



Michigan Avenue School

2025-2026 Student/Family Handbook

**188 Michigan Avenue School Rd.
Cleveland, TN 37323
(423) 478-8807**

*Michigan Avenue School
2022 National Blue Ribbon School*

Bradley County Schools



Mission Statement

The mission of the Bradley County School System is to provide an educational opportunity for every student to excel.

Vision Statement

Growing Students – Building Futures

We Believe:

- By inspiring excellence, all students will realize their worth and potential.
- By inspiring excellence in learning, all students will be college and career ready.
- By providing an academically rigorous and relevant education, all students will excel.
- By becoming a leader, all students will develop character and confidence.

Dear Michigan Avenue Family,

Welcome to Michigan Avenue School!

It is my great pleasure to introduce the *Michigan Avenue Student/Parent Handbook* for the 2025–2026 academic year. This handbook is a valuable resource outlining our school’s policies, procedures, and expectations. It is designed to help ensure a safe, positive, and productive educational experience for every student.

At Michigan Avenue, we are dedicated to creating a learning environment that promotes academic excellence, personal growth, and community involvement. Guided by the three core values on our logo—**Honor, Integrity, and Excellence**—we strive to support every student in reaching their highest potential.

Inside this handbook, you’ll find important information about our curriculum, extracurricular opportunities, student expectations, and key contact details. We encourage both students and parents to read through it carefully to fully understand the rights, responsibilities, and opportunities available at our school.

We believe in the power of partnership. Open communication and collaboration among students, families, and staff are essential to our success. Together, we can make this school year one of growth, achievement, and meaningful connection.

Thank you for being part of the Michigan Avenue community. We’re excited for a successful and enriching year ahead!

Respectfully,

Dr. Ruthie Panni
Principal, Michigan Avenue School



Michigan Avenue School Mission Statement

As supporters of lifelong learning, the Michigan Avenue School community is dedicated to providing a challenging, nurturing environment where students excel through the use of appropriate curriculum, instruction time and other required resources.

We Believe:

- * Michigan Avenue School's purpose is to create a positive, safe environment with a curriculum that supports and challenges the development of all students.
- * High expectations for learning are established through the use of appropriate data and research-based tools to achieve proficiency for all students.
- * Decisions are made through a process of collaboration among all stakeholders, including students, parents, faculty, staff, and community members.
- * Student learning goals are best achieved when policies and procedures are aligned and effectively communicated to all staff and stakeholders.
- * Every child is given the opportunity to achieve his/her greatest potential through the development of a high-performing learning culture.
- * Michigan Avenue School responds to the changing needs of the local, national, and world community by preparing students to think creatively.

Vision Statement

Michigan Avenue School is a data-driven, research-based center of educational excellence with a continued commitment to the total development of every child.

School Motto

WE ARE ONE TEAM!!

Michigan Avenue School-Wide Rules

1. Be Respectful.
2. Be Responsible.
3. Be Safe.



Michigan Avenue School Faculty and Staff

Administration:

Dr. Ruthie Panni– Principal
Marcella Arp – Administrative Assistant
Chrystal Pulliam - School Nurse
Tommy Kimsey-School Resource Officer

Instructional Coach: Dawn Puckett

Tech Coach: Colby Burris

School Counselors: Breanna Sneed, Stephanie Wooden

School Social Worker: Ivorie Mayes

RTI Coordinator: Kelli Kyle; Interventionists: Jamie Langstaff, Kris Scarborough

ESL: Mark Mardis

Student Support Teachers: Lauren Lam, Whitney Vaughn; Assistant - Leesa Browning

Speech: Angela Adams; Assistant: Jean Brown

Classroom Teachers:

Kindergarten

Kayla Braswell
Jessica Clowers
Catherine Eaton
Melody Reynolds

First Grade

Betsy Arrowood
Amy Criddle
Trisha Frazier
Macy Linkous

Second Grade

Ashley Allen
Caitlyn Cagle
Hannah Camp
Callie Thomas

Primary Grades Assistants: Jennifer Castello, Leslie Bennett, Karrie Covington, Cindy Snow

Third Grade

Jade Hall
Crystal Drewer
Kelsey O'Neil
Jamie Seymour

Fourth Grade

Brittany Ensminger
Allison Hindman
Brooke Wright

Fifth Grade

Marie Yaddow
Gerome Smith
Debbie Walker

Related Arts

Music - Cara Rogers

PE- Jamie Fox

STEM Lab - Jennifer Hughes

Art - Beth Maxwell

Media Specialist - Kristin Stansell

Media Assistants - Kathea Coto, Wendy Seaborn

Cafeteria Staff: Laura Gunderson-Manager; Debbie Williams – Assistant Manager; Jessica Siling, Kim Cooley, Judy Galloway, Ted Nicholson, Margaret Calfee, Chrystal Fleming

A Day in the Life of a Student



School Hours

7:05 a.m. Bus & car rider arrival begins (review pg. 7 for procedures)

7:35 a.m. Students enter classrooms

7:44 a.m. Warning Bell rings

7:45 a.m. Instruction begins (all students should be in their classes)

2:45 p.m. Afternoon dismissal begins

3:00 p.m. ALL students should be off-campus, unless involved in an after-school activity.

**Students who are not in classrooms by 7:45 a.m. are considered tardy.*

*** No early dismissals will be allowed after 2:30 pm*

Perfect Attendance

To achieve perfect attendance a student must be present every scheduled school day throughout the year for at least 50% of the day. An absence due to bereavement shall not result in the loss of a perfect attendance certificate.

Make-Up Work

All missed work, whether due to an EXCUSED absence or to an UNEXCUSED absence, must be made up to insure there is no **academic** penalty to the students. At the elementary level the teacher will fill the primary role in ensuring that students returning from an absence will be given make-up work and assessments.

The number of school days allowed to complete the work upon return to school, shall be equal to the number of days absent.

While **academic** punishment will not be employed in response to truancy/excessive absenteeism, Bradley County Schools will take other strict measures, such as Campus Court, to address unwarranted absences. Therefore, a student who has been absent must, upon his or her return to school, provide a written explanation/excuse signed by his or her parent/guardian. The principal/designee may require a statement from a physician before an absence is excused.

Guidelines for Non-Resident (Out-of-Zone) Students

Students residing in Bradley County, but residing outside the transportation zone of MAS who are admitted to and enrolled at Michigan Avenue School may attend the school for one (1) academic school year. **Students admitted in this manner must maintain a standard of behavior without multiple discipline events, zero tolerance offenses, out of school suspensions or disruptive behavior by the parent or the student. The student must also maintain a standard of attendance without frequent unexcused absences.**

Students residing outside of Bradley County School's District can be released from

MAS at any time during the year if behavior or absences are not aligned with the Code of Conduct outlined in the Out of Zone Contract.

At the end of the spring semester, within 20 business days from the last instructional day of the semester, the parent, guardian, or student, as appropriate, shall receive notice if ineligible for re-enrollment. Bradley County Board of Education 6.204

Dress Code**

The dress code is a simple one consisting of:

- No hats or hoods should be worn inside the building. (Michigan Avenue hats are allowed in the building)
- The top garment (blouse or shirt) must overlap the bottom garment; no halter tops, spaghetti strap tank tops, and no bare midriffs are allowed.
- Shorts and skirts should reach one's fingertips when arms are held to his/her side.
- Shirts should NOT be longer than shorts or skirts.
- Holes in jeans should not be above the knee
- Shoes must be worn at all times. This is in compliance with State health and safety regulations. Students should wear tennis shoes on the day their class will be in PE for their related arts class.
- Clothing which advertises tobacco products, alcoholic beverages, or illicit drugs may NOT be worn. Any form of dress that is immodest or disruptive to the learning atmosphere may not be worn.. Hairstyles and hair colors that cause disruptions are prohibited.* *Except on special occasions as announced by Michigan Avenue School.

*****IN MATTERS OF OPINION, SCHOOL ADMINISTRATION WILL MAKE THE FINAL DECISION.*****

Cell Phone Policy

Bradley County Board of Education Policy 6.312

Students may possess personal communication devices, such as cell phones, while on school property. However, the personal communication device must be in the off mode and must be kept in a backpack, purse or similar personal carry-all and may not be used during school hours. The principal or his/her designee may grant a student permission to use a personal communication device at the Principal's discretion.

A device used outside these parameters shall result in confiscation of the device until such time as it may be released to the student's parent or guardian. A student in violation of this policy is subject to disciplinary action.

Use of cameras on personal communication devices is strictly prohibited on school property or at school functions. A student in violation of this policy is subject to disciplinary action. Parents accept full responsibility for cell phones brought to school by their children.

Enforcement Standard

1st violation - Confiscation and warning: Parent may pick up the phone.

2nd violation - 30 day confiscation: Parent may pick up the phone at the end of the 30 day period.

3rd violation – 60 day confiscation: Parent may pick up the phone at the end of the 60 day period.

4th violation – Confiscation for the remainder of the school year. (Returned to parent on the final day of school)

Report Cards

Parents will receive a Report Card every nine weeks during the school year. A progress report will be sent home approximately a month prior to the issuance of report cards. The dates are listed on our school calendar.

You will be asked to sign either the report card (Kindergarten) or the holder that it came in (1st - 5th) and return this to your child's teacher.

Our grading scale is as follows:

A= 100 - 90

B= 89 - 80

C= 79 - 70

D= 69 – 60

F = 59 – 0;

S-Satisfactory

N-Needs Improvement

U-Unsatisfactory

School Rules

1. Be Respectful.

2. Be Responsible.

3. Be Safe.

Violations of these rules may result in a parent-conference, detention, suspension (in school or out), restitution, confiscation, or other directed activities. Please understand that every possible situation cannot be covered in a discipline code. In such cases, the judgment of the MAS administration will prevail. Teachers are in charge of discipline in their classrooms and decide what constitutes disruptive behavior and what does not.

All decisions regarding discipline of students reside with school administration.

Bullying/Harassment

While every child must learn to interact with others and deal with difficult situations they do not have to tolerate being bullied or harassed. Addressing bullying is important to all students involved. Students avoiding school because of bullying will suffer academically

as well as socially.

In accordance with Tenn. Code Annotated 49-9-1016, Michigan Avenue Elementary defines bullying as conduct that meets one or more of the following criteria:

- 1) is an act directed at one or more students that is intended to harm or embarrass
- 2) **is repeated over time**
- 3) involves an imbalance of physical, emotional, or social power.

Physical – involves harm to another person or his/her property (i.e. hitting, kicking, spitting)

Emotional – involves harm to a person’s self-esteem) teasing, name-calling, insulting gestures)

Social - involves harm to a person’s group acceptance (gossiping, spreading rumors, intimidation)

The implementation of this policy falls under the umbrella of our school-wide rules.

The school counselor and classroom teachers use the School-Wide Second Step Program and the Character Education Program in conjunction with other appropriate grade level presentations.

When infractions occur and escalate beyond handling by the classroom teacher (see School-Wide Rules above), an Office Referral will be filled out and given to the principal. The principal will address the problem using disciplinary measures as outlined in Michigan Avenue’s School Discipline Plan or a decision may be made to involve the school’s resource officer.

Zero Tolerance Offenses-Bradley County Schools Policy 6.309

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated:

1. Weapons and Dangerous Instruments
2. Firearms (as defined in 18 U.S.C. 921)
3. Drugs
4. Assault
5. Electronic Threats

Drug Free Schools – Bradley County Schools Policy 6.307

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug Free” community, compliance with this policy is mandatory.

Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school sponsored activity, function or event whether on or off school grounds. This includes, but not limited to, abuse of inhalants and prescription drugs.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Tobacco Use/Possession

Michigan Avenue School is a tobacco-free campus. Staff, students, parents and

visitors are not to be in possession of tobacco nor use tobacco products while on campus, or during school time, or activities on school property. (Student Discipline: Juvenile Citation, 2nd Juvenile Citation, Juvenile Petition, OSS, Discipline Hearing) In 2014, the Bradley County Commission added that all county buildings, including schools, will prohibit the use of e-cigarettes and vapors.

Michigan Avenue School will consider these items as tobacco products and prohibit their use on campus.

Miscellaneous Provisions

- Students may not walk home from school or ride home with another student without written parental permission.
- Students should **not** bring toys, trading cards, or electronic games to school. These items can be easily lost and are a distraction to the learning environment. Teachers may allow certain items for “fun days”, however, please use caution when sending such items. The school is not responsible for lost or stolen items of this nature.
- Chewing gum is not permitted unless specific permission is granted by the teacher. Knives, guns, and other dangerous objects are not permitted on the campus or the buses.
- Students who vandalize or destroy school property or bus property will be required to pay for any damages incurred.

What Parents Need to Know



Family Engagement at MAS

The Family Engagement Program of MAS is designed to promote positive school and community relationships and to enrich the existing school program. Two Parent Volunteer Orientation meetings are held at the beginning of each year. If you are unable to attend, Parent Volunteer Handbooks are available in the Title 1 Department. If you would like additional information on how you can be a volunteer, please contact Mrs. Kelli Kyle who serves as the Michigan Avenue Family / Partner Specialist. She can be contacted at kkyle@bradleyschools.org or (423)478-8807.

Family Engagement Goals: To encourage and maintain effective relationships between school and community.

- **Objective 1:** Provide timely communication concerning school curriculum, assessments, and events.
- **Objective 2:** Promote family and community participation in school activities.
- **Objective 3:** Provide curriculum-based activities to be utilized at home to enable and encourage parents to participate in their child's education.
- **Objective 4:** Provide parent and community opportunities to give input concerning school and community activities

Michigan Avenue PTO

The Michigan Avenue P.T.O. is an actively concerned group which works with the school staff for the continued improvement of the school. If you are interested in joining or helping with P.T.O. projects, please visit the school website for more information.

The P.T.O. sponsors many events throughout the year, including open houses, fundraisers and the annual Spring Auction, which is always a big hit! Notices will be sent home with the student regarding any upcoming events.

Officers for 2025-2026:

Amy Eubanks, President

Brittany Gates, Internal Vice President

Michael Galloway, External Vice President

Andrea Anderson, Secretary

All parents and teachers are invited to join the PTO. For updates on the P.T.O., please join the Michigan Avenue PTO Facebook page and follow on twitter [@_MAS_proud](#).

Morning Procedures: Car Riders:

1. Students may be dropped off at the front entrance beginning at 7:05 a.m.
2. There will be **no morning drop-offs** at the **gym entrance**. This area is reserved for faculty parking and bus unloading/loading.
3. Car riders will enter the building each morning through the front entrance. Students eating breakfast will report directly to the cafeteria upon entering the building. Students entering the building who are not eating breakfast must report directly to the gymnasium. After entering the building, all

students are required to be either in the gym or cafeteria under the supervision of the MAS faculty.

4. Safety Patrol (pre-selected 5th graders) arrive at 7:03 to get their belts and badges and prepare for students.
5. Arrival for other students begins at 7:05. PLEASE, do not drop your child off before that time. Teachers are not on duty until 7:05, and are unable to supervise your student. We cannot guarantee the safety of your child until teachers are on duty at 7:05.
6. The carline for drop-off is a single lane of traffic. Please do not pass cars in the carline in the morning. Wait until the car in front of you moves before you proceed to the exit.
7. Students need to exit their cars on the passenger side of the vehicle. Our safety patrollers are not allowed to move to the driver side of the vehicle. We do not want to risk the safety of your child or our 5th graders.
8. If your student needs to eat breakfast, please arrive before 7:20. Arriving a little early allows plenty of time for your students to eat and arrive to class on time.
9. Breakfast will stop being served at 7:35.
10. Children must be **in class** by 7:45 or they will be counted tardy.

Morning Procedures: Bus Riders:

Students will exit the bus and walk directly into the gym and sit in the designated area for their grade level in the bleachers. Teachers will direct students wanting to eat breakfast to the cafeteria. Students will remain in their designated areas until dismissal by the classroom teachers.

Late Check-In[~]

It is extremely important for students to arrive by 7:35 so they can be in their rooms by 7:45 a.m. to begin the day.

Students who arrive after the 7:45 a.m. bell, for any reason, **must be accompanied by an adult to the office** to sign-in prior to going to class. All late check-ins are recorded and considered as tardy.

Early Check-Out[~]

When it is necessary for students to leave during school hours (any time before 2:45), an adult on the student's check-out list must come to the office with valid identification and sign the student out. The office will call students from the classroom after the approved adult has signed them out in the office. Anyone signing out a student will be asked for a valid ID. Students may **NOT** leave the classrooms unless called from the office. All check-outs are recorded and viewed the same as a tardy. We request there be **no check outs after 2:30 p.m**

Afternoon Car Pick-Up Policy:

1. Pick up cards will be issued to each car rider for parents that wish to use the car pick-up lanes for school dismissal. Cards should be displayed in the front windshield. If you do not have a pick-up card, you will be required to show proper identification before a student will be released.
2. Please do not arrive on campus until 2:25. Carline can begin forming on campus at 2:25. We have students on the playground until that time. For the safety of all of our students, our carlines will not begin until 2:25 each afternoon.
3. Kindergarten - third graders are picked up in the carline in front of the school; 4th and 5th graders and siblings of these students are picked up in the car line by the gym.
 - a. In our K-3 carline, after your child's name is called, you will need to MERGE with the car beside you in the order that your child is called. Mrs. Cagle and/or Mrs. Seymour call cars in order, alternating between the two lines. Please MERGE in that order. Our students are given a specific cone/number to go to at dismissal. If cars are out of order, the efficiency of our car line is greatly affected.
 - b. Students will exit the side cafeteria doors when their names are called and will load cars in the turn-around area beside the cafeteria. Parents will then exit the campus onto Michigan Avenue School Road.
 - c. 4th and 5th grades students and their siblings will be picked up outside the gym entrance. Students will exit the gym when their names are called and will load cars along the sidewalk area beside the gym parking lot. Cars will then exit through the parking lot to Benton Pike. (* Please notify your child's teacher if you have a child in K-3, who will be picked up in the 4th/5th grade carline.)
4. Please have your car tags each day. The car tags help us run the carline efficiently and quickly. If you do not have a car tag, please contact the office. If you forget the car tag, you will be required to show your driver's license and wait for approval from the office.
5. All parents must go through the car line. Only those who walk home will be allowed to receive their children at the doors. No child will be dismissed to a parent who parks and walks up.
6. Please be respectful of other drivers and the teachers/students on duty in the afternoons.
7. All car riders should be picked up in the designated car lanes outside of the building. There will be no indoor pick-up of car riders. All car riders should be picked up by 3:00 p.m. After the carline is complete, any child left will be accompanied to the office where you will have to sign them out. Thank you for being on time.

For the safety of our students, no cars will be allowed to line up on campus before 2:25 each day. 4th and 5th grade parents can move to a designated spot after 2:25 to wait for our buses to leave. All buses are scheduled to arrive no later than 2:40 p.m.

Class Placements

Due to the complexity of completing class rosters, we do not accept parent requests for teachers. We are very proud that Michigan Avenue School is composed of the top performing teachers in Bradley County. Thank you for the confidence you place in the faculty, staff, and administration of Michigan Avenue School.

Teachers will send a personal “welcome letter” to students/parents at the end of July (usually 2 weeks before school begins). This will also contain the school supply list and other information concerning the start of the school year.

Parent Vue

ParentVue is an excellent resource for parents to keep track of their child’s attendance and grades. If you are not already familiar with the process please contact the office. Upon request, you will be sent an activation letter and information on ParentVue along with instructions as to how to activate your student’s account.

Parent Conferences

Each year Student Led Conferences and/or Parent-Teacher Conference Day will be scheduled. All parents are encouraged to schedule a conference at this time. Other conferences may be scheduled as needed.

Parent Conferences for the 2025-2026 School Year are:

Fall Conference: October 28, 2025

Winter Conference: February 20, 2026

Material Fees

There is a \$25 instructional materials fee for all students that is due by the end of August of the new school year. (Material fee and lunches should be paid with separate checks.) All checks should be made out to Michigan Avenue School with the student’s name noted on the memo line. There is a \$25 fee for all returned checks.

Technology Fees

There is a \$30 annual fee for insurance on school-issued devices. This fee has been established to offset normal wear and tear and the first incident of damage (per year). If you choose not to pay the insurance fee and your student damages their device (intentionally or unintentionally) then you will be responsible for the repair/replacement costs.

Field Trips

Educational field trips are allowed when approved by the principal and the Director of Bradley County Schools. Written approval must be granted by the parent before a student may participate in any field trip. Due to insurance purposes, siblings are not allowed to participate in school sponsored field trips. If a student is checked out from a field trip site it is still considered an early check-out.

Field trip fees are non-refundable.

Visitors

Visitors are always welcome at Michigan Avenue School! During the school day, all guests must enter through the front entrance. All guests must be prepared to show government issued ID and state their purpose for entrance. We, at Michigan Avenue, follow all district and state protocols for safety. Thank you for complying with our entrance procedures.

The office is open to parents and visitors beginning at 7:30 a.m. each day. Parents and visitors must go directly to the office and sign in. A visitor's pass should be secured **before going any further in the school building**. Visitors and staff members are required to wear a name badge or visitor's pass while on campus.

Visitors need to stop by the office to sign out and surrender their passes prior to exiting the building.

If you desire to meet with your child's teacher, please make an appointment with the teacher prior to your visit. Staff members will not be called out of their rooms during instructional time, nor will parents/visitors be allowed to go to the classroom unless prior arrangements have been made with the teacher and this meeting has been relayed to the office.

All outer doors remain locked throughout the day except for the main entry door. After entering the building there is a security door. Instructions for admittance are on the door.

Cafeteria – Direct Phone Line (423)478-8808

Thanks to a Federal Grant, all students at Michigan Avenue are eligible to receive a free breakfast and lunch each day. "Extras" are available for purchase.

Free and reduced lunch applications are sent home with each student at the first of the school year for the parent to fill out and return. Michigan Avenue receives federal funds for every student who qualifies for this program. **Please return the application**. These applications are also available in the office. Those students who qualify for free or reduced breakfast/lunch will be charged based on their qualifying status.

Each student has a cafeteria account in which parents may deposit money to cover the cost of extras as needed. All deposits should be turned in to the student's teacher or made online through the School Café system. All checks must have the student's name and meal ID number on the check. Please write a check for the student's cafeteria account separate from any other payments, made payable to MAS Cafeteria. Students may also purchase ala carte items from their account. Please keep track of your child's lunch account and make sure there are adequate funds in the account at all times. **Always write a separate check for cafeteria fees. Do not include cafeteria fees with any other payments.**

Please Note:

- The breakfast serving line is open from 7:05 a.m. to 7:35 a.m. each day. **A student must be in line no later than 7:35 a.m. to purchase breakfast.**
- Due to the ongoing concerns related to food supply and safety, parents and other visitors will not be allowed to eat with their students at breakfast or lunch. If approved, we will make an exception for our special Thanksgiving and Christmas lunches.
- Coke, Pepsi and all other soft/carbonated drinks are not permitted for students or visiting family members. Students who bring their lunch ARE NOT allowed to include soft drinks in their lunch.
- Outside food from restaurants is not allowed to be brought into the cafeteria.

Student Birthdays:

We love celebrating student birthdays at MAS! To make it easy and safe for everyone, birthday ice creams or treats can be purchased from the cafeteria for \$20 per class. *Please note that outside treats are not permitted.* To ensure availability, the cafeteria requires at least **two weeks' notice**. We look forward to celebrating your child's special day!

Change of Address/Telephone Numbers

It is required that each student have the correct address on file in the office. Two additional telephone numbers (other than parents) are required as well for emergency purposes. Should you have a change of address, phone number or emergency contact, please notify the office immediately.

Custody Issues

Families with specific custody issues should speak with the School Resource Officer and the Administrative Assistant at the beginning of the school year. Paperwork must be completed each year since custody situations change without the school's knowledge. **If there is a change in custody or parent's rights to a student, please alert the school immediately.** In order for the school to adhere to the ruling of the court, a copy of legal documents outlining the decision of the court in custody issues and/or order of protection or restraining orders must be given to the Administrative Assistant in the front office.

School Website and Local Media

Students groups and school successes are pictured on the school website, (maes.bradleyschools.org) and in local newspapers. Every student will receive a Photo and Video Release Form. Please complete and return the form indicating whether or not your child's photo may be used in media publications.

Health Services

A Medication Administration Form must be completed by the parent/guardian for all medications including over-the-counter and prescription medicines. All medications (including cough drops, ibuprofen, etc.) must be in the original container and brought in by a parent/guardian. **Do not send any type of medication with a student.**

Parents will be notified if illness or injury occurs. A student must be free from a fever, vomiting or diarrhea for 24 hours without medication before returning to school. If you send your child to school before the 24 hours has expired **you WILL be contacted to pick up your child.**

Bradley County Board of Education Policy on Communicable Diseases

No student with a communicable disease, or who comes from a home where such prevails, will enter or remain in school except by certificate from the attending physician or the County Health Department. Conditions for re-admitting students with diseases, other than identified as communicable, are listed below:

Impetigo: When skin is cleared.

Ringworm of the scalp: Under treatment and skull cap is worn.

Pinkeye: When eyes are clear or upon physician's statement saying child is no longer contagious.

Vincent's Infection(Trench Mouth): Upon doctor's statement that student is cured.

Lice: **Students will not be allowed to return to school until all evidence of head lice has been eliminated. Proof of treatment will need to be provided before readmission.** One day missed from school for this reason will be excused, but any days thereafter will not be excused.

School Insurance

LIMITED Accident Insurance Coverage will be provided for students attending Bradley County Schools during school hours and/or school related trips. This will serve as a secondary accident insurance policy **only**, and is **not** meant to replace your current insurance. **You must first file with your primary insurance carrier.**

In case of injury:

1. Notify the school office immediately
2. Secure a notification of injury form from the school nurse's office.

Textbook and Library Books

Parent/Student assumes the responsibility for proper use and return of all text and library books. Reimbursement will be required for lost or damaged books. Until the charges are paid, students will lose the privilege of checking out books from the library and/or taking school text books home..

Safety Patrol Program

Michigan Avenue School has a Safety Patrol consisting of 5th grade students. Students are recommended by their teachers based on grades and behavior. Final selections are made by the SRO after interviewing each candidate. Safety Patrol assists with the guidance of the morning arrivals.

Cell Phone Policy

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2nd violation - 30 day confiscation: Parent may pick up the phone at the end of the 30 day period.

3rd violation – 60 day confiscation: Parent may pick up the phone at the end of the 60 day period.

4th violation – Confiscation for the remainder of the school year. (Returned to parent on the last day of school.)

Technology and Internet Policy

Bradley County Schools provides network services to assist in preparing students for success in life and work in the 21st century. Because of the focus on preparing our students to be "Future Ready", all students will be assigned a device to use at school. Students are provided with electronic access to a wide range of information and the ability to communicate with people from throughout the world. Network privileges include access to the internet. These privileges are not without responsibilities and Bradley County Schools has developed an acceptable use policy. Students and parents are expected to have read and be aware of the acceptable use policy. Violations will be dealt with appropriately. To view this policy, you can go to <http://www.bradleyschools.org> or ask for a copy of the policy. Parents may specifically request that the child(ren) not be provided such access by notifying the Principal in writing.

"One Call Now" Automated Calling

In order to foster better communication and provide parents with up-to-date information, Michigan Avenue School employs the use of the "One Call Now" automated phone service. This service may be used for school closings, school events, attendance, nutrition, and promotional activities.

Please notify our Administrative Assistant in the school office, as well as your child's teacher, of any changes in student contact information. If you would like a text message as the primary method of reaching you for these calls, text ALERT to 22300.

For real-time updates please join TWITTER and follow:
@MichiganAvenueE @_MAS_proud @BradleySchools

School Closings

In the event of inclement weather or other emergencies, local and regional television and radio stations will be notified with information regarding modified school schedules or closings. Every effort will be made to make these announcements in a timely manner. If school is dismissed early due to inclement weather, the buses run in reverse. The buses will pick up students from the High School first, then Middle School and finally Elementary Schools.

Severe Weather Procedures

The Bradley County Schools District Office will be in constant contact with the Civil Defense by way of emergency weather radio. This will insure that warnings can be received concerning possible severe weather. Students will be sent home only if we are sure there is sufficient time to get them there before severe weather strikes. Parents are urged **not** to come to the school for children if the severe weather is already in the immediate area, since students would be safer at school than traveling under these conditions.

Disaster drills are held regularly at school so that children are familiar with safety areas and procedures. If it becomes necessary to send students home the Director of Bradley County Schools, along with Emergency Management, Bradley County Sheriff's Department, and local weather forecasters will make that decision, not the school principal. Parents are advised to listen to local radio stations in these situations. (WCLE, WBAC, WUSY, or local TV stations.) Our "One Call Now" phone system will make a call to your priority contact number. (Please see information provided above.)

Please make plans with your children in case of early dismissal due to inclement weather. Make sure they know how they will be getting home.

Inclement Weather-Bus schedule:

When the schools are dismissed because of inclement weather, our bus schedule is as follows: First high schools, then middle schools, and lastly elementary schools. The reason for this is to start the buses in town and progress to the communities. This will eliminate the buses having to be on the road for a longer period of time with the possibility of conditions becoming worse.

Because of the road conditions, the buses may not be able to make their normal daily route. If you live in a subdivision or area where hills exist, you may need to make plans to meet your child at the entrance to the subdivision.

If we cannot get your child within a reasonable distance, we will return the child to school as a last resort. Again, please **make plans with your child for early dismissal scenarios due to inclement weather.**

Code of Behavior and Discipline (You may also reference School Board Policies 6.300,

6.301, & 6.313)

Bullying/Harassment

While every child must learn to interact with others and deal with difficult situations they do not have to tolerate being bullied or harassed. Addressing bullying is important to all students involved. Students avoiding school because of bullying will suffer academically as well as socially.

In accordance with Tenn. Code Annotated 49-9-1016, Michigan Avenue Elementary defines bullying as conduct that meets one or more of the following criteria:

- 1) is an act directed at one or more students that is intended to harm or embarrass
- 2) **is repeated over time**
- 3) involves an imbalance of physical, emotional, or social power.

Physical – involves harm to another person or his/her property (i.e. hitting, kicking, spitting)

Emotional – involves harm to a person’s self-esteem) teasing, name-calling, insulting gestures)

Social - involves harm to a person’s group acceptance (gossiping, spreading rumors, intimidation)

The implementation of this policy falls under the umbrella of our school-wide rules. The school counselor and classroom teachers use the School-Wide Second Step Program and the Character Education Program in conjunction with other appropriate grade level presentations.

When infractions occur and escalate beyond handling by the classroom teacher (see School-Wide Rules above), an Office Referral will be filled out and given to the principal. The principal will address the problem using disciplinary measures as outlined in Michigan Avenue’s School Discipline Plan or a decision may be made to involve the school’s resource officer.

Zero Tolerance Offenses-Bradley County Schools Policy 6.309

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated:

1. Weapons and Dangerous Instruments
2. Firearms (as defined in 18 U.S.C. 921)
3. Drugs
4. Assault
5. Electronic Threats

Drug Free Schools – Bradley County Schools Policy 6.307

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug Free” community, compliance with this policy is mandatory. Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school sponsored activity, function or event whether on or off school grounds. This includes, but not limited to, abuse of inhalants

and prescription drugs.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Tobacco Use/Possession

Michigan Avenue School is a tobacco-free campus. Staff, students, parents and visitors are not to be in possession of tobacco nor use tobacco products while on campus, or during school time, or activities on school property. (Student Discipline: Juvenile Citation, 2nd Juvenile Citation, Juvenile Petition, OSS, Discipline Hearing) In 2-14, the Bradley County Commission added that all county buildings, including schools, will prohibit the use of e-cigarettes and vapors. Michigan Avenue School will consider these items as tobacco products and prohibit their use on campus.

Miscellaneous Provisions

- Students may not walk home from school or ride home with another student without written parental permission.
- Students should **not** bring toys, trading cards, or electronic games to school. These items can be easily lost and are a distraction to the learning environment. Teachers may allow certain items for “fun days”, however, please use caution when sending such items. The school is not responsible for lost or stolen items of this nature.
- Chewing gum is not permitted unless specific permission is granted by the teacher. Knives, guns, and other dangerous objects are not permitted on the campus or the buses.
- Students who vandalize or destroy school property or bus property will be required to pay for any damages incurred.

Student Records Annual Notification of Rights / Directory Information

Please review **BCS Policy 6.601** for a detailed explanation of parental requests for records and student directory information.

***SUBJECTS OF CONCERN NOT MENTIONED IN THIS
HANDBOOK CAN BE DISCUSSED BY MAKING AN
APPOINTMENT WITH YOUR CHILD’S TEACHER OR PRINCIPAL.***

Truancy Guidelines



Truancy Plan

Please note this a District-wide policy

Posted at www.bradleyschools.org under Departments> Attendance> Resources

Attendance

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session. The Director of Schools/designee shall develop appropriate administrative procedures to implement this policy. Board Policy 6.200

Students shall be present at least fifty percent (50%) of the scheduled school day for the day to be considered a full academic day. Three (3) hours and sixteen (16) minutes is the state daily minimum.

The importance of regular attendance cannot be over emphasized. Absences shall be classified as either excused or unexcused as determined by the principal/designee.

Truancy is defined as an unexcused absence for any portion of the school day (7:45 a.m. - 2:45 p.m.). Truancy represents a blatant, intentional violation of compulsory attendance. If absences and/or tardiness/truancy (late check-ins/early check-outs) becomes a problem, the parents of the student will be referred to Campus Court for appropriate action.

The TN Legislature passed new laws for attendance during the 2021 - 2023 sessions. In these changes, all school districts in the state are required to have a Progressive Truancy Plan. The details of this plan will be distributed by way of the media, on our website, and sent home at the beginning of the school year.

Please carefully read the new Truancy Plan below.

Truancy Violations:

Tier 1

Tier 1 applies to all students within the District. There are schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to:

1. Notification of attendance expectations through Student Handbooks. Handbooks can be

- viewed on the school website at maes.bradleyschools.org-Academics>Student Handbook.
2. Notification of the Progressive Truancy Plan through Student Handbooks.
 3. Five (5) unexcused absences will result in being placed in Tier 2.

Tier 2 - Violation: 5 unexcused absences

Tier 2 of the Progressive Truancy Plan shall be implemented after the student accumulates five (5) unexcused absences. A Campus Court Complaint will be prepared. The Complaint will be mailed to the parent(s) and a copy sent home with the student (if the student is present at school) at least 2 weeks prior to the Campus Court Meeting.

Campus Court is held monthly on the 3rd Tuesday of the month at 1:00 pm at Michigan Avenue Elementary School.

A Campus Court Mediator, along with school personnel, will conduct Tier 2 Mediation/Assessment Meetings and develop a truancy intervention plan which could include disenrolling of the student, if out of zone.

Possible referral to counseling or other services as deemed necessary by the above assessment.

Tier 3 - Violation: Further unexcused absences after the Tier 2 School Truancy Team Conference.

Campus Court Review- If no additional absences or problems have occurred, some reviews may take place by phone instead of an in-person meeting.

However, if any additional unexcused absences result prior to the review date and/or non-compliance* with a previously mandated intervention plan, a Petition can be filed immediately in Juvenile Court through Bradley County Juvenile Court pursuant to T.C.A. 49-6-3009.

*Evidence that a parent is non-compliant or failing to cooperate with the truancy intervention plan can include, but is not limited to, a parent's failure or refusal on multiple occasions to attend scheduled meetings, return phone calls, attend follow-up meetings, enter into an attendance agreement, or actively participate in any of the tiers of truancy.

An appearance at Bradley County Juvenile Court will result in fines, court costs and possible jail time.

CHRONIC ABSENTISM

Chronic Absenteeism differs from regular truancy in that it includes **all** absences, excused and unexcused. Missing 10% or more of the school days due to absence for any reason- excused or unexcused (including suspensions)-can translate into students having difficulty learning to read by the 3rd grade, achieving in middle school and graduating high school.

Once your child reaches nine (9) absences (no matter the reason, excused or unexcused) a Chronic Absenteeism Complaint will be issued for Campus Court. No preemptive call will be made. The

parent will be notified by mail and also by a copy of the complaint being sent home with the student (if the student is present at school) two weeks prior to the hearing date.

Campus Court Program

In partnership with the Juvenile Court, MAS will establish a service of Campus Court Hearings. A legal referee will be appointed by the Juvenile Judge, empowered with all authority, to determine appropriate measures to punish/rehabilitate responsible parties. Charges of Truancy (excessive absences or tardies) or unruly behavior will result in the order to attend Juvenile Campus Court. Parents are required to attend. Most sessions occur from 1:00 – 2:30 p.m. on the monthly designated day and are held on the Michigan Avenue School campus.

All student's referred will remain in the Progressive Truancy process through the end of the school year. No files will be closed prior to the end of the school year.

Transportation Guidelines



BUS POLICY

Relative to the transportation of students, Bradley County Schools has enacted the following procedures for reporting unsafe driving by **any** Bradley County Schools Bus Driver. Incidents may be reported to the Bradley County Schools Transportation Department by completing the Complaint Form that is posted on the Bradley County Schools website under Departments>Transportation. After completing the form, you may either drop it by the Bradley County Schools Central Office, email it to transportation@bradleyschools.org, or phone 423-641-1664. The Central Office is located at 800 South Lee Highway, Cleveland, TN 37311.

Bus transportation is a privilege granted to the students in our zone. Should a student act recklessly, impair the safety of others, or distract the driver's attention from his/her driving responsibilities, bus privileges will be revoked. Any damages incurred will be the responsibility of the student and his/her family. Below is the Bus Policy.

In Bradley County Schools, we are dedicated to providing safe and dependable bus transportation for your child. Safety is our highest priority. School Bus drivers are required to maintain training standards and procedures for bus safety operations. Students, whether they ride the bus daily or only on occasional field trips, must abide by rules of conduct designed to ensure safety.

Bus transportation provided by the Bradley County Board of Education is a privilege, not a right. Time on the bus is considered an extension of the school day. Therefore, just as we expect appropriate behavior in the classroom, we expect appropriate behavior on the bus.

Please discuss this information with your child. Your cooperation will enable Bradley County Schools to provide the safest environment possible for our students.

NOTICE: Video and audio recording devices are used on Bradley County buses.

The following rules should be observed while on the bus:

1. Obey the bus driver; follow the driver's first request.
2. The bus driver may assign seats.
3. No food, drink, or gum on the bus. No littering.
4. Loud, rude, abusive, or profane language is NOT permitted.
5. Possession and/or use of tobacco, alcohol, or drugs are prohibited in any form.
6. Keep hands and head inside the bus.
7. Remain seated.

8. Never throw items inside or out of the bus.
9. Keep the bus aisle clear of feet and property.
10. For everyone's safety, do not distract the driver through misbehavior.
11. Do not destroy property.
 - a. **Parents will be financially responsible for any act of vandalism. Students will remain suspended from riding the bus until damages are paid.**
12. Do not tamper with or use emergency exits of the bus unless authorized.
13. Do not raise/lower windows without permission.

Students Responsibilities

1. Always cross the street in front of the bus. NEVER go behind the bus.
2. If crossing a road or street is necessary when boarding or departing the bus, wait for the bus driver's signal before crossing the street.
3. Stay 10 feet in front of the bus when crossing.
4. Never crawl under the bus to pick up papers or other items.
5. Arrive at the bus stop at least 5 - 10 minutes early.
6. Stay out of the road at bus stops.
7. Never get in a car with a stranger.
8. Report any inappropriate behavior on the bus or near a stop to the bus driver and principal.
9. Stay silent when the bus stops at a railroad crossing.
10. Provide a bus pass signed by the principal if you wish to ride a different bus or to get off the bus at a different stop.
11. Be courteous to the driver.
12. Share seats with other students.

Parents Responsibilities

1. Review bus rules and conduct expectations with your child.
2. Instruct the child to be at least 5 minutes early to the bus stop.
3. Monitor the conduct and safety of your child before the bus arrives each morning.
4. Monitor the conduct and safety of your child after the bus departs each afternoon.
5. Encourage appropriate dress for inclement weather.
6. Provide a note to the principal if you wish your child to ride a different bus or get off at a different stop. Bus passes are issued on a space-available basis.
7. Be courteous to the driver.

Bus drivers will make a written report of violations to the principal or his/her designee. The principal (or designee) will investigate and determine appropriate consequences. Only the principal (or designee) may reduce or suspend a student's bus riding privileges.

Level 1 Violations

1. Failure to obey the driver.
2. Failure to remain seated.
3. Eating or drinking on the bus.
4. Loud, rude, or abusive behavior
5. Any behavior jeopardizing the safety of the school bus.
6. Improper boarding/departing procedures.

Consequences of Level 1 Violations May Be:

1. Written reprimand/notification of parents.
2. Bus riding suspension (3-5 school days).
3. Out-of-school suspension.

Level 2 Violations

1. Third violation of Level 1 rules.
2. Tampering with bus equipment.
3. Fighting/pushing/tripping
4. Destruction of property (Parents are financially responsible for damages and the student will remain off the bus until damages are paid.)
5. Possession and/or use of tobacco/illegal substances.
6. Throwing objects in or out of the bus.
7. Use of profane language or obscene gestures.
8. Putting head or hands out the window.
9. Bringing articles aboard the bus of injurious or objectionable nature.
10. Refusing to obey the driver (2nd offense).

Consequences of Level 2 Violations May Be:

1. Bus riding suspension (Minimum of 5 school days).
2. Bus riding suspension (Minimum of 10 school days for repeat occurrence of Level 2 violation).
3. Out-of-school suspension.

Level 3 Violations

1. Third violation of Level 2 rules.
2. Physical assault/verbal threat directed at the driver.
3. Possession and/or use of illegal substances.
4. Possession of a weapon.
5. Use of chemical substances with intent to do harm.
6. Attempting to set fire to hair, clothes, or property.
7. Unapproved use of emergency exits on the bus.

Consequences of Level 3 Violations May Be:

1. Bus riding suspension (Minimum 30 - Maximum 80 school days)
2. Out-of-school suspension.
3. Action by the Board of Education (up to and including expulsion).
4. Appropriate legal action.

T.C.A. 49-6-2008. Person Improperly on School Premises-Assault Upon Educational Personnel. (Summarized for Transportation)

1. In order to maintain the conditions and atmosphere suitable for learning, no person shall enter onto school buses, during school hours, except students assigned to the bus or staff of the school, parents of students, and other persons with lawful and valid business on the bus or school premises.
2. Any person improperly on a school bus, either owned, leased, or under contract by Bradley County Schools, without lawful and valid business, shall immediately depart upon the request of the bus driver or other authorized school personnel. Unauthorized person(s) shall be in violation of T.C.A. 49-6-2008, which is a Class A Misdemeanor of

subsection (a) of the same. A person who commits such assault shall be liable to the victim for all damages resulting from the assault including compensatory and punitive damages. Upon prevailing, a victim shall be entitled to three (3) times the amount of the actual damages and shall be entitled to reasonable attorney fees and costs.