

2024-2025

STUDENT / PARENT HANDBOOK

THELMA BARKER ELEMENTARY SCHOOL

**1470 Ashport Road
Jackson, TN 38305
(731) 668-8831**



“A Title I School-wide Program”

PRINCIPAL'S MESSAGE

With a deep passion for education and a commitment to student success, I am dedicated to creating an inspiring learning environment for all students.

I pursued my educational journey at Union University, where I obtained both a Bachelor's Degree in Elementary Education and a Master's in Curriculum and Instruction. These formative years laid the foundation for my professional growth and ignited a lifelong dedication to the field of education.

Driven by a desire to expand my knowledge and leadership skills, I pursued further academic endeavors. I successfully completed a Master's in Educational Leadership from Austin Peay State University, which has empowered me with the expertise to effectively lead Thelma Barker Elementary with vision and determination.

During my tenure with the Jackson Madison County School System, I have had the privilege of serving in various roles, including classroom teacher, magnet facilitator, instructional coach, and assistant principal. These diverse experiences have equipped me with a broad perspective and a profound understanding of the multifaceted nature of education.

Beyond my professional life, I find immense joy in my personal roles as a wife and mother. I am proud to be married to Wyde Edwards, Jr., and together we are blessed with two wonderful sons, Wyde III and Myles. They inspire me to be a better educator, leader, and advocate for all children.

I am thrilled to be part of the Thelma Barker Elementary School community. Together, let's make a lasting positive impact on the lives of our students.

Warm regards,

Karen Edwards

MISSION STATEMENT

The mission statement for Thelma Barker Elementary School is to provide a safe, comfortable, and orderly environment where students master their academic skills, demonstrate citizenship skills, and develop the attributes of lifelong learning.

VISION STATEMENT

Our vision is to develop a tradition of academic excellence where all students are challenged to excel and where learning is held in high regard.

LIKE US ON SOCIAL MEDIA!

Facebook: Thelma Barker Elementary School

Instagram: @thelma_barkerjmcss

Twitter: @ThelmaBarkerEl

TELEPHONE DIRECTORY

MAIN OFFICE.....	731.668.8831
CAFETERIA.....	731.668.8163
BEFORE/AFTER CARE PROGRAM.....	901.766.7677

IMPORTANT INFORMATION ABOUT OUR SCHOOL

ABSENCES*SEE POLICY 6.200

Each time a student is absent, the parent or guardian must call or send a note explaining the reason for the absence. According to school board policy, excused absences are granted for personal illness, illness of immediate family members, death of a family member, extreme weather conditions, religious observances, or circumstances, in the judgment of the principal, which create an emergency over which the student had no control. Students will be allowed two discretionary days per year when prior arrangements have been made with the principal. All absences other than the above will be considered unexcused.

ADVANCED PROGRAMS (GEMS)

The Jackson-Madison County School System has a program available to students who are high academic achievers. This program, GEMS, (Gifted Education in Madison County Schools) is for identified gifted students in grades K-12. This program is a Special Education Program, and students must meet the State of Tennessee criteria in order to be served.

The Tennessee State Department of Education requires that students go through a screening process where a School Screening Team reviews the student's academic records (including grades, student risk factors, other standardized testing information, and classroom interventions) to determine the need for individual screening.

If individual screening is recommended, parental permission is required in order to proceed. The individual screening process includes evaluations in the areas of Academic Achievement, Academic Performance, and Creative Thinking.

The School Screening Team will review the results of the individual screening, parent information, school records and any other pertinent data. If the student meets the identification criteria set by the Tennessee Department of Education in one of the following areas: Academic Achievement, Academic Performance, or Creative Thinking, the student will be referred for the Comprehensive Evaluation, which is the cognitive (IQ) portion of the evaluation. If alternative assessment strategies or instruments should be used, the School Screening Team will determine that prior to the administration of the Comprehensive Evaluation. Results of the assessment are shared with the parent and an Individual Education Plan is developed to address the needs of the student.

Any student in grades K-12 may be referred for screening. For additional information, please call the school or 664-2576.

AFTER-SCHOOL CARE

In partnership with JMCSS, the YMCA Before/After Care provides a safe, supportive environment with a focus on enrichment activities, academics, and fun! Go to ymcawesttn.org to register!

ARRIVAL

Students are not to arrive at school before 7:55 a.m. No provisions are made for their supervision prior to this time. Students who arrive between 7:55 a.m. and 8:30 a.m. should be dropped off in the carpool line. Students will enter the school through the main entrance.

If your student is a car rider, we strongly encourage you to stay in the car rider line in the morning

rather than parking and walking your student into the building. By doing so, this will expedite student drop-off in the mornings, and it will ensure that your student is safe by not having to cross lanes of traffic.

Due to building security, parents will not be allowed to walk students into the building after **the first week of school** unless they have arranged to meet with the teacher beforehand.

The National Anthem is played at 8:25 a.m. Students who arrive after 8:30 a.m. are considered tardy. Parents must come inside the school and sign in students who are late.

ATTENDANCE *SEE POLICY 6.200

The school day begins at 8:30 a.m. and ends at 3:00 p.m. To be eligible for perfect attendance, a student cannot have any absences, tardies, or early dismissals.

AWARDS AND HONORS

Students receive special recognition at school during awards programs. These awards are given to students at the end of each nine weeks. Yearly awards are given out on a designated Awards Day at the end of the school year. Some of the awards students may qualify for include the following:

Principal's List	All A's
Honor Roll	All A's and B's
Lion's Club	Students who have brought up their grades
Perfect Attendance	Present at school each day, no tardies or early dismissals
Most Improved	Students who improve school performance

BALLOONS, FLOWERS, AND GIFTS

Balloons, flowers, and gifts are not to be delivered to students at school.

BEFORE-SCHOOL CARE

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BELONGINGS, PERSONAL COMMUNICATION DEVICES*SEE POLICY 6.312

Please label your child's possessions with a permanent marker. Students need to leave money and items of value at home. Students may not display, use, or have on during the school day any electronic or communication device, including radios, tape players, cell phones, tablets, and laser lights. Violation of this policy will result in confiscation of the device until it is reclaimed by the parent.

BREAKFAST IN THE CLASSROOM

A healthy breakfast is served daily in all classrooms. All students may participate. A federal grant has been obtained that allows all students to have a hot and healthy breakfast at no cost to any of our families. Students are not allowed to bring their own breakfast to school.

BULLYING

The bullying or threatening of students is strictly prohibited and may result in suspension. (See Policy 6.304)

BUS CONDUCT *SEE POLICY 6.308, 6.313

The school bus is an extension of school activity, and students must follow the same standards for safety and behavior that are established at school. Failure to observe school bus rules will result in the privilege of riding being denied. Safety is the utmost concern. Students will be given a list of bus rules, and it is the responsibility of parents/guardians to review these rules with their children.

School Bus Transportation Information

1. While waiting for the bus, stand 10 feet back from the road and stand in a single file. Don't play, push, or shove while waiting for the bus.
2. Regular schedules must be observed. The bus cannot wait for tardy students. Students must be at the bus stop when the bus arrives. The driver is not required to blow the horn and he/she may leave the bus stop if the student is not there at the proper time.
Bus Stop times can be 5 minutes either way – Ex: A 6:30 am pick-up could arrive at 6:25 am or 6:35 am. Note this.
3. All Buses have Video/Audio Surveillance and GPS tracking to ensure safety.
4. Never run after a moving school bus. Parents should never board a bus while at the bus stop. Call your school Principal if issues arise.
5. Failure to observe JMCSS Rules and Regulations may result in long-term suspension from the bus. School bus transportation is a privilege, not a right.
6. Please see the official JMCSS Rules and Regulations at your school or ask for a copy from your bus driver.
7. If you have any questions or comments, please call 988-3890 and ask to speak to the transportation supervisor. Regular Routing call 988-3895, Special Education routing call 664-2555 or 988-3898.

CAFETERIA RULES

Guests may come to eat lunch with students on Fridays, but no outside food is allowed.

The same rules for good conduct apply in the cafeteria as in the classroom. Cafeteria monitors may instruct students not to talk at any time when the noise level is excessive. Students may talk quietly after they finish eating their lunch. Students may not get out of their seats without permission. Misconduct in the cafeteria will be reported to the teacher, assistant principal, and/or principal.

In order to support our food service program and out of consideration for other students, we request that parents not bring food from outside vendors for students at breakfast or lunch. This could cause

some distractions, and we want to support our food service program. In addition, **we are a peanut and nut free school.** Therefore, it is not permissible to send food containing any type of nut or any food that has been prepared in a factory containing nuts. Please make sure to check labels before sending any food with your student. Also, please do not send carbonated drinks, (such as Cokes) for your child to drink at lunch.

CAFETERIA SERVICES

A complete breakfast and lunch is free to all our students.

We also have Ala Carte Items available for the students to purchase.

Breakfast is served in the classrooms from 8:00 a.m. until 8:30 each morning. Lunch is served from 10:45 – 1:00 by class assignment.

Meals, foods and beverages sold or served at schools meet state and federal requirements based on the USDA Dietary Guidelines.

All meals, foods and beverages are prepared and served by qualified child nutrition professionals.

We provide students with access to a variety of affordable and appealing foods that meet the health and nutritional needs of students.

CANCELLATION OF SCHOOL *SEE POLICY 1.8011

If, for any reason, school is canceled or dismissed, the local TV, radio, and newspaper media will be notified. In case of snow or inclement weather, please tune in to local radio or TV stations for information. Principals are not normally notified in advance except when snow/inclement weather begins during the school day.

CHANGE OF ADDRESS/TELEPHONE NUMBER

For emergency purposes and for your child's safety, it is extremely important for the school to have current phone numbers and addresses of all students. Please notify the school **immediately** if there are any changes to this information. According to policy 6.205, parents must notify the school when there is a change of address within three weeks of the move date. Parents may choose to transfer their children immediately or at the end of a semester to the appropriate school, except in cases where a false address is provided. Students for whom a false address is identified will be immediately reassigned to the appropriate school.

CONFERENCES

Frequent communication between the school and home is strongly encouraged. Parent-teacher conference days are scheduled each year in the fall and spring. Parents may also request a conference any school day during a teacher's planning time. Parents can schedule conferences through the classroom teacher or by calling the school office at 668-8831.

CRISIS MANAGEMENT SEE POLICY* 3.203

DIRECTORY INFORMATION NOTICE TO PARENTS* SEE POLICY 6.601

The Jackson-Madison County School System may disclose certain information, known as directory information, at its discretion without consent. Parents or eligible students may refuse to let the school system release any or all of this information. If you do not want this information released, you must send a written notice annually to the school principal within two weeks of this notification.

The following information regarding students is considered directory information:

- 1) Name
- 2) Address
- 3) Telephone number
- 4) Electronic mail address
- 5) Date and place of birth
- 6) Major field of study
- 7) Participation in officially recognized activities and sports
- 8) Weight and height of members of athletic teams
- 9) Dates of attendance
- 10) Grade level
- 11) Degrees, honors and awards received
- 12) Most recent previous educational agency or institution attended
- 13) Photographs, interviews and videography of student at school events

DISCIPLINE POLICY *SEE POLICY 6.300, 6.301, 6.306, 6.308, 6.3101, 6.313, 6.314, 6.315, 6.316, 6.702, 4.301, PUBLIC ACTS 2001 CH. NO. 196, HOUSE BILL NO. 903

Thelma Barker Elementary School will follow the disciplinary policy established by the Jackson-Madison County School System. Copies of all Jackson-Madison County School Board policies are on file in the school library, the principal's office, and the JMCSS website (<http://www.jmcss.org>) for public viewing.

To have a safe, happy, and productive school year, we must have a school environment that will allow each child to work and learn to his or her potential. Thelma Barker Elementary School has adopted a uniform school-wide discipline plan to better communicate to parents\guardians their child's behavior in the classroom and to allow students to know what is expected of them. The rules listed below are general, school-wide and will always be in effect. Rewards and consequences will be administered according to the plan and will apply to all students. Each teacher will use an appropriate tracking system that will enable parents, faculty, and students to monitor behavior. The plan starts each day with a clean slate for each student.

School Rules	Hallway	Cafeteria	Outside	Restroom	Assemblies
P practice responsibility	<ul style="list-style-type: none"> • Walk facing forward • Walk on the right side of hallway. • Keep hands, feet and objects to yourself. • Keep up with your class and have hall pass when necessary. 	<ul style="list-style-type: none"> • Respond to adult signals. • Clean up after yourself. • Think about the items you need to get from the lunch line. • Stay seated unless you have permission to get up from your table. • Walk at all times. 	<ul style="list-style-type: none"> • Use equipment properly. • Stay in the playground area. • Play fighting is not permitted. • Do not throw items from the ground (rocks, sticks, etc.) • Return equipment that you borrowed to the teacher. 	<ul style="list-style-type: none"> • Flush, clean-up, and dry off areas that you use. • Do not hold down the toilet handle. • Wash hands before leaving the restroom. • Do not climb on doors, toilets or sinks. • Put paper towels in the trash can. • Do not write on walls. • Let the teacher know if there is a problem in the restroom. 	<ul style="list-style-type: none"> • Face forward and keep hands and feet to yourself. • Enter and leave quietly. • Use restroom before coming to the assembly • Follow directions.
A lways have a good attitude	<ul style="list-style-type: none"> • Greet others appropriately. 	<ul style="list-style-type: none"> • Greet others appropriately. • Say “please” and “thank you” 	<ul style="list-style-type: none"> • Take turns. • Use nice words. • Be a good sport when you play games. • Include everyone in play. 	<ul style="list-style-type: none"> • Show courtesy to others by keeping the bathroom clean. 	<ul style="list-style-type: none"> • Applaud appropriately. • Be courteous to the speaker.
W ork hard	<ul style="list-style-type: none"> • Walk directly to your destination so that no learning time is lost. 	<ul style="list-style-type: none"> • Eat your food in a timely manner. Have conversations after you have eaten your food. 	<ul style="list-style-type: none"> • Work hard in your daily tasks so that you can enjoy your free time. 	<ul style="list-style-type: none"> • Use the restroom for the appropriate reasons- not to get out of work or to play. 	<ul style="list-style-type: none"> • Participate in activities as appropriate. • Listen and learn from the speaker.
S how respect	<ul style="list-style-type: none"> • Walk quietly without touching the walls or displays. • When standing in line, give others their space. 	<ul style="list-style-type: none"> • Chew food with your mouth closed. • Speak quietly to those around you. • Listen to the cafeteria staff’s directions. • Use good manners. 	<ul style="list-style-type: none"> • Line up quickly when you are asked. • Re-enter the building quietly. • Follow game rules. • Keep playground clean 	<ul style="list-style-type: none"> • Give others their privacy. • Use quiet voices. 	<ul style="list-style-type: none"> • Face forward. • Do not talk during the presentation unless the speaker asks you. • Behave so that everyone can enjoy the assembly.

Thelma Barker School Rules Matrix for Our Common Areas

Consequences for Inappropriate Behavior May Include, But Are Not Limited To:

Minor Offenses:

Verbal warning
Teacher conferences with students and/or parent
Loss of privileges, free time, or recess
Parent notification by phone call or note
Referral to the guidance counselor

Major offenses:

Student will be sent to the assistant principal or principal conference involving student, parent/guardian and/or teacher
Parent notification by phone call or note
establishment of behavior plan
in-school or out-of-school suspension

****Severe Clause*** -- Behavior totally unacceptable such as fighting, possession of weapons (real or toy), drugs, vulgar, profane or threatening language will automatically result in a referral to the office.

Measurements taken may include:

- a) student, parent, and/or teacher conference
- b) in-school suspension
- c) corporal punishment
- d) out-of-school suspension
- e) contacting law enforcement official in the case of criminal behavior

****Threats of Mass Violence-***

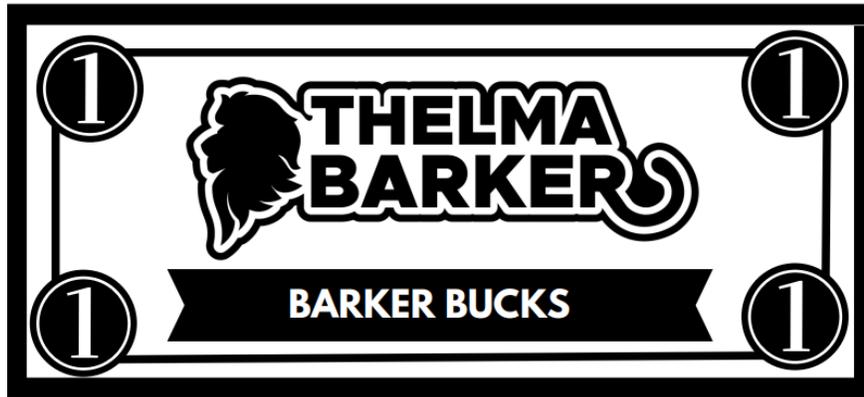
Positive Reinforcement for Good Behavior

AT THELMA BARKER, WE USE OUR PAWS!!!



**Practice Responsibility
Always Have a Good Attitude
Work Hard
Show Respect**

At Thelma Barker students have a chance to earn Barker Bucks daily for exhibiting positive behavior. Students will then be allowed to use the Barker Bucks to purchase snacks and other miscellaneous items, as well as pay to attend Barker Celebrations every 4 ½ weeks.



Teachers also use lots of positive reinforcement in the classroom. Teacher options for positive reinforcement may include but are not limited to the following:

- A) verbal praise
- B) positive notes
- C) stickers, stamps
- D) treats
- E) classroom free time

DISMISSAL INFORMATION

Classes are dismissed at 3:00 p.m. each day. **No check-outs will be allowed after 2:30 p.m.**

Before your children leave home in the mornings, please be certain that they know how they will get home and where they are to go after school. Since it is difficult to identify parents over the telephone, we will only change directions for going home in extreme emergencies. **When a student is to be transported in a different manner or if someone other than a parent/guardian is to pick up a student from school, a written notice explaining any changes must be sent to school.** We will release students only to individuals listed on the student registration cards.

***Teachers need to know how their students are to get home every day.**

Buses

Bus numbers are called as buses arrive on campus. Students walk in an orderly line to board the buses.

Car Riders

Car riders are dismissed from the cafeteria. Car riders are assigned a number, which the parent places in the car window. As cars pull up in front of the cones on the sidewalk, students will be dismissed. Car rider numbers are assigned only to children who will be picked up daily. If a child will at times ride the bus, he/she will not be eligible for a car rider number. For safety purposes, we request that students enter the car on the passenger side. Parents who carpool may display more than one car rider number in their windshields.

Car riders must be picked up no later than 3:30 p.m. If parents arrive later than 3:30 p.m. they are to park their vehicle and bring in their car rider number card to the office entrance to pick up students. Parents must fill out a form, and after 3 late pickups the child will need to ride a bus.

Walkers

If parents want their children to walk home from school, they must complete a form giving consent for their children to be walkers. A staff member will walk with the children to the end of the school drive and assist them across Ashport Road. **Only students with a home address within a safe walking distance from school can be walkers.**

If walkers are caught not following the rules, such as not walking correctly to and from school, being dropped off/picked up in a car instead of walking two times, he or she will then be required to be a car rider permanently.

DOCTOR AND DENTAL APPOINTMENTS

Parents are expected to make every effort to schedule doctor and dentist appointments outside school hours. When this is not possible, try to schedule appointments so that your child misses a minimal amount of instructional time.

DRESS CODE * SEE POLICY 6.310

To create an orderly setting in which teaching and learning can occur without distraction and to help young people prepare for the world of work, students' dress will fall within the Jackson-Madison County School Board dress code. Clothing that is appropriate for the school includes:

General – no hats, caps, or bandanas; no hoods over heads at school; no sweatshirts

Shirts -polo style-collared- shirts- black, white, or purple (Barker school color)

-short or long sleeved (sleeve must cover the shoulder)

-no writing, logos, or design should be on the shirt except school colored shirt

-undershirts must be black, white, or purple (school color)

Pants - khaki, black, or navy color (no jeans, no deep pockets, no

writings, and no holes)

-all pants must have belt loops

-no holes, frayed cuffs, cuts or rips of any kind are allowed

-must be sized to fit, neither skintight nor sagging; must be worn at the waist

-shorts, skirts, or jumpers must be knee length when standing

Belts -belt must be brown or black with a silver or gold buckle (only students 1-5 must wear belts)

-buckle no larger than 2" x 2" square and no specialty, logo, oversized or wording allowed

Shoes -no flip flops, crocs, rolling shoes, house shoes, or heels higher than 2 inches

Coats -the wearing of outer garments (coats and jackets) within the school building is limited to arrival and dismissal times. Students may wear solid color coats in the classroom.

When students violate the school dress code, parents will be informed through written communication or by telephone call. If the principal determines that a student's appearance is felt to be too disruptive to the learning environment, parents will be contacted to bring other clothing; or students may be sent home to change. Students with 4 violations or more of the dress code will be sent automatically to I.S.S. for the day.

Please note that any type of hair design, i.e., mohawk, brightly colored hair..., or other designs or outward worn items deemed distracting are also in conflict with the uniform dress code and should not be worn to school. An administrator will contact you in this type of situation and discuss the issue.

EARLY PICK-UP OF STUDENTS

For a student to leave school prior to dismissal time (2:50 p.m.), the parent/guardian must come to the office to sign out the student. We will call for the student to come to the office to meet the parent/guardian. Only those listed on a student's registration card may sign out the student. These people must be 18 years of age or older.

There will be no early pick-ups of students after 2:50 p.m. We begin to place students for dismissal at 3:00 p.m.; therefore, if you need to pick up your child early, you will need to do so before 2:50 p.m.

EMERGENCY DRILLS *SEE POLICY 3.202

Emergency drills will be held at regular intervals throughout the school year. Teachers will discuss these procedures with their classes. These drills are to be taken seriously. Emergency procedures are posted in each classroom.

FIELD TRIPS

Field trips within our county and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement and enrich the curriculum. Parents will receive notices of field trips and will be asked to sign field trip permission forms. Students may be denied permission to participate in field trips if the student's behavior is inappropriate. Parents desiring to go on field trips should not plan for any younger children to accompany them on the field trip. Only students at Thelma Barker Elementary School who have signed parental permission forms may participate in field trips.

Students are expected to follow the same rules of conduct on field trips as they have for behavior in the school and riding the school bus.

4-H

Monthly meetings are held with all fourth and fifth graders. There are many learning and leadership opportunities in the club. Students are encouraged to do 4-H projects.

GRADING SYSTEM *SEE POLICY 4.600

Student progress is reported to parents as nine weeks grades. A four and one-half week progress report is also provided. Kindergarten students do not receive letter grades. Grading standards are as follows:

A	90 – 100	D	60-70
B	80 – 90	F	Below 60
C	70 – 80		

Parents may track their child's progress online by accessing PowerSchool at <https://sis-madison.tnk12.gov/public/>. Log-in information will be sent home during the first few weeks of school.

GRIEVANCE PROCEDURES- DISCRIMINATION/HARASSMENT *SEE POLICY 1.80AND POLICY 6.305

Any student or parent who has a complaint which he/she feels cannot be resolved at the school level may file a discrimination/harassment grievance against another student or an employee of the district. This complaint must be filed in writing with the Pupil Personnel and Federal Projects Office at the

Central Office. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform the school principal and the Pupil Personnel and Federal Projects Office of the allegation. After a grievance form has been submitted, the grievance procedures will be followed.

HOMEWORK

The main goals of homework are to provide reinforcement of classroom learning and to help students develop effective, independent study skills. Parents can best help their children with homework by providing a comfortable place to work and setting a designated time to do their work. Each parent should check with the teacher as to how progress reports will be sent home. If an absence is known in advance, arrangements for make-up work should be made with the teacher before it.

ILLNESS

There is no provision or space available for tending sick children who have a temperature or are too ill to attend class. Parents or guardians will be called to pick up the student. Students with contagious diseases or conditions such as pink eye, chicken pox, ringworm, impetigo, or head lice will be sent home from school and must remain there until this disease is no longer contagious. School personnel will render first aid treatment for minor injuries. If emergency medical treatment is needed, parents will be contacted.

INTERNET *SEE POLICY 4.406

INVITATIONS

To respect the feelings of others, invitations to private parties cannot be given out in any classroom or sent to other classrooms unless **all students** in that class receive invitations.

LOST AND FOUND

All items found on campus are to be taken to the office. Students may claim these items if proper identification is provided. Items will be discarded if unclaimed after the school year.

MAJORITY-TO MINORITY TRANSFERS *SEE POLICY 6.2051

MAKE-UP WORK

All missed class work or tests (whether from excused or unexcused absence) may be made up provided the student makes the request immediately upon return to school and provided class time is not taken from other students. If you know your child will be out and want their missed work/assignments, please tell your child's teacher 2 days in advance.

MEDIA ACCESS TO STUDENTS *SEE POLICY 6.604

MEDICATION *SEE POLICY 6.405

School board policy requires a doctor's explanation before the office can administer medication. Records of medication administered are kept. The school does not provide students with any over-the-counter medications. A form to be completed by your physician is available in the school office. Return the completed form to the office, which is placed into the child's file. Do not send any type of medication to school by way of the student. We ask that parents bring the medication to school. The school does not provide students with any over-the-counter medications.

NON-DISCRIMINATION POLICY *SEE POLICY 1.8021

"It is the policy of the Jackson-Madison County School System not to discriminate on the basis of sex, race, color, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973."

PARENT-TEACHER COMMUNICATION

Teachers will communicate with parents through a communication platform such as ClassDojo, Remind101, Class Tag, etc. Be sure you are connected to your child's classroom teacher at the start of the school year.

PARENT-TEACHER ORGANIZATION

Our PTO is involved in a variety of programs. Many activities, events, and meetings will be scheduled throughout the year. The PTO keeps parents updated on all activities through notes and newsletters. Parents are encouraged to be a vital part of their children's school and join the PTO.

PTO Contact: Elvia Trejo (731)-616-0021

PARTIES

Students can bring store-bought cupcakes on their birthday to share with everyone in the class. Class parties will be held from 2:30-3:00.

PEANUT POLICY

Due to the increasing number of students with peanut/nut allergies, we are now a **peanut free school**. Therefore, it is not permissible to send food containing any type of peanuts. Please make sure to check labels before sending any food with your student. Please be aware of the contents of any treats you provide for students.

- Peanut allergy is a life-threatening allergy. The cafeteria does not use peanuts, or any ingredients made from peanuts.

PERSONAL COMMUNICATION DEVICES IN SCHOOL * SEE POLICY 6.312

Students may not display, use or have on or in operational mode any electronic device. Such devices include but are not limited to wearable technology such as eyeglasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; any mobile telephone, cellular telephone, laptops, tablets, mp3 players, laser pointer or pen or any other type of telecommunications or imaging device during school day hours. However, a teacher may grant permission for these devices to assist with classroom instruction, and teachers are encouraged to integrate them into their coursework. Students must store any electronic devices in the school office or in vehicles, backpacks, purses, pockets or carry-all's so that the devices are not visible during the school day. Electronic devices which are visible during school day hours will be presumed to be on and operational and in violation of this policy.

Students assigned to an Alternative School may not use or have in possession any electronic device including but not limited to: wearable technology such as eyeglasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; any mobile telephone, cellular telephone, laptops, tablets, mp3 players, laser pointer or pen or any other type of telecommunications or imaging device during school day hours, except as expressly permitted in connection with a class assignment.

Any possession of an electronic pager by a student on school property, without the express

authorization of the principal or principal's designee, is not permitted.

Students are prohibited from using electronic devices in any manner that interferes with or is disruptive of the educational process, which violates the security or integrity of educational materials or tests, or which invades the privacy of students, employees, volunteers or visitors. Unauthorized use or improper storage of a device will result in confiscation until it is released to the student's parent or guardian. A student in violation of this policy is subject to disciplinary action at the discretion of the principal

PHYSICAL EDUCATION

All students need to wear tennis shoes or rubber soled shoes for P.E. class. Students should not wear sandals, cowboy boots, or dress shoes. Girls need to wear shorts under skirts or dresses for physical education/recess activities. Rules are posted and explained by the teacher.

PICTURES

Individual pictures will be taken in the fall and spring. Class group pictures will be taken in the fall. Notices will be sent home when specific dates are set. Students will remain in dress code for school pictures unless announced otherwise by the school principal.

PROGRESS REPORTS

Progress reports are issued every 4.5 weeks for each nine-week grading period. It is very important for parents to sign and return the reports. Parents are encouraged to ask for a conference when needed.

PROMOTION AND RETENTION *SEE POLICY 4.603

Promotion and retention are based on teacher evaluation with parents informed of the decision. The final decision will be made by the school.

RECORDS *SEE POLICY 6.601

School records are maintained for each student. These records, by law, are accessible only to a child's legal guardian. Information included in these records may not be released without written parental consent. When a student transfers to another school, a copy of the student's record is sent to the school to which the student transfers.

REPORT CARDS

Report Cards are issued at the completion of each nine-week grading period. Please contact your child's teacher if you have any questions concerning grades or conduct marks.

After each nine-week grading period, students will be recognized at school for academic achievement and perfect attendance.

SCHOOL COLORS AND MASCOT

Thelma Barker Elementary School colors are purple and white; the mascot is the lion.

SCHOOL COUNSELOR: Our school has two full-time counselors available to students. The school counselors provide group instruction and individual counseling to students. The counselors welcome the opportunity to talk with any student or parent.

SCHOOL NURSE

Our school nurse is in the building full-time to provide services to students with various illnesses.

SEXUAL HARASSMENT OF STUDENTS *SEE POLICY 6.304

SMOKING/TOBACCO *SEE POLICY 1.803

According to school board policy, smoking is prohibited on school property or in a school building. Possession of tobacco by a student is also prohibited. Use of tobacco products by parents or visitors on a field trip is inappropriate.

SPEECH THERAPIST

A speech therapist works with students with speech and language problems who meet the State of Tennessee criteria to be served. Students may be referred by their teacher or parents. If any parents feel their children need help in speech or language development, they should contact their child's teacher.

STUDENT CLUBS AND ORGANIZATIONS *SEE POLICY 6.702

STUDENT EQUAL ACCDSS *SEE POLICY 4.802

STUDENT FEES AND FINES *SEE POLICY 6.709

STUDENT PUBLICATIONS *SEE POLICY 6.704

SUSPENSION/EXPULSION/REMAND * SEE POLICY 6.316

TARDINESS

Arrival at school on time is expected. A student is considered tardy if arriving after 8:30 a.m. Students who are on buses that arrive after 8:30 are not counted as tardy. Late arrivals disrupt class and cause a loss of instructional time; therefore, please make every effort to be on time. **Parents must come inside and sign in for students who are late.** Tardy students must have a late slip from the principal's office before they enter their classroom. Also, any student who signs out before 2:50 p.m. is considered tardy. **Excessive tardies may result in disciplinary action by the principal.**

TELEPHONE USE

The office telephone is a business telephone and is not to be used by students except in emergencies. Students must have permission from their classroom teacher to use the phone and will be questioned as to the need to use the phone. Students will not be permitted to call home for homework or school supplies which they forgot.

TESTING * SEE POLICY 4.700

The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated.

TEXTBOOKS *SEE POLICY 4.401

Textbooks and library books are furnished at no fee to parents. If a textbook is lost or damaged, the

student shall pay for the book according to the age of the book. A letter, which explains this policy, will be sent home with the student. List price is charged for lost library books.

TRAFFIC AND PARKING* SEE POLICY 3.403

Visitors should park in designated parking spaces only. Do not park by the sidewalk in front of the building. This area is for school buses only. Please strictly adhere to all traffic and parking signs. Traffic flows in one direction in the parking area. There are separate lanes for buses and cars to use for bringing and picking up students. Pedestrians must use the crosswalks to walk across the traffic lanes.

UNSAFE SCHOOL CHOICE 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. For additional information contact the school principal or the school system's central office.

*Violent crime as defined in Tennessee Code Annotated 40-38-111g. **Attempted to commit one of these offenses as defined in Tennessee Code 39-12-101.

VANDALISM *SEE POLICY 6.311

Our school is public property. The school requires that damage due to vandalism be paid for by the parents of the student who caused the damage. If students accidentally cause damage, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism.

VISITORS

To protect the safety of our students, all parents and other visitors need to report to the school office and sign in upon entering the building. Never go directly to a classroom. When visitors sign in, they will be given a visitor's pass. Parents are always encouraged to visit the school.

WITHDRAWAL OF STUDENTS

Parents of students who are withdrawing from our school during the school year should notify the office and clear all debts owed to the school. Teachers will summarize the student's progress and prepare the student's file for mailing to the new school.

ZERO-TOLERANCE BEHAVIOR *SEE POLICY 6.309

To ensure a safe and secure learning environment, the following offenses will not be tolerated: battery, drugs, weapons and dangerous instruments.

Assault

In accordance with state law, any student who commits aggravated assault as defined in TCA § 39-13-102 upon any teacher, principal administrator, any other employee of the school or school resource officer or another student shall be expelled for a period of not less than one (1) calendar year. The school director shall have the authority to modify this expulsion requirement case-by-case.

Drugs and Alcohol

In accordance with state law, any student who unlawfully possesses any drug including any barbitol or legend drug as defined in TCA 53-101, or alcohol shall be expelled for at least one (1) calendar year.

The school director shall have the authority to modify this expulsion requirement case-by-case.

Electronic Threats or Media Site

In accordance with state law, any student who transmits by electronic device or on a social media site any communication or display of a firearm, weapon or dangerous instrument containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The school director shall have the authority to modify this expulsion requirement case-by-case.

Threat of Mass Violence

The threat of Mass Violence is a Zero Tolerance Offense as defined in Policy 6. 309. In accordance with state law Tenn. Code § 39-16-517, threats of mass violence include bringing to school or being in unauthorized possession of a firearm on school property. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drugs on school grounds or at a school-sponsored event Aggravated assault and assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer. Also includes, bomb threat and threat of mass violence on school property or at a school-related activity. · If the student's placement is to be changed, adequate notice of the charges shall be given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a hearing.

Weapons

The possession of a weapon or dangerous instrument on school property or a school bus is strictly forbidden. Violation of this rule will cause expulsion from school for one year.

When it is determined that a student has violated this policy, the principal will notify the parent/guardian and the criminal justice or juvenile delinquency system as required by law.

The possession of toy weapons, although not a zero-tolerance offense, is totally unacceptable behavior at school and will result in out-of-school suspension.

Thelma Barker Elementary School
Parent Involvement Plan Summary

Thelma Barker Elementary School recognizes the responsibility shared by the school and family. The school is committed to involving families in the parent involvement plan development.

Standard 1: Welcoming all families into the school community – Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class and school.

Strategies for Welcoming All Families into the School Community:

- *Back to Barker Bash* is held at the beginning of the year. This allows parents of children in grades 1st-5th to meet teachers, administration, and other school personnel.
- *Kindergarten Kick-Off* is held at the beginning of the year as well. This provides parents of kindergarten students the opportunity to learn about the school, meet their teachers, administration, and other school personnel.
- *PTO meetings* are held twice/year, one during the first semester and one during the second semester. This provides parents with the opportunity to learn about the school, discuss past/future fundraisers, ways to spend funds, and upcoming school-wide events.
- *Title I Site-based Committee* has also been developed. The committee meets three times/year to receive updated on the Title program/s, updates about student achievement, discuss upcoming events, discuss ways funds can be spent to better serve our students, discuss how to better involve parents, and review an update the Title I Compact and School Level Parent Involvement Plan.
- *Monthly newsletters* are sent home and posted on the school's website. The newsletter serves as a means to communicate pertinent information/updates about the school.
- A *Facebook* page has been developed to be used as another means to communicate with parents about pertinent information pertaining to the school.
- An *open-door policy* has been adopted here at Barker. Parents and community members are always welcome to visit our school. Additionally, parents are encouraged and invited, to PTC, Open Houses, and other school-wide events.
- *Adult ESL Classes* provided by the school district meet at Thelma Barker.

Standard 2: Communicating effectively – Families and school staff engage in regular, meaningful communication about student learning.

Strategies for Communicating Effectively:

- *Monthly newsletters* are sent home and posted on the school's website. The newsletter serves to communicate pertinent information/updates about the school.
- A *Facebook* page has been developed to be used as another means to communicate with parents about pertinent information pertaining to the school.
- Our teachers also utilize their own *webpages* to keep parents informed.

- *Agenda books* are purchased with *Title I* funds and are used as a means of communication with parents daily.
- *Homework folders* were purchased with *Title I* funds and are used as a way to communicate with parents about the academic progress of their child/children.
- Teachers are encouraged to make frequent contact with parents through the use of *phone calls and emails*.
- The school utilizes, and regularly updates, the *Power Teacher Parent Portal* to communicate the academic progress of all students.
- *Progress reports* are sent home every 4 ½ weeks.
- *Homework/Signed Paper Folders* are sent home weekly.
- Our administration collaborates with Nancy Ibrahim, ESL Consulting Teacher, to translate documents in order to communicate more effectively with parents.

Standard 3: Supporting student success – Families and staff continuously work together to support students’ learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively.

Strategies for Supporting Student Success:

- The school counselor and school administration work with community agencies such as RIFA, Youth Villages, and Pathways to secure resources for students.
- Parents are invited to school events during the year such as: Spring carnival, Book Character Parade, Breakfast at Barker, PTO meetings, PTC’s, Awards Day Program, Book Night at Barker, Barker in the Park, and open house.
- Modern Woodman Financial has also partnered with our school to provide uniforms and other school supplies for our students.
- PAWS Club: Thelma Barker utilizes a form of PBIS called *PAWS* where students are recognized and rewarded on a regular basis for practicing responsibility, having a good attitude, working hard, and showing respect.
- *School Spirit Days* are also used which recognizes and rewards students for their hard work. *Spirit Days* afford students the opportunity to show off their school spirit by wearing their Barker attire. *Students may wear Thelma Barker T-shirts and uniform bottoms on Fridays only.*
- *Partners in Education* provide incentives for students and teachers. These include Target providing workers for school events such Book Fair and Spring Fling along with gift cards, Brookdale providing all signs for testing and workers for Book Fair, and Jason’s Deli providing snacks for each faculty meeting.
- Students are also recognized through a school-wide program called *Kindness Revolution*. This program recognized students for exhibiting good character. They are recognized monthly with a bracelet and a certificate and at the end of the year with a pizza party.
- Quarterly Academic Pep Rallies are held to celebrate students who have achieved academic success during each of the 4 grading periods

Standard 4: Speaking up for every child – Families are informed and enabled to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

Strategies to Promote Speaking Up:

- Parents play an active role in IEP meetings when discussing student learning needs.
- Parents play an active role in developing individualized behavior plans for students when their conduct interferes with their academic progress.
- Teachers analyze and utilize individual student data in an effort to plan academic interventions that meet the academic needs of all our students. Data is analyzed
- *See other strategies for communicating with parents listed above.*

Standard 5: Sharing power – Families and school staff are equal partners with equal representation in decisions that affect students and families and together inform, influence, and create policies, practices, and programs.

Strategies for Sharing Power:

- Parents play an active role in IEP meetings when discussing student learning needs.
- Parents play an active role in developing individualized behavior plans for students when their conduct interferes with their academic progress.
- *PTO meetings* are held twice/year, one during the first semester and one during the second semester. This provides parents with the opportunity to learn about the school, and discuss past/future fundraisers, ways to spend funds, and upcoming school-wide events.
- *Title I Site-based Committee* has also been developed. The committee meets three times/year to receive updates on the Title program/s, updates about student achievement, discuss upcoming events, discuss ways funds can be spent to better serve our students, discuss how to better involve parents, and review and update the Title I Compact and School Level Parent Involvement Plan.

Standard 6: Collaborating with community – Families and school staff work together with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

Strategies for Collaborating with Community:

- Thelma Barker has a *Partners in Education Coordinator* who works with business partners throughout the school year.
- Modern Woodman Financial has also partnered with our school to provide uniforms and other school supplies for our students.
- *Partners in Education* provide incentives for students and teachers. These include Buffalo Wild Wings providing food for PAWS parties and Jason's Deli providing snacks for each faculty meeting.
- The school counselor and school administration work with community agencies such as RIFA, Youth Villages, and Pathways to secure resources for students.

- Thelma Barker partners with local universities, Union, Freed, and UM, and their student-teaching programs, to build a cadre of highly effective teachers.
- Thelma Barker participates in programs and fundraisers such as: *Box Tops for Education*, *United Way*, and *Relay for Life*.
- *Rack Room Shoes* has partnered with our school by providing \$5,000 for shoes for our students.
- Thelma Barker has partnered with *South Side High School* to provide a mobile library for students with placement of the lab TBA.
- *Partners in Education* provide incentives for students and teachers. These include Target providing workers for school events such Book Fair and Spring Fling along with gift cards, Brookdale providing all signs for testing and workers for Book Fair, and Jason's Deli providing snacks for each faculty meeting.

THIS HANDBOOK HAS BEEN PROVIDED THROUGH TITLE I FUNDS.

**It is the policy of the Jackson-Madison County School System not to discriminate based on sex, race, color, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.*

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.

In accordance with federal law, the district shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school.

Also, to meet requirement of Tennessee Legislature's Public Chapter 585, the attached notice should also be published in the handbook.

Requirements of the attached Public Chapter 990 should also be published in the student handbook.

**Jackson-Madison County Schools
Special Education Department**

The following information is provided to meet the requirements of the Tennessee Legislature's Public Chapter 585.

Tennessee Department of Education Contact Information

Office of General Counsel
Division of Special Education, Tennessee Department of Education
710 James Robertson Parkway
Andrew Johnson Tower, 9th Floor
Nashville, Tennessee 37243
Phone: 615-741-2921
Fax: 615-253-5567
www.tn.gov/education

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.

A few of these organizations are listed below:

The ARC of Tennessee is on the Internet at

<http://www.thearctn.org/>

545 Mainstream Dr., Suite 100, Nashville, TN 37228

Phone: 615.248.5878 Toll-free: 1.800.835.7077

Fax: 615.248.5879 Email: pcooper@thearctn.org

Support and Training for Exceptional Parents (STEP) is on the Internet at

<http://www.tnstep.org/> 712 Professional Plaza

Greeneville, TN 37745

West Tennessee: (901) 726-4334 fatima.ellisclark@tnstep.org	Middle Tennessee: (615) 463-2310 joy.ellis@tnstep.org	East Tennessee: (423) 639-0125 Ext. 11 beth.smith@tnstep.org
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Disability Law and Advocacy Center of TN is on the Internet at <http://www.dlactn.org>

2693 Union Avenue, Suite 201

Memphis, TN 38112

1-800-342-1660 (Toll free)

901-458-6013 (TTY) 901-458-7819 (FAX)

Tennessee Voices for Children is on the Internet at <http://www.tnvoices.org/main.htm>

West Tennessee: (Jackson Area) Telephone: 731-660-6363 Fax: 731-660-6372	Middle Tennessee: 1315 8th Ave. South, Nashville, TN 37203 615-269-7751 Fax: 615-269-8914 TN Toll Free: 800-670-9882 E-mail: TVC@tnvoices.org	East Tennessee: (Knoxville Area) 865-609-2490 Fax: 865-609-2543
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These are but a few of the organizations available to help with information, training, and advocacy.

For a more extensive list visit the Tennessee Disability Services -- Disability Pathfinder Database:

<http://kc.vanderbilt.edu/tennesseepathfinder>



State of Tennessee
PUBLIC CHAPTER NO. 990

HOUSE BILL NO. 2548

By Representatives Hill, Hardaway

Substituted for: Senate Bill No. 2488

By Senator Gresham

AN ACT to amend Tennessee Code Annotated, Title 49, Chapter 6, relative to student participation in extracurricular activities.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Title 49, Chapter 6, is amended by adding the following as a new, appropriately designated section:

49-6-__.

(a) Each school shall notify the parents or legal guardians of all clubs and organizations available to students attending such school by prominently displaying the information in the school's student handbook, or other standard or policy guidebook that contains the policies and procedures of the school and is distributed annually. The list shall include:

- (1) The names of the clubs and organizations, including any abbreviations or acronyms;**
- (2) The mission and purpose of the clubs and organizations; and**
- (3) All financial requirements associated with membership in the club or organization.**
- (4) Notification of the option set forth in subsection (b) to prohibit a student from participating in any club or organization.**

(b) No school shall permit a student to become a member or participate in any activities of a club or organization if the parent or legal guardian of such student has tendered a written communication prohibiting such student from such membership or participation. In order to be valid, the written communication shall be signed and dated by the parent or legal guardian.

SECTION 2. This act shall take effect July 1, 2012, the public welfare requiring it.

Thelma Barker Elementary School Handbook Review Form

Please sign this form and return it to your child's teacher.

This will confirm that _____ did
Parent/Guardian Signature

receive and review the Barker Elementary School Student

Parent Handbook with the following child(ren):

Date: _____

2021-2022 Student Parent Handbook