

Erma Siegel Elementary School

Student/Family Handbook

2023~2024

Emily Spencer and Emily Clark, Administrative Team

ESE
135 West Thompson Lane
Murfreesboro, TN 37129
Phone (615) 904-1002

Dr. Trey Duke, Director of Schools
2552 S. Church Street
Murfreesboro, TN 37127

Dear Erma Siegel Families,

It is our great pleasure to welcome you to the 2023-2024 school year! This promises to be an exciting year and we are so happy to have you and your family join us on this journey. Our primary goal at Erma Siegel Elementary is to have children learning through quality teaching. We love watching kids learn and grow and feel privileged to be a part of our students' lives. Our expectation for teachers is to cultivate a positive learning environments established on authentic relationships via trust and transparent communication. Teamwork is an essential part of our school with Professional Learning Communities as our catalyst. We are committed to analyzing performance data and making informed decisions to benefit all of our students. We are so excited to meet your family and we look forward to another awesome year!

Please feel free to contact us with any questions, comments or concerns. We can be reached at 615-904-1002, or by email at emily.spencer@cityschools.net or emily.clark@cityschools.net

Emily Spencer and Emily Clark

Welcome to Erma Siegel!!

We sincerely hope that our Student/Family Handbook will serve as an informational guide when you have questions regarding policies, procedures, rules, and regulations.

We want you to share in the genuine excitement that is part of ESE. The faculty and staff strive to provide a quality education and safe environment for each and every student. The strength and unifying ingredient of this school is the mutual commitment of students, teachers, staff, and parents. By working together, we can accomplish tremendous things!

SCHOOL HOURS: 7:30-2:30
School Doors Open at 7:15 am

“ESP” students may begin arriving at 6:00 am

VISION

Engage. Serve. Empower.

MISSION

Siegel is a diverse and respectful environment that engages and empowers all members to serve in innovative ways with a commitment to enhance strengths, build character and support growth.

Building Academic Excellence

Supporting skilled and dedicated teachers who maintain high academic expectations, motivate our students and collaborate with our families

Supporting the Whole Child

Engaging learners, building character and enhancing students’ social and emotional development

Ensuring a Safe Environment (3R’s)

Ensuring Respect, Responsibility, and the Right Thing (3R’s) within our diverse community of students, teachers and families

Developing Critical Thinkers

Encouraging intellectual curiosity and developing independent and creative problem solvers

Building Partnerships

Welcoming all families and members of the community to participate in the growth and success of our students

Arrival and Dismissal Procedures

ARRIVAL PROCEDURE:

The school day for Erma Siegel Elementary begins at 7:30 a.m. The front doors do not open until 7:15 a.m. Walkers and car riders may arrive after 7:15 a.m. Supervision of students is not provided before this time unless the student is enrolled in the Extended School Program. No students, other than those enrolled in the Extended School Program (ESP), may arrive prior to 7:15 a.m. Students arriving to school before 7:15 a.m. must wait outside in the car. Please have your children arrive at school no earlier than 7:15 a.m. If you need childcare coverage for your children before school, you may consider enrolling them in ESP.

The classrooms are not opened until 7:15 a.m. and it is our policy to have **NO** unsupervised children at any time. If you need to come inside the building (to sign in a tardy child, for example), please park in a designated parking space before heading inside. **Please use caution when driving through the parking lot and watch for children.** Do NOT drop off your child anywhere other than the designated drop off points. Do NOT drop off students at the street.

Students Arriving by Car:

Parents driving their children to school must drop them off each morning on the right side of the school building, rear side of the school building (2 carpool loops available), or at the front of school building in the carpool loop. Adult supervision is provided between 7:15 and 7:30 a.m. Drivers must pull up to the curb and drop the children off by the sidewalk next to the carpool loop. Children should exit the car on the passenger side to avoid stepping out into traffic. Drivers are asked to pull forward to allow all cars to access the sidewalk, as there may be a line of cars waiting to drop off children.

PLEASE NOTE: The parking lot in the front of the building is reserved for parking only, and may not be used as a drop off location.

Students Arriving by Bus:

Students transported to school on buses begin arriving at approximately 7:15 a.m. The buses drop off students in front of the gym entrance of the school building, to the left of the front doors. Staff members carefully monitor the arrival of ALL students.

Points to Remember:

- Parents who drive their children to school should use one of the carpool loops to drop off children.
- Parents who walk their children to school are asked to leave their children in front of the school each morning. If needed, staff will assist students to their classrooms.
- The instructional day at Erma Siegel Elementary School begins when the children arrive in their classrooms, no later than 7:30 a.m. Children arriving after 7:30 a.m. will be marked tardy. Students arriving late to class will be required to obtain a tardy note.
- Do NOT drop off your child anywhere other than the designated drop off points.
- Do not drop off students at the street.

DISMISSAL PROCEDURES:

The instructional day at Erma Siegel Elementary School ends at 2:30 p.m., following afternoon announcements. Carpool lines will begin dismissing students at 2:30. Staff members carefully supervise the car rider pick-up areas at all times. Car riders will meet their rides at the carpool loops.

Pick-up procedures are as follows:

Car Dismissal:

Car enters carpool loop and displays carpool sign in front window.

Please note: The carpool sign created by the school is required and helpful in creating an environment of safety and order. Signs are provided by the school, and families may request additional signs. If you

are a carpooling family, please let the office know. Any parent picking up a child without an official ESE car rider dismissal sign, will have to park in the lot in the front of the building, sign in, show valid identification, and wait until the conclusion of afternoon dismissal. Cars pull up to color coded spots 4-6 cars at a time. Students are then loaded into car.

Carpool Pick-up Locations by Grade Level:

2 nd Grade	Front of School
Kindergarten	E Wing
1 st Grade	C Wing
3 rd , 4 th , 5 th	A Wing

Please Note: Siblings dismiss at the youngest child's location.

Logistics: As each driver enters the carpool loop of the school building, a staff member uses a microphone to announce the list of riders. Cars continue through the line and pull up by the sidewalk. Students will wait on the sidewalk until their cars arrive and will enter the cars only after they come to a complete stop. Students may not cross the driveway to meet drivers who may have parked cars in parking spaces. Drivers are asked to arrange for children to enter their cars on the passenger side. This avoids the need for children to walk into traffic. Parents of students who need assistance being secured in a car or booster seat should pull forward from the line to assist them after they have loaded the car. Once again, drivers are reminded to drive in a slow, cautious manner while on school grounds. Parents collecting their children in the carpool line may not leave their cars while waiting in line. Any changes in drivers must be communicated to the school in writing. The goal is to have all carpoolers safely loaded in their cars and on their way within 5 to 7 minutes. Please enter the carpool line at the end of the line and be considerate of others waiting in the line.

Bus Dismissal:

Students traveling home on buses will be called to the gym. They will line up according to their buses and be escorted outside and onto the buses by staff members.

Walker Dismissal:

Walkers will be dismissed in two different locations. Students dismissing to Thompson Lane will be dismissed from the gym. Walkers dismissing to Regency Park will be dismissed from E wing. Parents may meet their child outside the E wing carpool loop, but may not park in the carpool loops, as these will be used for car rider dismissal. Parents are not permitted to greet their children in the front lobby after school. A safe and orderly dismissal of the children is a priority at our school.

****Bike Riders and Walkers**:**

Only students in 2nd – 6th grade may be walkers or bike riders, and this choice should be noted by parents on the student's registration form under the transportation section. Students in Kindergarten or 1st grade will not be allowed to walk or ride their bikes home unless an older sibling in 3rd – 6th grade or a parent escorts them. A student's route home must have access to sidewalks and be free of crossing major roads where crossing guards are not present.

Points to Remember:

- Our instructional day continues until 2:30 each day, therefore, parents are discouraged from picking up their student prior to the official end of the school day. In the event that you have an occasional early appointment that requires your child to leave school prior to 2:30, the parents will need to do the following: Report to the office, request that their children be pulled from class, show valid identification, and sign their children out in the Early Dismissal log book housed in the school office.

- Parents are encouraged to notify the school or teacher in written form if their children need to be dismissed before 2:30 p.m.
- Make certain that children are clear about dismissal plans before they enter school each morning.
- All changes in transportation plans must be put in writing and sent to the children's teachers. Adjustments in transportation will not be made without written approval from parents.
- End of the day phone calls to the office to change your children's dismissal plans create many problems for the school. These calls should be limited to emergencies only and will only be accepted prior to 1:30. When numerous calls are made to the office near the end of the school day, it is difficult for the office to honor these requests.
- Parents are not permitted to greet their children in the front lobby after school.
- A safe and orderly dismissal of the children is a priority at our school.
- Please make sure you limit distractions in school zones and car rider lines. As a reminder, Tennessee law prohibits any handheld use of cellphone, including talking on the phone, while in a school zone.

Arrival and dismissal times at Erma Siegel are busy times. We are asking your help to ensure that all of our students arrive safely at school in the morning and at home in the afternoon. The school parking lots and roads in the surrounding neighborhood were not designed to accommodate a large number of cars. Once again, your assistance and cooperation is greatly appreciated as we work together to ensure the safety of the Erma Siegel Elementary School community.

Please review these arrival and dismissal procedures with your children. The procedures have been designed to ensure the safety of all students at our school. Your patience, courtesy, and willingness to work with the school will assist us in well-organized and safe dismissals. Please contact the school at 615-904-1002 if you have any questions or concerns regarding these procedures.

Attendance

ATTENDANCE: The compulsory attendance law requires that all children must attend some type of day school until the age of 18. Children may not be kept at home except for the following conditions:

1. The child's personal illness
2. Illness of immediate family member (doctor's note may be required)
3. Extreme weather conditions
4. Death in the family
5. Special religious holidays
6. Other circumstances (based on principal's judgment)

Students must have a signed, dated note from the parent or guardian stating the reason for the absence. A doctor's note is also acceptable. This must be done for **each** absence. This note must be sent to your child's teacher. You can also email your child's teacher or our attendance clerk at julie.montalbano@cityschools.net. The office cannot go back earlier than the current grading period to mark an absence as excused UNLESS you have a doctor's note. Absences other than for reasons stated above or without a signed, dated note are considered unexcused. Ten unexcused absences will be treated as truancy, and a petition will be filed with the court system. If a student is absent for an extended period of time, parents are strongly encouraged to arrange for schoolwork to be picked up and completed. A child who does not attend at least ½ day (3 hours 15 minutes) is considered absent. Additionally, if absences become excessive (even those excused with parent notes), the principal **will**

require doctor's notes or pursue truancy proceedings. Routine attendance is essential to academic and personal success!

TARDIES: The school day begins at 7:30 a.m. To be considered "on time," your child should be in the classroom by 7:30. If a child arrives in the classroom after 7:30, he/she is considered tardy. Tardies are reported on the attendance report by the classroom teachers. Any tardies impact the students' ability to learn as teaching time is lost. Early dismissals will be counted as tardies. If your child is tardy, you **MUST** accompany them inside to sign in. This is for your child's safety.

EARLY DISMISSALS: Please help us provide the best possible learning environment for students. Anytime there are early dismissals, this causes disruption to the classroom learning time. Additionally, students miss the summary of the day's learning and final instructions. Please try to schedule doctor and dentist appointments after school. **Students who leave early are considered tardy.** If your student must miss school due to an appointment with a doctor or a dentist, please send the doctor or dentist's note to school the next morning with your child.

Discipline

All children must follow the rules of ESE. The rules have been designed in the best interest of the children and staff to ensure a positive learning experience. We have adopted a school-wide discipline program in which we promote positive behavior in our students. Each teacher instructs and discusses the rules and positive behavior concepts with the entire class. Teachers, staff, and students must follow these rules. If a child becomes disruptive in the classroom, his or her behavior must be corrected. This is the job of the teacher, parent and school administration working together as a team.

The following is a list of behaviors that are NOT acceptable at ESE.

- Biting
- Bullying
- Damage to school or private property
- Leaving classroom, cafeteria, school building, etc. without permission
- Disrespect (to adults or other children)
- Drugs, alcohol, or tobacco possession or use
- Fighting or other forms of violence
- Horseplay
- Spitting
- Harassment
- Stealing
- Possession of weapons
- Misbehavior in restrooms, cafeteria, hallways, or other special areas
- Misbehavior on bus (including field trips)
- Profanity (verbally or via gestures)
- Theft
- Threatening others
- Violation of classroom rules
- Other behaviors deemed disruptive to the educational process by the school administration

The following items are NOT allowed at ESE:

- Toy guns or weapons of any kind
- Tobacco in any form
- Laser light pointers
- Lighters and/or matches.
- Toys (unless permission is given by classroom teacher)

If brought to school, these items will immediately be confiscated, brought to the administration, and returned ONLY to the parent.

Violation of the established rules and expectations of behavior may be subject to Disciplinary Action and could include but are not limited to the following:

- | | |
|---|--|
| 1. Warning | 7. In-School Suspension (ISS) |
| 2. Time Out | 8. Out-of-School Suspension (OSS) |
| 3. Withholding of Privileges | 9. Functional Behavioral Assessment |
| 4. Parent Contact (phone calls or conference) | 10. Outside agency Murfreesboro Police Department |
| 5. Counselor Referrals | 11. Other consequences as deemed appropriate by school administration. |
| 6. Office Referral | |

School-Wide Discipline Plan

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Ensuring Respect, Responsibility, and the Right Thing (3R's) within our diverse community of students, teachers and families

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Classroom Mission:

Our mission is to ensure that every student feels they can be successful. We believe that "fair" does not mean doing the same thing for all students. It means meeting the needs of each student. Each child will be challenged to work to his or her potential and strive to go beyond. We believe it is important to teach children how to think on many different levels and take that skill with them when they move forward. Every child will come to class knowing that they are important, special, and have something to offer. The classroom is a safe environment where students are free to try, share, and achieve excellence in every endeavor.

Belief:

We believe children need parents and teachers who set firm, consistent, and positive expectations while providing warmth and support that nourishes academic and social growth and ultimately encourages excellence! Students must know exactly what is expected of them and be given the opportunity to practice these skills. In an effort to promote this and maintain a safe and orderly environment, Erma Siegel Elementary will implement a consistent school-wide Discipline Plan.

To culture a positive learning environment at Erma Siegel Elementary, our school-wide behavior goal will be to emphasize the “3 R’s”- Respect, Responsibility, and Doing the Right Thing. Through this behavior plan, students can go anywhere in the building and know the expectations. By focusing on the 3 R’s, we hope to equip our students with characteristics that will aid them in being successful members of society. As they leave the halls of this school, we hope they implement the values of the 3 R’s in their day-to-day lives.

Definitions

- Respect-showing consideration for others, yourself, and things
- Responsibility-being accountable for your words, actions, and attitudes
- Right thing-making the appropriate choice at all times

Classroom General Procedures:

Each classroom teacher will establish general procedures, class rules, a Behavior Plan, and Discipline System for the classroom that is specific to their grade level and class that will integrate the 3 R’s! These rules and procedures will be sent home at the beginning of the year. (Ex. Class rules/expectations and how you handle any consequences)

Discipline Pledge

“Eagles Go Far When They Know the 3 R’s!”

(We will chant this at the end of the Siegel Morning News.)

The 3 R’s Around the School:

When students arrive at Siegel:

- ✓ I will arrive on time and enter quietly.
- ✓ I will be prepared for school.
- ✓ I will go promptly to where I’m supposed to be.

When students dismiss at Siegel:

- ✓ I will move quietly through the building.
- ✓ I will know my dismissal area and go there immediately.
- ✓ I will sit quietly and listen for my name.
- ✓ I will have my belongings and assignments.
- ✓ I will not be allowed to return to the classroom for any left items or homework once I have been dismissed.

Following the 3 R’s in the Hallway looks like:

- ✓ I will not talk in line.
- ✓ I will walk in a straight line on the right side of the hall.
- ✓ I will keep my hands to myself and away from others and the wall.

Following the 3 R’s in the Bathroom looks like:

- ✓ I will handle my business quickly and quietly.
- ✓ I will show respect for others by giving them privacy.
- ✓ I will get any trash and clean up after myself.
- ✓ I will wash my hands.

Following the 3 R’s in the Cafeteria looks like:

- ✓ I will use an inside, restaurant voice.
- ✓ I will talk to people at my table that I can reach with my QUIET voice only.
- ✓ I will talk about things that are appropriate for school conversation.
- ✓ I will use table manners.
- ✓ I will clean up after myself before I leave the table.
- ✓ I will remain in my seat and keep my hands and feet to myself.

Following the 3 R's on the Playground looks like:

- ✓ I will leave my classroom and arrive to the playground in a line.
- ✓ I will stop at the playground door and wait quietly until my teacher dismisses me to the playground.
- ✓ I will play fair and use kind words.
- ✓ I will be a good friend by talking out small problems and not excluding others.
- ✓ I will use the playground equipment correctly and follow safety rules.

Following the 3 R's in the Art Room looks like:

- ✓ I will respect artwork, supplies and each other.
- ✓ I will work safely and quietly.
- ✓ I will work consistently to finish projects on time.
- ✓ I will do my best on my projects.

Following the 3 R's in the Gym looks like:

- ✓ I will listen when the teacher is talking.
- ✓ I will not bring food, gum, candy, or drinks in the gym.
- ✓ I will wear my tennis shoes for physical education class.
- ✓ I will keep my hands, feet, objects, and negative comments to myself.
- ✓ I will follow directions the first time they are given.

The 3 R's in the Library:

- ✓ Be Respectful of the library and each other
- ✓ Be Responsible for yourself and the books
- ✓ Do the Right Thing with quiet voices and walking feet

Following the 3 R's in Music looks like:

- ✓ I will line up quietly in the hallway.
- ✓ I will show respect by listening when my teacher is speaking.
- ✓ I will respect others by keeping my hands to myself.
- ✓ I will speak kindly to my fellow classmates.
- ✓ I will follow all directions the first time.

Following the 3 R's on the Bus looks like:

- ✓ I will sit in my seat.
- ✓ I will talk quietly.
- ✓ I will keep my hands, feet, and unkind words to myself.

Bullying

MCS Policy Title: Anti-Harassment, Intimidation, Bullying, and Cyber-bullying Of Student

Bullying is any **unwanted aggressive behavior(s)** by another youth or group of youths who are not siblings or current dating partners that **involves an observed or perceived power imbalance** and is **repeated multiple times or is highly likely to be repeated**. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm. (CDC's Uniform Definition of Bullying)

Tennessee's Legal Definition of "Harassment, Intimidation, or Bullying"

Any act that substantially interferes with a student's educational benefits, opportunities or performance and:

If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop and has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Erma Siegel's NO Bullying Rules:

- We will not bully others.
- We will try to help students who are bullied.
- We will try to include students who are left out.
- If we know that someone is being bullied, we will tell an adult at school and an adult at home.

Bullying Prevention Program

- *Bullying Prevention Program (training and implementation of)*
- *School-wide rules prohibiting bullying*
- *Class meetings to address bullying prevention and promote character development*
- *Appropriate responses to bullying behavior*

Reporting and Investigation Procedures

- Principal/designee is responsible for investigating and resolving complaints
- Principal/designee shall initiate investigation within 48 hours of receipt of the complaint
- Principal/designee shall immediately notify parent/legal guardian when student is involved in an act of harassment, intimidation, bullying, or cyber-bullying and inform them of the availability of counseling and support services.
- Principal/designee shall provide information on district counseling & support services
- Principal/designee shall refer students involved in an act of harassment, intimidation, bullying, or cyber-bullying to the appropriate school counselor when deemed necessary.
- All investigations shall be completed and appropriate intervention taken within 20 calendar days from the receipt of the initial report.
- Investigation shall include:
 - Interview of alleged offender
 - Interview of the complainant and/or victim, if different person
 - Interview of possible witnesses
- Following any required investigation, the principal or designee shall report the findings, along with any disciplinary action taken, to the director of schools and the chair of the local board of education.

Dress Code

Children are expected to come to school dressed appropriately. Clothing/accessories/hair, which would disrupt teaching and learning, are not considered appropriate dress.

Clothes and shoes must fit appropriately and no undergarments may be visible. The staff reserves the right to call a parent to the school if child's appearance or attire becomes disruptive, unsafe, or distracting.

Extended School Program

Before- and After-school care is provided through our Extended School Program, from 6:00 until 7:15 in the morning and from 2:30-6:00 in the afternoon, Monday through Friday. Children may stay for both sessions or only attend one session, either morning or afternoon. Information about **ESP** options and fees are available if you are interested.

Field Trips

Field trips will be included in the learning experiences at ESE. These field trips will be teacher-supervised and are in correlation to a unit of study. Adequate notice will be given to the parent and the school will provide transportation. Student's must ride the school bus to and from the trip. Each child will pay for his/her share of the trip, and a permission slip signed by the parent or guardian is required for attendance. ***No refunds can be given for field trips missed due to student absence.*** Siblings will not be allowed on field trips.

Food Service/Cafeteria

Students are served meals in accordance with the guidelines of the National School Lunch Program. These menus are posted on our website.

SCHOOL MEALS

Breakfast and lunch are served daily to students at Erma Siegel. Students are also welcome to bring their own lunches and snacks. All children are expected to eat lunch, unless the child has a religious exemption. Students may not bring glass bottles to school as part of their lunch. Healthy snacks are available for students to purchase in addition to school lunch. **Money may be added to your child's account in the cafeteria any morning before classes begin. Put all money and checks in sealed envelopes with the child's name, teacher's name, and the purpose of the money on the outside of the envelope. Students will not be allowed to charge extra snacks.**

All families, regardless of ability to pay, will be asked to complete a demographic statement at the beginning of the school year for federal accountability for the school food program. Cafeteria prices are set by the school board and are subject to change.

BREAKFAST/LUNCH COST FOR 2023-2024

The USDA is NOT extending the waiver for free breakfast and lunch for all children.

MCS cafeterias will revert to the pre-pandemic times, meaning we will only be offering free and reduced priced meals to those who qualify. Parents must complete a free/reduced meal application and be approved. If they do not complete a meal application or are denied, they will be responsible for paying for their child's meals. Meal prices are listed below:

Breakfast - \$2.00

Lunch - \$3.00

We know this has been a challenging year for many. To help make this process as efficient as possible families can apply online at www.schoolcafe.com/MCSNutrition

In addition, parents may contact Jaclyn Saunders at 615-893-2313 ext. 10042 if they have any questions or need assistance to complete their application.

Withdrawn Students

A refund for any money left in the student's account must be requested no later than 10 days after the last day of school for the student.

The Food Service Account Refund Form must be filled out and returned to the address below or emailed to sandy.scheele@cityschools.net.

Murfreesboro City Schools
Attn: School Nutrition
2552 S. Church St.
Murfreesboro, TN 37127

Please make sure to include the correct address for the check to be mailed. This form is also to be used if there is a sibling to whom the money should be transferred. Any money left in a student's account after 10 days of withdrawal date will be transferred to an "extra money" account and be deemed as a donation in our computer system to be used for accounts in need. If the student's account held more than \$50.00 and a refund is not requested within the agreed upon timeframe, every effort will be made to contact a parent or guardian.

If the student will return to MCS the next school year the funds may be left in their cafeteria account for future use.

IN-School Suspension

An In-School Suspension (ISS) program is used in the rare instance we have students whose behavior will not allow others to learn and/or the teacher to teach.

ISS is a consequence assigned by school administration ONLY.

Instruction

ESE teachers and students will be exploring various content areas (reading, language arts, math, science, music, art, health/wellness, etc.) each day. We believe your child's learning atmosphere is of the utmost importance and should be protected. So, to avoid interruptions to valuable learning time, please limit doctor and dentist appointments to after school hours. Parents may drop off items or personal messages for students at the ESE office. Parents will not be allowed to take items to their child's classroom, so as to protect instructional time for all learners. School personnel will see that the students are informed of the message or receive the necessary item at the appropriate time. Please assist us in limiting interruptions and protecting instructional time. Unexpected visits can be distracting as well. Please schedule all visits with the teacher or front office staff.

Reporting Student Progress

Parents and teachers working together maximize the potential for success of each student. Therefore, it is necessary that communication be a continuous process between home and school. Faculty and staff welcome and encourage communication. Report cards are distributed four times each year. Parent conferences are scheduled twice a year and at any other time the teacher and/or parent deem necessary. In order to meet the needs of each student and present information consistently, only one time slot will be scheduled for each student during parent conferences.

Academic Acknowledgement

Students are constantly rewarded for their hard work and progress at Erma Siegel. To further acknowledge the academic success of students there are two distinguished groups that the students may become a member of through their hard work and effort.

Honor Roll – A student must earn all A's and B's, with more A's than B's.

Principal's List – A student must earn all A's.

Illness or Injury

Any child who becomes ill or is injured at school is sent to the school office/Nurse. The office staff/Nurse will take the child's temperature and clean and bandage cuts and scrapes, and apply ice if necessary. Parents are contacted when a child needs further attention. **It is extremely important, for this reason, that the office be informed of any change in home, work, or cell phone numbers throughout the school year.** Please do not send your child to school if he/she is ill. All children should

be fever, vomit, and diarrhea free (without the aid of medication) for **at least 24 hours before returning to school**. We want our students to be well and able to learn as well as to protect other students from the unnecessary spread of germs.

Medication: In order for the office staff to administer prescription medication to students, the proper medical forms **MUST** be filled out by the doctor and parents and filed in the school office. **NO** medication will be administered without the proper paperwork on file. **ALL** prescription medication will be stored in the school office, **NOT** left with the student. Any medicine needed during school hours should be given through the office (including cough drops, inhalers, etc).

Parental Concerns

If you experience concerns or issues that need to be addressed, contact the teacher or appropriate instructor **first** to attempt to resolve the situation. If this same situation continues to be an issue (and you believe another meeting with the teacher would not bring resolution), you may request a meeting with the teacher and/or administrator or counselor. If that meeting is needed, we are hopeful that a positive resolution will be reached.

Parent Involvement/ Parent Teacher Association

Parents are expected and encouraged to play an active role in their student's education. Parents are urged to volunteer to work throughout the school. Classroom teachers and special area personnel need help throughout the year in a variety of ways. So, join the PTO and get involved. Our children and teachers need you! ☺.

Parties/Invitations/Deliveries

Invitations to and/or reminders regarding personal parties will not be distributed at school unless they are given to every child (every boy and/or every girl) in the class. Due to safety issues, **flower and balloon deliveries are not to be sent to school** and will be returned to the florist/vendor. In accordance with Murfreesboro City School Board policy, classes may have two parties per year. These parties are usually planned and coordinated by the room parent and the teacher. Birthdays cannot be accommodated. When a child has a birthday, he/she will be recognized during morning announcements and will receive a treat from the Administrative Team!

Playground

Classroom or special area teachers will supervise students who use the playground during the school day. Instruction for safe play will be given and enforced. The same rules will be in effect for our **ESP** programs. The following is a list of expectations for the playground:

1. Swing alone with no twisting, standing, or jumping.
2. Slide down the slide seated, with no climbing up the wrong way or hanging from the bars.
3. No climbing on the outside of the covered slides.
4. No pulling on limbs or climbing trees.
5. Picking up and/or throwing sticks, mulch, rocks, or glass is **NOT** allowed.
6. Stay in the designated area within sight of the teacher.
7. Children needing to leave the playground area (to use the restroom, etc.) **MUST** be accompanied by another student.

PERSONAL PROPERTY

Students should be careful with their purses and valuables. Large sums of money (not to exceed \$20.00) may not be brought to school.

Cellphones, MP3 players, tablets, laptops, or other personal technology may be stored in backpacks, purses, or personal carryalls. These items must be silenced or turned off unless permission is granted by the teacher or ESP director.

Improper use or storage of these devices may result in confiscation of the device until it can be released directly to a student's parents and/or guardians. A student in violation of this policy is subject to related disciplinary action.

In addition to the parameters established above, use of any device to bully, harass or intimidate others will be subject to related disciplinary action.

Using any device for any illicit activity including, but not limited to, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal law.

Any student taking, disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs of other students or any other individual at school, on a school bus or while attending any school event or activity will be subject to the disciplinary procedures of the school district and reported to law enforcement and other appropriate State or Federal agencies.

These devices shall not be used to record and/or video school personnel or students without the principal's or principal designee's permission.

Cell phones or any other personal communication devices are not to be used, accessed or displayed while on any school bus.

Possession of a cell phone under the circumstances set forth in this policy is a privilege, which may be forfeited by a student who fails to abide by the terms of this policy.

The Murfreesboro City School Board, its schools, and its employees do not assume any responsibility or liability for the loss of or damage to any student's personal communication device, or for the unauthorized use of a student's personal communication device.

Returned Checks

Returned checks to any school account will be charged a \$15 service fee.

Safety Drills

Periodic safety drills (tornado, fire, medical emergencies, Code Red, etc.) will be held throughout the school year. During such drills, the classroom and/or special area teacher supervises the students.

School Pictures

Each year individual and group pictures will be made. Pictures are taken in the fall and spring of the school year. Parents are notified in advance of the dates and costs of these pictures. Purchase of pictures is optional. All student pictures will appear in the yearbook, regardless of purchase.

Visitors

Anyone other than an ESE student or staff member is considered to be a **VISITOR** and must enter the building at the front entrance and report to the office, present a valid ID, sign in and receive a visitor's pass. Before leaving the building, visitors must return to the entrance desk to sign out. All exterior doors are locked at 7:30 a.m. each day and will remain locked throughout the day. Please do NOT enter your child's classroom through the teacher's back door. If you need to meet with a teacher for any reason, please schedule an appointment. Visitors will NOT be allowed to interrupt instructional time. Please utilize the provided parking spaces when parking on campus. PARENTS AND/OR

STUDENTS WILL NOT BE ALLOWED TO ENTER CLASSROOMS TO RETRIEVE ITEMS LEFT BEHIND ONCE THE TEACHER HAS LEFT FOR THE DAY. Only students may use the playgrounds until 6:00 PM each day. After 6:00 PM, the community can utilize the playgrounds.

Statement of Non-Discrimination

The Murfreesboro City School System does not discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or veteran status in programs or activities or employment opportunities and benefits as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Services available include elementary grades K-6, preschool classes, special education, family resource centers, ESL/ELL, Title I, and extended school programs (ESP).

Inquiries or complaints regarding compliance with the Title VI, Section 504, the Americans with Disabilities Act, Title VII, Title IX, or issues dealing with discrimination/harassment (sexual, racial, ethnic, religious) should be directed to our central administrative office:

Murfreesboro City Schools Administrative Offices
2552 South Church Street
Murfreesboro, TN 37127
Phone: 615-893-2313
Web: <http://cityschools.net>

For additional information or inquiries regarding the Title VI or Title IX compliance issues contact the Tennessee Department of Education or the United States Department of Education Office for Civil Rights at the addresses below. Or if you feel that you have been discriminated against, a complaint may be sent to:

Tennessee Department of Education
Office for Civil Rights
710 James Robertson Parkway
Andrew Johnson Tower, 9th Floor
Nashville, TN 37243
Phone: 615-741-2971
Email: Stella.Yarbrough@tn.gov
Web: <https://www.tn.gov/education/legal-services/civil-rights.html>

Office of Civil Rights U.S. Department of Education
61 Forsyth Street S.W., Suite 19T70
Atlanta, GA 30303-3104
Phone: 404-562-6350; TDD 404-331-7236
Email: OCR.Atlanta@ed.gov