

## **Principal's Message**

Dear Parents, Guardians, Students

Welcome to Alexander Elementary School: Home of the Warriors. We are proud of our school and are happy to have you and your family in our learning community. All members of Alexander Elementary School's staff pledge our best toward creating academic success for your student.

Review this handbook carefully with your family as it contains important information in regard to school policies and procedures. It is suggested that parents and children review the handbook together. If you have questions that remain unanswered after reading the handbook, please call the school office for clarity. We feel that open and clear communication between school and home is important to the success of our students and the organization of the school.

We welcome your participation and support during the school year. We encourage you to join our Parent Teacher Organization as we work together to enhance student academic goals.

We ask that you tear out, sign, and return the form on the last page to indicate that you have received and reviewed the handbook.

The most successful children are those whose parents play an active role in their education.

Sincerely,

Shannon E. Davis  
Principal



**Mission Statement:**

The mission of Alexander Elementary School, in partnership with the community, is to provide a quality education program, which will develop self-directed learners who are responsible, cooperative, and productive citizens.

**Vision:**

To educate all students to the highest levels of academic achievement, to enable them to reach and expand their potential, and to prepare them to become productive, responsible, ethical, creative and compassionate members of society.

**Core Beliefs:**

We believe in working collaboratively and being held accountable for student growth.

We believe in creating a safe and caring environment that maximizes student achievement.

We believe a strong foundation of learning enables students to reach high levels of achievement and growth.

We believe the partnership between school, home, and community is essential elements of school success.

We believe that relationships are the corner stone of all learning.

We believe that professional learning and feedback is essential to our growth as educators.

## Admission

Any student entering school for the first time must present:

1. Proof of age/Birth certificate
2. Evidence of a current medical exam
3. Evidence of state-required immunizations
4. Child's social security number
5. Three proofs of current address (in guardian name)

Ex: DCS letter

Mortgage document or property deed

Rent receipt

Current utility bill

Current phone bill

Current driver's license/ID

Current voters registration card

Current auto registration

6. Kindergarten students must be five years old by August 15<sup>th</sup> of the year for which they

are registering. They must have all their shots before they can attend school, (NO EXCEPTIONS)

## Attendance

Any time a student is absent from the school day, the parent should notify the school office that morning along with sending a note explaining the absence when the child returns. Excused absences are granted for illness, death of a family member, family emergency, religious holiday, or school related activity. **THREE TO FIVE CONSECUTIVE ABSENCES REQUIRE A DOCTOR'S STATEMENT.**

**Tardiness:** All Student are expected to attend school, each day. All students should arrive on time and be in their classrooms by 8:05 a.m. for breakfast.

***Parents/guardians must enter the building to sign in students that are tardy.***

Students arriving late receive a late slip to give to their classroom teacher. Students signing in after 11:30 a.m.

or leaving before 12:00 p.m. will be counted absent.

**Arrival:** THE GYM DOORS OPEN AT 7:30 A.M. FOR BUS STUDENTS. Car riders will begin to unload at 7:45 a.m. For your child's safety, do not drop them off unattended before 7:45 a.m. That will be considered neglect of the student. Teachers are not on duty until 7:50 unless they have bus or car duty. ***Parents of Pre-K students must sign-in and sign-out their students in the classroom.***

**CAR RIDERS CANNOT BE DROPPED OFF AT THE OFFICE BEFORE 8:05.**

**Dismissal:**

***Car Rider:*** Parents will be issued a car rider number. Extra numbers are provided for other persons allowed to pick-up the student(s) from school. **Car riders will be dismissed to the gym at 3:00 p.m.** Teachers will begin calling numbers as soon as students are seated quietly. PARENTS MUST BE IN THE OFFICE BEFORE 2:45 TO PICK UP STUDENTS EARLY. THE OFFICE WILL CLOSE AT 2:45 FOR Dismissal And Will Not Re-Open Until 3:20. If you do not have your number you must come to the office with your ID to sign out your child. PLEASE KEEP YOUR CAR RIDER NUMBER VISIBLE during loading process. Car riders must be picked up by 3:20 pm. Parents arriving later than 3:20 pm are to park their vehicle and bring their car rider number card to the main entrance (office) and pick up their student. **Students who are picked up late three times will need to ride the bus. Teachers are off duty at 3:20 and are not required to be responsible for students.**

***WALKERS:*** STUDENTS WHO ARE WALKING HOME ARE DISMISSED FROM THE SCHOOL AT 3:15 P.M. WALKERS SHOULD NOT RETURN TO SCHOOL FOR ANY REASON AFTER THEY HAVE BEEN DISMISSED FROM SCHOOL. IF YOU MEET YOUR CHILD ACROSS THE STREET, YOU WILL NEED TO BE ON TIME.

THE BUILDING WILL BE CLOSED FOR DISMISSAL AT 2:45 DAILY. NO ONE WILL BE ALLOWED IN THE BUILDING UNTIL ALL STUDENTS HAVE BEEN DISMISSED. THE OFFICE WILL RE-OPEN AT 3:20. IF YOU NEED TO PICK UP YOUR CHILD EARLY, YOU WILL NEED TO BE IN THE BUILDING BEFORE 2:45.

***CHANGE OF TRANSPORTATION:*** PARENTS MUST SEND A WRITTEN NOTE IN ORDER TO CHANGE THE WAY STUDENTS ARE GOING HOME. WE WILL NOT ACCEPT PHONE CALLS BECAUSE ANYONE CAN CALL AND CHANGE YOUR CHILD'S WAY OF GOING HOME. PHONE CALLS CANNOT BE VERIFIED.

**Parents are responsible for students left at school after 3:20 p.m.** Students who are not picked up may be turned over to the Department of Children's Services.

**Change of Address/Telephone**

It is extremely important that every student maintain an up-to-date address and working telephone number in the school office. Notify the school office immediately if you have a change of address or telephone number during the school year. ***Keeping student addresses and phone numbers current is extremely important for your child's safety and for school effectiveness.***

## Communication

The school staff will communicate with parents through the use of a school handbook, parent-teacher conferences, report cards, mid-term reports, school newsletters, home visits, teacher notes, phone calls, parent meetings, school website, school social media pages, parent workshops, and the all call system. **IF YOU RECEIVE AN ALL CALL THROUGH THE ALL CALL SYSTEM, PLEASE CHECK YOUR VOICEMAIL BEFORE CALLING THE SCHOOL.**

## Crisis Management

The principal has developed a crisis management plan and has appointed a crisis management team for use in times of crisis. The principal is responsible for developing emergency procedures. Training for all school personnel in these procedures is conducted annually. (Policy 3.203.)

## Curriculum

Alexander Elementary School offers instruction in reading, math, English, spelling, science, social studies, physical education, library and reference skills, handwriting, art, and music. Programs are provided for students with special needs, including speech, learning and physically impaired, academically talented, and gifted. Academic support services are available for all students. Alexander Elementary School has a full-time school counselor. The school library supplements the curriculum with many varied resources. In addition, students attend computer lab, each week.

## Dress Code

The Jackson-Madison County School System has a dress code policy for all students in PreK-12<sup>th</sup>.

Pants, slacks, and shorts will be worn at the waist with a belt. No large, Gucci or Louis Vuitton belt buckles can be worn. Pants are expected to fit appropriately; no skintight, extremely short, or bagging/sagging pants will be allowed. Shirts must be always tucked in. No writing, logos, or any type of design should be on the shirt (except the school colored shirt) No holes, cuts or rips of any kind are allowed. **NO HOODED JACKETS CAN BE WORN INSIDE THE BUILDING.** NO hats, sweatbands, visors, hair rollers, do rags or bandanas will be worn in the building at any time unless special permission is given. For safety reasons, tennis shoes are recommended and are required on days that students have physical education class. **Shoes:** no shoes with heels higher than 2 inches, no house shoes/slippers, no flip flops, no crocs, no rolling shoes.

No metal cleats, taps, or tennis shoes with rollers are permitted.

**Plain polo-style shirts:** white, black, or royal blue, **Pants, slacks, capris, skirts, jumpers with a school-colored polo underneath, shorts:** khaki, black, navy. **NO SHIRTS OR BLOUSES THAT ARE BUTTONED FROM TOP TO BOTTOM. NO CARGO PANTS WITH THE LARGE POCKETS ON THE SIDE.**

### **Emergency Closings**

The director of schools may close schools for hazardous weather or any other emergency that presents a threat to the safety of students, staff members, or school property. The director of schools will notify the public media and an announcement will be made. (Policy 1.8011)

### **Emergency Information**

In case of emergency, each student is required to have on file in the school the following information:

1. Parent(s)' or guardian(s)' name(s)
2. Complete and up-to-date address
3. Home phone, cell phone, and parent(s)' work phone (connected and working) **Parents must notify the school office when phone numbers change. Please make sure you always have a working number.**
4. Emergency phone number of friend or relative
5. Physician's name and phone
6. Medical alert information
7. Authorized person(s) allowed to pick up child.

### **Emergency Procedures/Emergency Preparation Plan**

The school maintains and regularly practices emergency procedures for the following emergencies: fire (at least 10 per year), and three additional safety drills for bomb threats, tornado, earthquake, intruder, or other emergencies. (Policy 3.202)

### **Flowers and Balloons**

Flowers and balloons delivered to students at school will be held in the office until dismissal time. Bus regulations prohibit helium balloons and glass vases on school buses.

### **Grading**

Report cards are distributed every nine weeks. Students are retained if they do not pass basic skill objectives at their grade level. Students in special education are graded according to their individualized education plan. Prekindergarten and kindergarten students receive a skills checklist each nine weeks. A=93-100 B=85-92 C=75-84 D=70=75 F=Below 70

**STUDENTS MUST PASS READING AND MATH IN ORDER TO BE PROMOTED TO THE NEXT GRADE.**

Principal's List: All A's and all S's on report card

Honor Roll: A's, B's, and all S's on report card

Warrior Club: No grade lower than a C and all S's on a report card

Alexander Attendance Stars: Perfect attendance with no tardies or early dismissals

## **Illness**

If a student becomes too ill to remain in class or has a serious accident, we will refer them to the nurse on days one is present. **IF YOUR CHILD DEVELOPS A FEVER AT SCHOOL, WE WILL CALL YOU AND SOMEONE MUST PICK UP YOUR CHILD.** If we cannot reach you, we will use the emergency information that you have provided. Please make sure there is someone we can contact immediately.

Please do not send your child to school if he/she is ill. ***A CHILD WITH A CONTAGIOUS DISEASE OR CONDITION SUCH AS PINK EYE, CHICKENPOX, RINGWORM, IMPETIGO, OR HEAD LICE WILL BE SENT HOME AND MUST REMAIN UNTIL WELL. STUDENTS WILL NOT BE ABLE TO ATTEND SCHOOL WITH A FEVER OF 100° OR ABOVE. PLEASE KEEP YOUR CHILD AT HOME UNTIL HE/SHE IS FEVER-FREE FOR 24 HOURS.***

## **Internet**

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources—rules about acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations. (Policy 4.406)

## **Media Access**

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives must report to the administration for prior approval before accessing students. The media may interview, and photograph students involved in instructional programs and school activities. Such media access shall not be unduly disruptive. (Policy 6.604)

## **Non-Discrimination**

It is the policy of the Jackson-Madison County School System not to discriminate on the basis of race, color, national origin, sex, disability, or age in the provision of educational opportunities or employment opportunities and benefits as required by Title IV and VII of the 1964 Civil Rights Act. Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, respectively. (Policy 1.8021)

## **Prescription Medication**


School Board Policy requires a doctor's written explanation before authorized school personnel can administer any medication to students. A form to be completed by your doctor is available in the school office. **An adult must hand-carry the prescription to school. Prescription and non-prescription medication will not be sent home with the student.**

## **Qualified Teachers**

In accordance with federal law, the district shall release information regarding the professional qualifications and degrees of staff members who provides instruction to their child at the school to parents, upon request



## **School Colors and Mascot**

The Alexander Elementary School color is Royal Blue.  The new school mascot is a shield that represents Alexander The Great.

## **School-Wide Rules and Recognition**

Alexander Elementary School has developed a school-wide discipline plan to provide a safe and orderly environment. We have high expectations for student behavior and student achievement. We believe students, parents, teachers and administration must work together to provide a positive environment that promotes teaching, learning, and growing.

### **School-Wide Rules are called:**

#### **GREAT Rules:**

**Growth**

**Respect**

**Excellence**

**Appreciation**

**Thoughtfulness**

*Alexander Students' use their "Great Warrior" Powers to maximize their learning!*

### **Classroom Expectations**

Each teacher will develop classroom standards and expectations for student behavior. Teachers will create a plan to reward positive behavior and will establish consequences for negative behavior. Staff members use a Discipline Referral form to document inappropriate behaviors and consequences used. Students with major offenses will be referred to the principal. Teachers recognize appropriate student behavior in the classroom through notes, phone calls, allowing extra privileges, praise and rewards.

### **School-Wide Student Recognition**

Positive student behavior is recognized through praise, rewards, certificates, Academic Pep Rallies, and Behavior Bucks'.

## **Student Behavior/Discipline Procedures**

**Battery:** Any student committing battery upon any employee of Jackson-Madison County Schools shall be expelled for a period of not less than one calendar year.

**Drug Possession:** Any student who brings or unlawfully possess any narcotic, stimulant, or prescription drug on school property, on a school bus, or while attending any school activity or event, shall be expelled for a period of not less than one calendar year, except that the director or superintendent modify this expulsion on a case by case basis.

**Fighting:** Fighting will not be tolerated at Alexander Elementary School. A violation of this rule will result in automatic suspension from the school and a call to parents to come to pick up the student(s) involved.

**Harassment:** All students are entitled to a school environment which is free from any type of harassment. Inappropriate comments or touching should be reported to a teacher or Principal.

**Profanity:** Profanity is strictly prohibited at school or on the bus.

### **PARENT BEHAVIOR:**

**ABSOLUTELY NO PROFANITY OR THREATS BY PARENTS IN THE BUILDING OR ON CAMPUS. THE POLICE WILL BE CALLED AND CHARGES WILL BE FILED.**

**Suspensions:** Suspensions are given by the principal. A student may be suspended from one to ten school days. Suspensions signify that the student's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the student from the school environment.

Reinstatement will not be granted until the principal is satisfied that the reason for misconduct has been eliminated. **Parents must meet with the Principal or Assistant Principal before a student can be Re-admitted in school.**

## Parent Dress Code Letter



Parents,

Please be Advised If you are planning to visit Alexander Elementary School for any reason, please dress appropriately. Thin, short, tight sleepwear or low-cut spaghetti strap pajama tops, pants that show your underwear cannot be worn in the building. I know sometimes you are in a hurry and do not plan to come inside; however, some of the clothing that adults have worn to school is very inappropriate in a school setting. **Absolutely No Pajamas can be worn in the building!** Thanks for your understanding and cooperation in this matter.

Shannon Davis,  
Principal

**Tobacco-Free School Policy:** Smoking is prohibited on school property or in a school building. Possession of tobacco by a student is prohibited.

**Vandalism:** Willfully damaging school equipment or property is vandalism and cause for immediate suspension. The school system requires that vandal damage be paid for before a student is allowed to return to class. If a student accidentally causes damage, he/she should report it to his/her teacher immediately so that the damage is not considered vandalism.

**Weapons:** The possession of a weapon on school property or a school bus is strictly forbidden. Violation of this rule will cause immediate expulsion and will be reported to appropriate law enforcement agencies. State law considers possession of a weapon on school property a felony and prescribes a maximum penalty of six years imprisonment and a fine not to exceed \$3,000.

**Zero Tolerance:** In order to ensure a safe and secure learning environment, the following offenses will not be tolerated: weapons, dangerous instruments, firearms, drugs, battery.

#### **All Discipline Policies (Policy 6.300)**

#### **Textbooks, Workbooks, Library Books**

Workbooks and textbooks are loaned to students for their use during the school year. Students will be able to check out library books throughout the school year. These books should be kept clean and handled carefully. Parents are responsible for lost or damaged textbooks and library books. (Policy 4.401, 6.709)

#### **Title I School**

Alexander Elementary has a Title I school school-wide program which serves students in Prek-5<sup>th</sup> grade.

#### **Unsafe School Policy**

Under the State Board of Education's Unsafe School Choice Policy, a public-school student who is the victim of a violent crime or the victim of an attempted violent crime shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

#### **Visitors/Conferences**

When necessary, all visitors must report to the front office immediately upon entering the building to obtain a visitor's pass. Parents requesting a conference with a teacher or other staff member must respect instructional time and make every effort to arrange meetings before or after school or during planning time. Due to COVID restrictions visitors will be limited to the office. **TEACHERS WILL NOT BE ABLE TO MEET WITH A PARENT AFTER SCHOOL STARTS AND STUDENTS ARE IN THE CLASSROOM.**

*Please read and discuss the school-wide rules with your child as we begin teaching these expectations at school. Sign and return the form at the end of the handbook that states you have reviewed these school guidelines.*

## We look forward to a fun, productive, and positive year together!

School Rules	Hallway	Cafeteria	Outside	Restroom	Assemblies
Getting along with others and staying in your space	<ul style="list-style-type: none"> <li>Greet others appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>Greet others appropriately.</li> <li>Say "please" and "thank you."</li> </ul>	<ul style="list-style-type: none"> <li>Take turns.</li> <li>Use nice words.</li> <li>Be a good sport when you play games.</li> <li>Include everyone in play.</li> </ul>	<ul style="list-style-type: none"> <li>Show courtesy to others by keeping the bathroom clean.</li> </ul>	<ul style="list-style-type: none"> <li>Applaud appropriately.</li> <li>Be courteous to the speaker.</li> </ul>
Respect teachers, peers, and school property	<ul style="list-style-type: none"> <li>Walk facing forward with hands behind your back.</li> <li>Walk on the right side of the hallway.</li> <li>Keep hands, feet and objects to yourself.</li> <li>Keep up with your class and have a hall pass when necessary.</li> <li>No talking.</li> <li>Walk on the 3<sup>rd</sup> block.</li> </ul>	<ul style="list-style-type: none"> <li>Respond to adult signals.</li> <li>Talk quietly.</li> <li>Follow traffic light signals.</li> <li>Clean up after yourself.</li> <li>Think about the items you need to get from the lunch line.</li> <li>Stay seated unless you have permission to get up from your table.</li> <li>Walk at all times.</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment properly.</li> <li>Stay in the playground area.</li> <li>Play fighting is not permitted.</li> <li>Do not throw items from the ground (rocks, sticks, etc.)</li> <li>Return equipment that you borrowed to the teacher.</li> </ul>	<ul style="list-style-type: none"> <li>Flush, clean-up, and dry off areas that you use.</li> <li>Do not hold down the toilet handle.</li> <li>Wash hands before leaving the restroom.</li> <li>Do not climb on doors, toilets or sinks.</li> <li>Put paper towels in the trash can.</li> <li>Do not write on walls.</li> <li>Let the teacher know if there is a problem in the restroom.</li> </ul>	<ul style="list-style-type: none"> <li>Face forward and keep hands and feet to yourself.</li> <li>Enter and leave quietly.</li> <li>Respond to adult signals.</li> <li>Use restroom before coming to the assembly.</li> <li>Follow directions.</li> <li>When sitting on the floor, stay on your bottom, crisscross legs.</li> </ul>
Extinguish loud disruptions and listen carefully	<ul style="list-style-type: none"> <li>Walk directly to your destination so that no learning time is lost.</li> </ul>	<ul style="list-style-type: none"> <li>Eat your food in a timely manner.</li> <li>Have conversations after you have eaten your food.</li> </ul>	<ul style="list-style-type: none"> <li>Follow game rules.</li> <li>Keep the playground clean.</li> </ul>	<ul style="list-style-type: none"> <li>Use the restroom for the appropriate reasons- not to get out of work or to play.</li> </ul>	<ul style="list-style-type: none"> <li>Participate in activities as appropriate.</li> <li>Listen and learn from the speaker.</li> </ul>
Always be on time and come prepared Take a bow! (recognizing positive behaviors that exceed common expectations)	<ul style="list-style-type: none"> <li>Walk quietly without touching the walls or displays.</li> <li>When standing in line, give others their space.</li> </ul>	<ul style="list-style-type: none"> <li>Chew food with your mouth closed.</li> <li>Speak quietly to those around you.</li> <li>Listen to the cafeteria staff's directions.</li> <li>Use good manners.</li> </ul>	<ul style="list-style-type: none"> <li>Line up quickly when you are asked.</li> <li>Re-enter the building quietly.</li> </ul>	<ul style="list-style-type: none"> <li>Give others their privacy.</li> <li>Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>Face forward.</li> <li>Do not talk during the presentation unless the speaker asks you.</li> <li>Behave so that everyone can enjoy the assembly.</li> </ul>



August 2022

Dear Parents,

Please sign **this form** and remove it from this handbook. This acknowledges receipt and review of the Alexander Elementary School Student Handbook. Please return it to your child's teacher.

I have received and reviewed the Alexander Elementary School Student Handbook with my child.

_____ Parent Signature	_____ Date
_____ Student Name/Grade	_____ Date
_____ Student Name/Grade	_____ Date
_____ Student Name/Grade	_____ Date
_____ Student Name/Grade	_____ Date

Thank you,

Shannon Davis  
Principal  
Alexander Elementary School  
Jackson, Tennessee 38301

