child's cooperation with the following:

1. Proceed quickly and quietly to the cafeteria; be on time.
2. Remember that classes are in progress during your lunch period.
3. Remain quiet in line. Do not break into lines.
4. Remain seated during lunch. Use your inside voices at the table.
5. You are responsible for cleaning your eating area; do not leave cans, paper, food, etc. on tables or the floor.
6. Students should ensure they eat all their food before they are allowed to talk quietly to their peers.
7. For health reasons, trading or giving away food is not permitted.
8. All beverages must be consumed at lunch; therefore, no plastic bottles or cans larger than 12 ounces are permitted.

**\*Parents/Guardians are welcome to join the students for lunch any day.**

**\*Please check in with the office first.**

### **IN THE CLASSROOM**

1. Enter the room quietly and be in your seat when the bell rings.
2. Bring the necessary study materials so that you will be ready to participate.
3. Be attentive to directions and instructions given by the teacher.
4. Take an active part in the class discussion and activities.
5. Turn in work on time.
6. Show respect for all school property by not marking in books, or on desks, walls or whiteboards.
7. Be respectful and courteous to fellow students, teachers, and visitors.
8. **Be attentive to morning and evening announcements**

## **HALL TRAFFIC**

Students passing from the classroom to various activities should remember these rules:

1. Walk in an orderly manner.
2. Walk to the right.
3. Walk without disturbing others.
4. When standing still students should be directly behind the student in front of them while standing in a square.

## **FIGHTING**

Southwind has a fight free policy and fighting will not be tolerated! Students are asked to tell their teacher or the counselor if harassment or bullying occurs. If they get no results they are to immediately inform the principal/assistant principal. The principal/assistant principal will handle any conflict that may exist. For these reasons, if students fight they will be suspended.

## **STUDENT EXPECTATIONS**

All students are expected to attend school daily, and be in their assigned classes at the appointed time with the necessary books and materials so that a planned program of instruction may be carried out.

Students are expected to respect textbooks, desk, athletic equipment and all other properties.

The school building is your home away from home and should be treated with respect.

Students must pay for lost or damaged books and devices.

We highly recommend that personal items of value such as I-Pods, electronic games, radios, and cameras be left at home.

## **ACADEMICS**

The number one goal of Southwind School is student achievement. We do expect for our teachers to teach every student every day. In addition to this, we expect every student to give his or her best every day. Southwind students will have homework Monday – Thursday. This will aid students by practicing the skills they are learning daily. As skills are taught on a weekly basis-- students are expected to master these skills.

## **ASSEMBLIES**

Assemblies are planned to give our students a wide variety of cultural experiences. Students are expected to be courteous and attentive during assemblies. Appreciation is shown by applause at the appropriate time. Loud noises, booing, and whistling are considered inappropriate and can result in disciplinary action.

## **FIELD TRIPS**

Students attending any kind of field trip sponsored by the school must submit a parent permission slip before participating in the activity. Students must wear Southwind paraphernalia or the grade level spirit shirt. Parents are encouraged to volunteer as chaperones for their child's field trips. You must first complete a Volunteer Form that can be retrieved at the school or on the MSCS Website.

## **STUDENT RECORDS**

A permanent record is maintained on all Memphis-Shelby County School students. This record is sent from school to school with the student. It includes grades, attendance; conduct information, health records, and all standardized test scores. Parents are encouraged to review these records. An appointment for this purpose can be arranged through the office. If there are sensitive issues in regards to students (i.e. health, custody arrangements, and etc.) please inform the office and your child's teacher.

## **INTERNET USAGE**

In order for our students to access the Internet, the parent/guardian and student must agree to the district's "Technology Use Agreement." Students are to use the Internet access and/or e-mail for school purposes only, unless special arrangements have been made through the teacher. Accessing chat rooms and inappropriate Internet sites are not permitted. Parents and community members are invited to visit our school district web site at [www.scsk12.org](http://www.scsk12.org) and click on the Southwind Elementary link. There you will find information about our school's programs.

## **Lost And Found**

Have your child check the lost and found box if he/she has lost an item. Please mark your child's personal belongings (coats, jackets, boots, overshoes, caps, etc.) with his/her name or initials so the items can be identified. The lost and found box will be emptied periodically throughout the school year.

Grade of Student: \_\_\_\_\_

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

## Family Engagement Plan

Southwind Elementary School

(901) 416-2805

*I have read SES' 2024-2025 Family Engagement Plan.*

Student's Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Southwind Elementary School respects the roles and responsibilities of parents and is committed to developing a strong, ongoing partnership with parents to create and strengthen stimulating home and school learning environments; therefore, we have established expectations for parental involvement.

Parental Involvement is the active role of parents in the education of their child/children and the improvement of students' academic achievement. Our Family Engagement Policy at Southwind Elementary School was developed jointly with our parents. Our goal is to prepare parents to be knowledgeable of the skills and information needed to help them and their children to be successful in school and to also establish the expectations for parental involvement.

### **Our PARENTS will act as advisors, resource persons, and coordinators in the following ways:**

1. Be invited to attend Title 1 annual meeting and be informed of Title 1 requirements.
2. Attend and participate in conferences, workshops and instructional activities to educate parents on the objectives concerning their child/children's education and parent rights.
3. Attend Family Literacy Initiatives and family service opportunities to improve parents' academic skills and describe ways in supporting their child's learning.
4. Attend school events and serve as advisors.
5. Become school supporters and advocates.
6. Respond to students' Tuesday folders, report cards and progress reports.
7. Respond to memos, surveys, and questionnaires expressing ideas and concerns.

### **The ADMINISTRATORS, FACULTY, STAFF, AND COMMUNITY will provide a strategic plan and implement Title I requirements according to the guidelines set forth in the law, which include the following:**

1. Making parents aware of Title I, and Southwind Elementary's Title I status.
2. Encouraging parents to volunteer and participate in academic and extracurricular programs.
3. Allowing parents to observe the school's programs.
4. Providing parents with student information and frequent student progress reports to maintain supportive and effective learning environment.
5. Soliciting feedback and suggestions from parents concerning decisions relating to the education of their children.
6. Providing parents with a copy of the Family Engagement Policy.
7. Providing parents with a description and explanation of the curriculum in use at the school, forms of academic assessment used to measure student progress, and the levels students are expected to meet.
8. Providing parents with an organized and on-going instructional leadership team that plans, reviews and monitors programs that improve parent involvement and the School Level Family Engagement Plan.

### **To ensure that our parents participate in the development and implementation of the school's program, WE will do the following:**

1. Invite all parents to attend annual meetings to explain the components and requirements of Title I and the importance of communication.
2. Provide flexible times during the day, throughout the school year for parents to attend monthly meetings.
3. Develop jointly with parents, a parent-school compact showing how parents, schools and students share responsibilities. Disseminate the compact to all students/parents and acquire appropriate signatures.
4. Offer on-going, diverse, parental training and workshops.
5. Involve parents in planning and developing school improvement projects.
6. Encourage parents to regularly visit and take an active role in school planning to discuss the School/Parent Compact and hold parent and teacher conferences.
7. Provide parents with a nine-weeks curriculum overview; inform parents of their child/children's academic assessment, and proficiency levels according to the formative assessments, teacher made tests and TCAP data.
8. Provide parents timely information about programs under parent involvement by means of flyers, parent link, school website, and Tuesday Folders.

Grade of Student:\_\_\_\_  
Teacher: \_\_\_\_\_



## Southwind Elementary School Parent-Student-Teacher Compact 2024-2025

**Dear Parent/Guardian:** I, as a parent/guardian, want my child to succeed.

Therefore, I shall strive to:

- \*See that my child is punctual and attends school regularly.
- \*Support the school in its efforts to maintain proper discipline and dress code.
- \*Establish a time and place for homework and check it daily.
- \*Encourage my child's best efforts.
- \*Model and teach my child behaviors which are used to treat others with dignity and respect.
- \*Stay aware of what my child is learning and communicate with the school by promptly reading, signing, and returning all notices from the school or the school district either received by my child or by mail.
- Attend as many extracurricular activities as my schedule allows.

**Parent/Guardian Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

**Student Agreement:** It is important that I work to the best of my ability.

Therefore, I shall strive to:

- \*Attend school regularly.
- \*Come to school each day with needed supplies and completed assignments.
- \*Return "Tuesday Folders" and notices signed by parent/guardian promptly.
- \*Observe regular study hours.
- \*Read at least 15-30 minutes every day outside of school.
- \*Conform to the rules of student conduct and dress code.
- \*Treat other students and all adults with dignity and respect.
- \*Accept responsibility for my own learning.

**Student Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

**Teacher Agreement:** It is important that students achieve and grow.

Therefore, I shall strive to:

- \*Provide standards-based instruction.
- \*Establish a safe and enriching classroom environment.
- \*Provide meaningful homework assignments and interventions for students to achieve academic success.
- \*Model and treat all students, parents, and other staff members with dignity and respect.
- \*Provide regular information to students and parents about student progress.
- \*Provide flexible opportunities for parents to meet with teachers.
- \*Attend at least one extracurricular activity per semester.

**Teacher Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

**Administrator Agreement:** It is important that students achieve and parents are involved.

Therefore, I shall strive to:

- \*Provide a safe environment that promotes positive communication among the students, parents, and faculty.
- \*Provide staff development to promote standards-based instruction.
- \*Model and teach behaviors which are used to treat others with dignity and respect.
- \*Treat students, parents, and staff members with dignity and respect.
- \*Provide parents reasonable access to staff.
- \*Coordinate communication to parents regarding learning expectations and current programs.

**Administrator Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

*Memphis-Shelby County Schools offers educational and employment opportunities without regard to race, color, national origin, religion, sex, or disability.*



Grade of Student: \_\_\_\_\_  
Teacher: \_\_\_\_\_

## Southwind Elementary School Parent-Student-Teacher Compact 2024-2025 (Spanish)

**Estimado padre/tutor:** Yo, como padre/tutor, deseo que mi hijo triunfe.

Por ello, me esforzaré para:

- \*Controlar que mi hijo sea puntal y asista a clases regularmente.
- \*Apoyar a la escuela en sus esfuerzos por mantener la disciplina y el código de vestimenta.
- \*Establecer la hora y el lugar para realizar la tarea y verificarla diariamente.
- \*Fomentar los mejores esfuerzos de mi hijo.
- \*Modelar y enseñar a mi hijo conductas que se empleen para tratar a los demás con dignidad y respeto.

\*Estar alerta sobre lo que mi hijo está aprendiendo y comunicarme con la escuela leyendo, firmando y devolviendo de inmediato todas las notificaciones de la escuela o el distrito escolar entregadas a mi hijo o por correo.

\*Asistir, cuando pueda, a las actividades extracurriculares.

Firma del padre/tutor \_\_\_\_\_ Fecha \_\_\_\_\_

**Acuerdo del estudiante:** Es importante que yo trabaje aplicando mi máxima habilidad.

Por ello, me esforzaré para:

- \*Asistir a la escuela regularmente.
- \*Venir a la escuela cada día con los útiles necesarios y las tareas completadas.
- \*Entregar las "Carpetas de los Martes" y las notificaciones firmadas por el padre/tutor de inmediato.
- \*Cumplir con las horas de estudio regulares.
- \*Leer al menos 15-30 minutos por día fuera de la escuela.
- \*Obedecer las normas de conducta del estudiante y el código de vestimenta.
- \*Tratar a los demás estudiantes y a todos los adultos con dignidad y respeto.
- \*Asumir responsabilidad por mi aprendizaje.

Firma del estudiante \_\_\_\_\_ Fecha \_\_\_\_\_

**Acuerdo del maestro:** Es importante que los estudiantes alcancen objetivos y crezcan.

Por ello, me esforzaré para:

- \*Enseñar sobre la base de estándares.
- \*Establecer un entorno de clase seguro y enriquecedor.
- \*Facilitar tareas para el hogar e intervenciones significativas para que los estudiantes logren el éxito académico.
- \*Modelar y tratar a todos los estudiantes, padres, y demás integrantes del personal con dignidad y respeto.
- \*Suministrar información regular a estudiantes y padres acerca del progreso del estudiante.
- \*Ofrecer oportunidades flexibles para cumplir con los maestros.
- \*Asistir, al menos, una de las actividades extracurriculares cada semestre.

Firma del maestro \_\_\_\_\_ Fecha \_\_\_\_\_

**Acuerdo del administrador:** Es importante que los estudiantes logren sus objetivos y los padres se involucren.

Por ello, me esforzaré para:

del \*Ofrecer un entorno seguro que promueva la comunicación positiva entre estudiantes, padres y miembros  
cuerpo docente.

\*Propiciar el desarrollo del personal para promover una enseñanza basada en estándares.

\*Modelar y enseñar conductas que se empleen para tratar a los demás con dignidad y respeto.

\*Tratar a los estudiantes, padres e integrantes del personal con dignidad y respeto.

\*Ofrecer a los padres acceso razonable al personal.

\*Coordinar la comunicación con los padres respecto de las expectativas de aprendizaje y los programas actuales.

Firma del administrador \_\_\_\_\_ Fecha \_\_\_\_\_

*Las escuelas del condado de Shelby ofrecen oportunidades educativas y de empleo independientemente de la raza, color, origen nacional, religión, género, credo, edad o discapacidad.*