Welcome
Welcome to Alexander Elementary School: Home of the Wildcats. 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. 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. *We are all in this...TOGETHER.*

Mission Statement
The mission of Alexander Elementary School is to create student success through directed teaching and hands-on, concrete experiences for all learners with parent and community support.

At Alexander Elementary School believing in ourselves is the first step to school success. The staff believes that when students see themselves successful, they will strive for a higher level of performance each day. The entire faculty and staff believe that each child is important. All children can and will learn and each requires differing amounts of time and practice.

We believe in encouraging positive behavior by rewarding positive student behaviors. Our goal is to "catch students being good." In this way, we hope to help children become positive, self-confident people who will become credits to their families, school, and community.

Admission
Any student entering school for the first time must present:

1. Proof of age
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
6. Kindergarten students must be five years old by August 15th of the year for which they are registering.

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. Any other reason is considered unexcused.

Tardiness: Students 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 7:50 a.m. **Parents of PreK students must sign-in and sign-out their students in the classroom.**

**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 at 3:00 p.m. at the playground gate under the awning on Woodrow Street. Unless picking up your child before 2:45 or do not have a car rider number, parents of car riders may not come to the school office. **KEEP YOUR CAR RIDER NUMBER VISIBLE during loading process.** Car riders must be picked up by 3:15 pm. Parents arriving later than 3:15 pm are to park their vehicle and bring their car rider number card to the main entrance (office) and pick up their student. **Student who are picked up late three times will need to ride the bus. Teachers are off duty at 3:20 and are not require to be responsible for students.**

**Walkers:** Students who are walking home are dismissed from the school at 3:00 p.m.

**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 web-site, and workshops.

**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-12th.

Pants, slacks, and shorts will be worn at the waist with a belt. No large, Gucci or Loui Vuitton belt buckles can be worn. Pants are expected to fit appropriately; no skin tight, extremely short, or bagging/sagging pants will be allowed. Shirts must be tucked in at all times. 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 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:** 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.**

**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.**
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.
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
Wildcat 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 necessary, we will call you to request that you pick up your child. If we cannot reach you, we will use the emergency information that you have provided. 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 school mascot is a wildcat.

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:
- Practice responsibility
- Always have a good attitude
- Work hard
- Show respect

Alexander Wildcats use their PAWS 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 the PAWS Club.

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:** Every student is 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.

**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 readmitted in school.**

**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-5th 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**
Parents, community members, and relatives are encouraged to visit the campus. 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.

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!
<table>
<thead>
<tr>
<th><strong>School Rules</strong></th>
<th><strong>Hallway</strong></th>
<th><strong>Cafeteria</strong></th>
<th><strong>Outside</strong></th>
<th><strong>Restroom</strong></th>
<th><strong>Assemblies</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Practice responsibility</strong></td>
<td>• Walk facing forward with hands behind your back.</td>
<td>• Respond to adult signals.</td>
<td>• Use equipment properly.</td>
<td>• Flush, clean-up, and dry off areas that you use.</td>
<td>• Face forward and keep hands and feet to yourself.</td>
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<td></td>
<td>• Walk on the right side of the hallway.</td>
<td>• Talk quietly.</td>
<td>• Stay in the playground area.</td>
<td>• Do not hold down the toilet handle.</td>
<td>• Enter and leave quietly.</td>
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<td>• Keep hands, feet and objects to yourself.</td>
<td>• Follow traffic light signals.</td>
<td>• Play fighting is not permitted.</td>
<td>• Wash hands before leaving the restroom.</td>
<td>• Respond to adult signals.</td>
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<td>• Keep up with your class and have a hall pass when necessary.</td>
<td>• Clean up after yourself.</td>
<td>• Do not throw items from the ground (rocks, sticks, etc.)</td>
<td>• Do not climb on doors, toilets or sinks.</td>
<td>• Use restroom before coming to the assembly.</td>
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<td>• No talking.</td>
<td>• Think about the items you need to get from the lunch line.</td>
<td>• Return equipment that you borrowed to the teacher.</td>
<td>• Put paper towels in the trash can.</td>
<td>• Follow directions.</td>
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<td>• Walk on the 3rd block.</td>
<td>• Stay seated unless you have permission to get up from your table.</td>
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<td>• Do not write on walls.</td>
<td>• When sitting on the floor, stay on your bottom,</td>
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<td></td>
<td>• Walk at all times.</td>
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<td>• Let the teacher know if there is a problem in</td>
<td>criss-cross legs.</td>
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<td><strong>Always have a good attitude</strong></td>
<td>• Greet others appropriately.</td>
<td>• Greet others appropriately.</td>
<td>• Take turns.</td>
<td>• Show courtesy to others by keeping the</td>
<td>• Applaud appropriately.</td>
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<td></td>
<td>• Say “please” and “thank you.”</td>
<td>• Use nice words.</td>
<td>bathroom clean.</td>
<td>• Be courteous to the speaker.</td>
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<td><strong>Work hard</strong></td>
<td>• Walk directly to your destination so that no learning time is lost.</td>
<td>• Eat your food in a timely manner.</td>
<td>• Follow game rules.</td>
<td>• Use the restroom for the appropriate reasons- not to get out of work or to play.</td>
<td>• Participate in activities as appropriate.</td>
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<td>• Have conversations after you have eaten your food.</td>
<td>• Keep the playground clean.</td>
<td>• Listen and learn from the speaker.</td>
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<td><strong>Show respect</strong></td>
<td>• Walk quietly without touching the walls or displays.</td>
<td>• Chew food with your mouth closed.</td>
<td>• Line up quickly when you are asked.</td>
<td>• Give others their privacy.</td>
<td>• Face forward.</td>
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<td>• When standing in line, give others their space.</td>
<td>• Speak quietly to those around you.</td>
<td>• Re-enter the building quietly.</td>
<td>• Use quiet voices.</td>
<td>• Do not talk during the presentation unless the speaker asks you.</td>
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<td></td>
<td>• Listen to the cafeteria staff’s directions.</td>
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<td>• Behave so that everyone can enjoy the assembly.</td>
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<td></td>
<td></td>
<td>• Use good manners.</td>
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August 4, 2017

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,

Carolyn Caldwell
Principal
Alexander Elementary School
Jackson, Tennessee 38301