

**2024-25 Snowden School Student / Parent Handbook**

**1870 North Parkway Memphis, TN 38112**

Snowden School offers a strong, standards-based curriculum for pre-kindergarten through 8th grade. Teachers and staff at Snowden hold high expectations for all children while offering them the support they need to succeed.

The Snowden community school provides a warm, nurturing environment that focuses on enriched academics and building positive character traits. We celebrate a century of providing a community atmosphere where students achieve and succeed.

The faculty and staff of Snowden School are committed to serving our students, parents, and community members. This student/ parent handbook contains important information about our school.

**Our Vision Statement**

Snowden School will cultivate a generation of responsible, well-informed, critically thinking students with skills necessary to succeed in today’s changing world.

**Our Mission Statement**

The mission of Snowden School is to sustain a positive collaboration with our students, families, and community to foster high levels of academic achievement and empower students to become productive learners and leaders.

**Our Belief Statements**

**We believe at Snowden:**

* Learning is a chief priority.  Students, teachers, administrators, parents and the community share the responsibility of advancing the school's mission and improving student achievement.
* The faculty and staff recognize each student as unique individuals with different physical, emotional, and intellectual needs.
* All students are given the opportunity to demonstrate their understanding of essential knowledge and skills by being actively involved in decision making and problem solving.
* All students can achieve and excel on a variety of projects and assignments.
* A safe, physically comfortable, disciplined environment provides a place where all students can learn.
* All students share high expectations to uphold policies in a disciplined environment that encourages self-control and respect for all.
* The use and implementation of a variety of instructional strategies, including technology, will enrich student achievement and better prepare them for the world in which they live.
* Superior education integrates the arts with international languages and cultures while educating students about career and technical programs, thus affording students the opportunity to meet personal goals.
* Financial and volunteer support helps provide a supportive learning environment within the school.

**Important Numbers to Know**

School Phone**:** 901-416-4621

School Fax**:** 901-416-4620

School Cafeteria**:** 901-416-6127

Snowden Before and After Care**:** 901-766-7677

SCS Transportation**:** 1-833-BUS REPORT (13 digits purposeful)

**Academics**

**Honor Roll**

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade Band** | **Principal’s List** | **Honor Roll** | **Conduct** |
| **Elementary** | All A’s and all E’s in special subjects | A’s and B’s. No grade lower than a B in academic subjects and all E’s or S’s in special subjects. | Satisfactory conduct of E or S in each grade/subject |
| **Middle** | Numerical equivalent of all A’s in all courses (A=90-100) | Numerical equivalent of all A’s and B’s in all courses. (B= 80-89) | Satisfactory conduct of E or S in each grade/subject |

**Citizenship**

* High Citizenship Award—All E’s (Excellent) in social and academic behavior
* Citizenship Award—E’s or S’s in conduct

**Snowden Scholars Award**

* Eligible every year in grades 1-8.
* Achieve a grade point average of 3.8 and satisfactory conduct
* No Ds or Fs, including exams
* Only Es and Ss
* Maintain 3.8 or higher for first three (3) Quarters (9 weeks)

**Academic Reports**

Progress reports are distributed to students in the middle of each nine-week grading period to inform parents of the student’s academic performance. Parents may also check student grades on the district Powerschool site. Teachers update Powerschool weekly.

**Academic Clubs & Awards**

**Junior Beta Club**

* Must be in grades 5-7 during time of initiation
* Have overall 3.0 unweighted grade point average
* Exhibit satisfactory conduct (only E’s or S’s)
* Willing to participate in service projects
* Obtain two teacher recommendations
* Pay membership fees ($15)
* Receive parent signature

**National Elementary and Junior Honor Society**

Membership in the National Elementary or Junior Honor Society is both a privilege and a responsibility. Students selected for membership are expected to uphold the following principles which are the basis for their selection: scholarship, character, service, leadership, and citizenship. Students must have spent at least one semester at Snowden School before being inducted into the chapter. To be considered, students must meet the following criteria:

**Elementary**

* Be an incoming fourth or fifth grader
* All students must earn and maintain an “A/B” average in all their classes based on four core subjects (Reading, Math, Science, and Social Studies) with no grade lower than a B-.
* No Citizenship, Achievement, or Effort grades of N or U on quarterly report card
* Selection of members is made by a majority vote of the Faculty Council
* Candidates must complete inductions in order to attain membership status
* Members are responsible for submitting a copy of their quarterly report card by the designated deadline.
* Members’ disciplinary records may be reviewed to ensure they meet membership standards.
* Attend meetings regularly with the allowance of no more than two missed meetings during the school year

**Middle School**

* Must be in 7th or 8th grade to become eligible
* Maintain 3.8 semester average for three consecutive semesters if in optional program
* Maintain 3.5 semester average for three consecutive semesters if in traditional program
* No D’s or F’s, including exams.
* 7th Grade: Semester 1& 2 of Grade 6; Semester 1 of Grade 7
* 8th Grade: Semester 1& 2 of Grade 7; Semester 1 of Grade 8
* Exhibit satisfactory conduct (No N’s or U’s) and attendance
* Complete an application to appropriate sponsor and be accepted
* Receive teacher recommendations
* No out of school suspensions
* No incidents of cheating/plagiarism

**School Policies and Procedures**

**School Hours**

School hours are 8:15 a.m. to 3:15 p.m. Instruction begins promptly at 8:15 a.m. When the 8:15 bell rings, students are expected to be in their homeroom seats. Students not in class by the 8:15 a.m. bell are tardy. Students arriving after 8:15 must report to the attendance office for a tardy entrance slip. Parents must bring any students arriving after 8:15 into the office for late check in. Snowden office hours are 8:00 a.m. to 3:30 p.m. Monday – Friday.

**Arrival**

* The Snowden School campus will be open to students beginning at 7:30 a.m. No students should be dropped off on campus before 7:30. The only exception is students who are participating in the Y-Care Before School Program.
* Breakfast is served from 7:30am – 8:00am.
* K-3 Students should report to the cafeteria if they arrive between 7:30am – 8:00am.
* 4-8 students should report to the gym.
* All cars for elementary and middle school students in the morning will need to enter the driveway on Tutwiler by the football field.
* There will be two lines.
* Cars with both Elementary and/or Middle School students will proceed through the drive in the right line and continue in front of the cafeteria until you get to the gym for drop-off. There will be two exit points to use in order to exit right on McLean.

**Dismissal**

* The Snowden School campus will dismiss students at 2:55 p.m.  (Pre-K dismisses at 2:30 and parents will receive dismissal information directly from the Pre-K Teacher.)
* Students will be dismissed via intercom based upon transportation modes. ( Modes: Aftercare, Daycare, Walkers, Y-Care, Bus Riders, Car Riders)
* All students will be escorted to their designated areas once called over the school’s intercom..
* All cars for elementary and middle school students in the afternoon will need to enter the driveway on Tutwiler by the football field.
* There will be two lines.
* Cars with elementary students and their middle school siblings will proceed through the drive in the right line and continue in front of the cafeteria, turning left in front of the gym for pick-up. Students will be loaded into cars in front the gym in the afternoons. Cars will then exit right on McLean.
* Staff members will be present to direct the flow of traffic.
* Cars with middle school students and their middle school siblings will proceed through the drive in the left line and continue straight. Students will load their car from the second set of middle school doors. Cars will continue through the alley and exit right on North Parkway. Staff members will be present to direct the flow of traffic.

**Car Rider Line**

* Car rider line includes a number system.
* All students will receive a number.
* Siblings will receive the same number.
* Elementary students and elementary students with middle school siblings will receive a white number tag.
* Middle school students and middle school students without elementary siblings will receive a green number tag.
* Number tags must be placed in the front dash of the car for students to be released.
* Parents will not be allowed to walk up to the gym to pick up students.

**Early Dismissal/Late Pick-up**

To ensure a safe and secure dismissal of students, no visitors will be allowed to enter the building and no early dismissals will take place between 2:30 and 3:00 p.m. If at all possible, please schedule doctor and dental appointments after school hours and do not check your student out before 10:45 A.M. This keeps your child from losing credit for a day’s attendance. Parents must come to the attendance office to check a student out of school. All early dismissals will take place through the office.

Students are dismissed by 3:15. Teachers are released from duty at 3:30 leaving no adult supervision. Students should be completely off campus by 3:30 P.M. unless accompanied by a teacher for a specific after-school activity. The following procedures will be followed for students not in a supervised program after school hours:

Students found on campus after hours will be given Unauthorized Presence On Campus (UPOC) notice to take home for parents to sign and return to the school. Failure to return this notice signed within (3) days, by the parent will result in an overnight home suspension. School Security will be called for neglected students left unauthorized on campus beyond school hours.

**Crossing Guards, Parking & Traffic**

Students are expected to cross streets only at designated crossings. School crossing guards are posted at North Parkway & McLean, Faxon & McLean, and Tutwiler & McLean. Please do not park along the east side of McLean.

• All middle school students are to be dropped off or picked up from the Tutwiler east drive. **Parents with middle school and elementary children should use the east drive.**

• Pull straight down the drive, as far forward as you can.

• Do not enter parking spaces to drop off or pick up students

• Day care buses pick up on North Parkway.

**Emergency Dismissal Policy**

In accordance with board policy 3002-Emergency Closings, the Superintendent is empowered to close schools or to dismiss schools early in the event of inclement weather or other emergencies (e.g. natural disaster, serious outbreak of contagious illness, or other unexpected events that threaten the health or safety of students and staff.) If it is necessary to conduct early emergency dismissal before the end of the regular school day at 3:15 P.M, students will be released only to their parents or other adults who are on their emergency contact lists. Adults will be required to provide photo identification when picking up students. Please tune in to news stations during questionable weather situations for up-to-date information. School buses will run on early dismissal days. After school care is not provided when the school is closed for early dismissal. Please have a backup plan and discuss the procedure with your child.

**Before and After Care**

Snowden School has partnered with the YMCA to provide a before and after school care program from 6:45 a.m.-8:00 AM and from 3:30 PM-6:00 PM. For fees and other information please call 901-766-7677 or visit <https://www.ymcamemphis.org/childcare/afterschool-at-shelby-county-schools/>

**Attendance**

Board policy states that all students attend school on all days that school is officially in operation. A note explaining a student’s absence is required within three days of returning to school. Without a written note, the absence is marked unexcused. Opportunity for make-up work will be given for excused absences. Excused absences consist of the following reasons:

• Personal illness of pupil

• Death or serious injury in the immediate family of the pupil

• Validated court appearance of the pupil

• Recognized religious holiday or event

• Any other cause approved by the principal.

Excessive tardies or unexcused absences could result in disciplinary measures up to and including suspensions. It is imperative that the parents of Optional and Transfer students be aware that continued tardies to school can jeopardize their child’s Optional Renewal or Transfer Renewal status.

**Accidents and Illness**

If your child becomes ill or injured while at school, every attempt will be made to contact the parent or guardian. If unsuccessful, the emergency contacts on the student data form will be contacted. Be sure to update any changes in numbers on the card as the year progresses.

**Chronic Illness**

If your child has a chronic illness or has special health needs, make sure the office and homeroom teacher have written instructions about specific health needs.

**Medication**

According to SCS Board policy, the school office must have an Authorization for Medication during School Hours for your child to be given medication at school. Over the counter medication is not given at school. All prescription medicine should be clearly labeled and will be kept in the health room. Medication can ONLY be dispensed through the office.

**Snowden School Uniform Policy**

**Tops**

• Shirt colors are white, green, black or gray. All shirts must have a collar (polo or dress style). T-shirts worn under uniform shirts must be solid white. Snowden Spirit t-shirts can be worn on Fridays only.

• Boys’ shirts are to be tucked in. Girls’ shirts must be long enough to cover the waistline.

• Boys’ and girls’ shirts must be appropriately sized (not oversized or undersized).

**Bottoms**

• Pants are to be tan/khaki, blue, or black, with NO lettering, studs, logos, or sequins.

• Pants must fit at the waist and not be oversized or undersized (e.g., leggings, baggy pants, sagging pants, tights, jogging suits or pants made of spandex or denim are prohibited).

• Shorts, skirts, or jumpers must be knee-length.

• Belts are to be the proper sized and put through the belt loops.

**Jackets**

• Jacket, sweater, sweat-shirt, “hoodie”, and cardigan colors are to be white, green, or gray, with no logo, lettering or design.

• Heavy coats, heavy jackets, and raincoats are not to be worn during the school day and must be stored in the student’s locker.

**Shoes**

• Shoes can have heels no higher than one and one-half inches.

• Athletic shoes, sandals with straps on the heel, and boots are permitted.

• Flip flops and slides are NOT permitted.

**NBA Fridays: Out of Uniform**

No ripped jeans with or without patches are not permitted, leggings, baggy pants, sagging pants, tights, jogging suits, skater skirts, or pants made of spandex or denim are prohibited.

**Other**

•. Roller back packs are not allowed.

• Excessive, large, or flashy jewelry is not allowed. Any accessory items that distract from the learning process will not be allowed (i.e. large earrings, bulky jewelry, non-prescription glasses, sunglasses). Hats, bandanas, and hoodies cannot be worn in school.

**Note:** Shelby County School Board policy prohibits PK-12 students from wearing any type of clothing, apparel or accessory that denotes gang membership or affiliation. Therefore, principals shall have the authority to place restrictions on the basic uniform for safety reasons.

**Cell Phones/Electronic Devices**

Cell phone and personal electronic device use during the school day is not permitted per SCS policy. Cell phones and electronic devices used at school will be confiscated. Confiscated items shall be returned to the parent within 72 hours during a conference with the parent and administrator. Confiscated items include cell phones, hand-held game systems, laser pointers, etc. The district does not take responsibility for confiscated items and will not compensate the owner for any lost, stolen, or damaged items while in the custody of the district.

**Conferences**

Parent conferences are welcome and encouraged. SCS designates two times during the school year for parent conference (see current district calendar for dates). Conferences may be scheduled on additional days during teacher’s planning time or before/after school. Please send a note, email or call the teacher to schedule a conference. If you need a conference with an administrator, please call the office to schedule. **Class Instruction will be not interrupted for unscheduled conferences, meetings or phone calls.**

**Visitors to school**

Classroom observations are permitted, However, prior approval by school administrators should be obtained before scheduling classroom observations. For the safety of our students and for security reasons, all guests must sign in, receive and wear a visitor’s badge prior to visiting any areas of the school.

**Messages and Forgotten Items**

Messages will be recorded and given to students and teachers during transition times. Instant messages will only be relayed to students and teachers in an emergency. Any forgotten items (such as lunch or homework) can be dropped off at the school office for the child to pick up. **Classrooms will not be interrupted during instructional time.**

**Volunteers**

Parental involvement is always encouraged and appreciated. To ensure the safety of all of our students, all volunteers are required to complete a background check application. Forms are completed on-line at <http://www.scsk12.org/face/volunteers>. Volunteers at school must also sign in at the office and acquire a visitor’s badge.

**Volunteer/ Parent Teacher Organization - PTO**

The PTO encourages families to help their children, their school, and their community by becoming a member. The dues are $5.00 for a single-parent membership and $10.00 for a family membership. Snowden PTO provides many outstanding services to Snowden School and our community.

**Field Trips**

Only children with signed permission slips on file will be allowed to leave campus for a field trip. Permission will not be accepted over the phone. Due to prepaid tickets and bus costs, field trip money cannot be refunded. Field trip payments must be made in cash.

**Personal Belongings**

The school cannot be responsible for personal items lost or stolen. Students should not bring valuables to school. Toys, candy, gum, and personal electronic devices should not be brought to school. Toys and other personal items disrupting the learning environment will be confiscated and held until the end of the school day.

**Lockers**

Lockers are free for Middle School students. Students should not share lockers or give their combinations to anyone. Lockers are school property and may be opened by authorized personnel at any time. It is the student’s responsibility to keep the locker locked at all times and to report locker problems to his or her homeroom teacher who will then notify the building engineer.

**Searches**

Lockers and other storage areas, containers, and packages brought into school by students, staff, or visitors are subject to search by authorized personnel.

**Electronic Devices, Textbooks & Library Books**

Students are responsible for all electronic devices, textbooks, and library books issued during the school year. Parents must pay for all lost or damaged electronic devices and books.

**Lost and Found**

The lost and found area is located in the cafeteria. Grade levels and teams may also have a designated section for lost items. Please check on lost books at the Elementary Library (Grades K-5) or the Middle School Library (Grades 6-8). Please check for lost items as soon as possible because at the end of each month items will be donated to charity or discarded.

**Metal Detectors**

It is the policy of the Shelby County Schools to require the use of metal detectors in schools and to authorize their use at school-sponsored events to conduct searches of students and visitors and their personal effects, at random and for cause, in accordance with applicable statutes, case law, and related mandates. Searches are to be conducted for Board purposes and not for the primary purpose of gathering evidence or instituting criminal proceedings. If a weapon is found as a result of a search, the local law enforcement authorities and the Office of Security will be notified. Any student found in possession of a weapon will be subject to discipline in accordance with the Student Code of Conduct and Board Policies.

**Party Policy**

For grades Pre-K through Fifth: Class parties are permitted only at Winter Break and at the principal’s discretion. Due to so many students birthdays being on school days and loss of instructional time, birthdays **parties are not allowed**; however, in grades PreK– 5th, parents may send non-food items to school for a class celebration of the child’s birthday which will be distributed at the end of the day. Middle school students do not participate in parties that are not instructionally based. (For example, social studies classes may host food festivals based on the culture they are studying.)

**Peanut Allergies**

We have students in our school who have severe peanut allergies. To prevent any reactions, please refrain from sending classroom snacks that contain peanuts or peanut butter.

**Supplies**

As Snowden is a community school, in elementary most classroom supplies will be community supplies and available for use by all students in each classroom. In middle school, most classroom supplies are individual. Teachers always appreciate a generous donation of extra pencils, tissue, glue sticks, and copy paper.

**Suspensions**

All suspensions will be cleared by appointment only as indicated by time and date listed on the suspension notification. Please call 416-4621 to schedule an appointment.

**The following three documents contain critical information regarding Title I: Parent’s Right to Know, The Snowden Family Engagement Plan and the School Compact. (Revised May 2024)**

**I. Title I Parent’s Right to Know**

**All parents have the right to request the following:**

* A teacher’s professional qualifications, licensure, grade(s) certification, waivers
* A teacher’s baccalaureate and/or graduate degree, fields of endorsement, previous teaching experience
* A paraprofessional’s qualifications
* An annual notice of Student Education Records Privacy and notice for disclosure of School Directory Information
* An assurance that their child’s name, address and telephone listing not be released to military recruiters
* Timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified

**All parents will receive information on the following:**

* Their child’s level of achievement on each of the state’s academic assessments
* Notification of right to transfer their child to another school in the district if the student becomes the victim of a violent crime or is assigned to an unsafe school
* District Family Involvement Policy and School Parent Involvement Policy
* Their right to public school choice, Supplemental Educational Services and more effective involvement if their child’s school is identified for school improvement

**II. Title I Family Engagement Plan 2024-25 (Revised May 2024)**

This Family Engagement Plan was jointly developed with parents to establish the expectations for parental involvement. It is in support of the state of Tennessee and Memphis Shelby County Family Engagement Policies. We believe that education begins in the home; therefore, it is our aim to unite the family, school, and community in shared responsibility for improving student academic achievement. The school and parents will develop a partnership to help the students achieve the State’s high standards. We urge parents to take an active role in the academic and extra-curricular activities of our student.

**Parental Involvement** (Parent can also mean a guardian or person who has custody of the child, or it may refer to an individual who has care giving authority.)

# In an effort to draw the school experience into our students’ home lives, we will encourage parents to do the following:

* Serve on the site-based leadership team
* Attend grade level meetings, parent meetings, parent conferences, programs and PTO meetings
* Volunteer their talents / services / time to the instructional program and other school activities

**Title I Involvement**

The administrators, faculty, and staff will provide a strategic plan and implement Title I requirements according to the guidelines set forth in the law which include the following:

* Make parents aware of Title I and our participation
* Allow parents to observe the school’s programs and visit classrooms
* Provide parents with student information and progress reports
* Solicit feedback from parents
* Provide parents with assessment results and ensure communication about semester data nights.
* Involve parents in an organized, on-going, and timely way in the planning, review, and improvement of programs for parental involvement and the school level Family Engagement Plan
* Jointly develop with parents a School Compact and a Family Engagement Plan
* When feasible, provide communication in languages other than English.

To ensure that our parents participate in the development and implementation of the school’s program, we will do the following:

* Provide annual meetings to whom all parents are invited, to inform parents of Title I requirements, the school’s participation in Title I, and the right of parents to be involved in the school
* Provide timely information to parents about school programs and activities through regular flexibly scheduled meetings with parents, the school website, the school calendar, emails, flyers, etc.
* Encourage parents to join our local PTO and to attend meetings
* Conduct parent-teacher conferences with the teacher and parent to give parents an opportunity

to chart their child’s academic progress and discuss any concerns with teachers

* Inform parents about their student’s progress throughout the year with report cards and instructions on how to access Powerschool.
* Provide 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 proficiency levels students are expected to meet.
* Increase neighborhood awareness of the school, its programs, and its quality

**III. SNOWDEN SCHOOL: School Compact 2024-25 (Revised May 2024)**

This Student / School / Parent Compact has been jointly developed with parents and school personnel to outline how parents, teachers, administrators, school staff, and students will share responsibility for improving student academic achievement.

PARENT / GUARDIAN AGREEMENT

I am interested in my child’s academic and social progress; therefore, I will do the following:

* Make my child’s education a priority at home.
* See that my child attends school regularly and arrives on time
* See that my child has the necessary supplies for school (student laptop devices, writing utensils, paper, folders, etc.)
* Make arrangements for after school pick-up when my child participates in after school activities and functions
* Establish a time for homework
* Provide a place for study
* Encourage my child’s efforts and be available for questions
* Communicate actively with teachers about my child’s progress and any other pertinent information the teacher may need to help my child succeed.
* Review grades on Powerschool to stay aware of my child’s progress
* Encourage my child to have active conversations about their data (TCAP, Iready, etc.)
* Support my child as a learner.
* Support my child’s social/emotional learning and growth
* Support the school’s uniform and cell phone policies
* Volunteer my talents and time when possible.
* Communicate concerns with the school administration
* Be open to forging connections with other parents

STUDENT AGREEMENT

It is important that I work to the best of my ability by being respectful, responsible, and ready to learn; therefore, I will do the following:

* Attend school regularly
* Arrive at school and to classes on time
* Come to school each day with pens, pencils, paper, and other necessary tools for learning; communicate with teachers if I need materials
* Complete and return homework assignments on time
* Observe regular study hours
* Take ownership of my behavior and meet the expectations of the school
* Become responsible and self-directed
* Complete my own work and not cheat.
* Adhere to the school’s uniform and cell phone policies
* Participate when possible in school activities and functions
* Show respect to all adults and students in the building
* Respect the bathroom and classroom facilities
* Resolve conflicts peacefully and reach out to an adult if help is needed doing so.

TEACHER AGREEMENT

It is important that students receive quality instruction in order to succeed academically; therefore, I will do the following:

* Facilitate a supportive, effective, and positive learning environment
* Maintain professional decorum and attire
* Provide high-quality curriculum and instruction based on school-based and district-provided professional development and PLCs.
* Provide meaningful homework assignments for students with a focus on quality, not quantity
* Provide necessary information and assistance to parents so that they can help with the assignments
* Communicate with parents regularly and frequently by providing information about student academic and behavior progress through maintaining updated grades in Powerschool, weekly elementary school communication folders, emails, phone calls, etc.
* Discuss school-parent compact in relationship to individual child’s achievement
* Encourage / inform students by providing information about student progress on assignments and major tests such as TCAP, Iready, and other common formative assessments.
* Use varied forms of meaningful assessments to allow students to demonstrate what they know
* Use classroom and CFA assessment outcomes to drive future instruction and student achievement
* Encourage and support daily reading
* Enforce the school’s uniform and cell phone policies
* Communicate instructional supply/material needs and concerns with administration and parents in order for instruction to occur efficiently

PRINCIPAL / SCHOOL LEADER AGREEMENT

I support this commitment to shared responsibility for student success; therefore, I will do the following:

* Provide a school program with high-quality curriculum and instruction
* Provide an environment that allows for positive communication among the teachers, parents, and students
* Provide a safe, supportive, effective, and positive learning environment
* Provide a minimum of twice-yearly parent / teacher conferences at which the parent / school compact is

discussed

* Provide reasonable parental access to their student’s teachers, classrooms, and appropriate staff
* Provide reasonable parental opportunities to volunteer and participate in school-related activities