

# **Gene W. Brown Elementary School**

## **Student Handbook**

**2016-2017**



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Deryl Gentry, Principal**

# GBE Student/Family Handbook Contract

We have read and discussed the Gene Brown Elementary Handbook of school policies. We understand that these are guidelines that must be followed to create a safe and productive learning environment for

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(Print Child's name)

We commit ourselves to having a successful school year.

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Parent/Guardian Signature

Date

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Student Signature

Date

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Classroom Teacher's Name

# School Vision & Mission

## VISION



Gene Brown Elementary is a collaborative learning environment committed to exemplary student, teacher, and community achievement.

## MISSION



Gene Brown Elementary facilitates instructional leadership, resource management, and a culture devoted to consistent professional and student learning in order to grow and develop college and career ready scholars.

# Procedures

## Arrival

- Drop-off locations are designated on the map below.
- Students can be dropped off from 8:15-8:43 a.m.
- “Bobcat Buddies” parents should use car rider drop-off location after 8:15 a.m.
- Students arriving in their classroom after 8:45 a.m. are considered tardy.
- There will be a sign posted at the car rider drop off at 8:43 a.m. informing you of tardy status.
- Tardy students **must** be checked in by a parent/guardian in the office (*see map below*).
- Students should go directly to breakfast or the gym upon arrival.



## Dismissal

- Car riders will be picked up at the same location as morning drop-off (see map above).
- Parents will not be allowed to park and walk into the building to pick up students. If this occurs, it will constitute an early dismissal regardless of the time.

- All cars in the car rider line must wait to leave the line until motioned by the monitor.
- Changes of transportation notes must be sent with the student and turned in to the office during the school day. Without proper notification, your child will be sent home as designated on their registration card.
- If an emergency arises during the day, a change of transportation must be called in by 3:00 p.m. Changes should not be made over the phone unless it is an extreme emergency.
- Students in after school clubs will be picked up in the car rider line at 5:00 p.m. unless noted otherwise. Two late pickups will result in a student no longer being able to participate in that after school club.
- Riding a school bus is a privilege that the Sumner County School System extends to all students. However, if students do not show that they value this opportunity, then the privilege may be taken away. ALL students being transported by bus are under the authority of the school bus driver and must obey his/her requests. If the student does not, he/she will be reported to the principal. This could lead to conference with student and/or parents, detention, and bus suspension.
- Rules to follow on the bus include:
  - Remain seated until the bus is stopped
  - Keep hands and head inside the bus
  - Avoid profanity at all times
  - Shouting out windows is not acceptable
  - Horseplay and bullying is prohibited
  - No animals, insects, balloons, or glass allowed
  - Do not distract the driver from watching the road
  - Students must get off/on at the assigned bus stop
  - Bus driver may assign seats if needed
  - No cell phones should be used on the bus
- Problems arising at a bus stop before the student boards the bus or after unloading are the responsibility of the parent or guardian.
- If your child's bus is late for pickup or drop off, please call the Transportation Department at 452-1520.
- **Bike Riders:** The streets around GBE are very busy during arrival and dismissal hours. Therefore, if a child rides a bike to school, a parent or guardian is responsible for the child's safety. Please be certain that your child knows all the safety rules for bike riding. **A helmet MUST be worn if riding the bike onto school grounds.** When the student arrives, the bike should be placed in the rack next to the side entrance. The student will enter through those doors as well.
- **Walkers** will dismiss through the bus rider doors or the car rider doors depending on where they are going. Please make walking arrangements with your child's classroom teacher if necessary.

# Attendance

All Sumner County schools adhere to the following guidelines for attendance:

- Students will be counted absent if they are not present for at least one half (3 hours and 16 minutes) of the school day.
- If a student is absent, then a note must be sent to school on the day of return stating the reason for the absence. Also, the note should include your child's name, the date or dates absent, your name, and a phone number in case contact is necessary.
- Only FIVE (5) parent/guardian notes will be accepted for each semester. After the FIFTH absence, more formal documentation must be provided for the absence. That documentation should be a doctor's note, verification of a court appearance, or proof of death of an immediate family member.

## Adequate reasons for absences include:

1. Student's personal illness, medical appointment, or hospitalization verified by a licensed physician, dentist, or health agency. If the student's illness or hospital visit is to exceed ten (10) consecutive days, the parent or guardian should apply for homebound instruction after the first five (5) days of consecutive absences.
2. Death of a family member. In the event of the death of a non-family member, student absence must be approved by the principal.
3. Specially recognized religious holidays regularly observed by a particular faith. A parent note must be submitted to the school principal prior to the student being absent for a religious holiday.
4. Required court appearances. Verification of court appearance times from appropriate authorities must be approved.
5. Approved school related activities.
  - a. **Vacations/trips with prior approval from principal.** A note from the parent/guardian shall be submitted prior to any vacation or trip. Principal approval is required. Vacation/trips taken without prior approval will be considered unexcused.
  - b. Other extenuating circumstances beyond the control of the student. For such absences to be excused, they must be approved by the principal.

Unexcused absences are absences which are not verified (with a parent or doctor note) or which do not meet the adequate reasons for absences. All out-of-school suspensions are unexcused.

When a student accumulates six (6) unexcused absences, the school is required to notify the Sumner County Attendance Office and the parent/guardian will be subject to all legal consequences according to Board Policy JB K-12.

## **Tardies and Early Dismissals**

School doors open for students at 8:15 a.m. The only students who should be at school before that time are those enrolled in the onsite childcare program. If you are interested in this program, please contact the school for information.

For all grade levels, classes begin promptly at 8:45 a.m. If a student arrives after this time, an adult **MUST** bring him/her into the office to sign in. Dismissal time for **ALL** grade levels is 3:45 p.m. If a student accumulates six (6) or more unverified/unexcused tardies and/or early dismissals in a semester, he/she will be referred to the Sumner County Attendance Office. Upon accumulation of fifteen (15) unverified/unexcused tardies and/or early dismissals in a year, an attendance inquiry will be made. This could lead to a juvenile petition being filed through the Sumner County Juvenile Court and require a court appearance by the parent or guardian. The only verified excuses accepted for a tardy/early dismissal will be a doctor's note, court appearance notification, or death of family member documentation.

To emphasize how important we view the role of attendance in the educational process, we have implemented the following policy at GBE: For each unverified/unexcused tardy or early dismissal after six (6) in a semester, the student will be assigned an "extended day" requirement. The extended day must be done on Wednesday mornings from 7:30-8:15. We know that you understand the need for your child to be at school on time and all day; thus, we do not expect to have to enforce this policy often.

## **Making Up Assignments**

Students with excused absences may make up missed class assignments. However, there will be no need to call to get those assignments. We believe that teachers need the opportunity to teach new concepts to the student before the work goes home and incorrect practice might occur. Therefore, teachers will give students their missed work when they return from the excused absence. Students will have three (3) days after returning to school to make up and return the work.

## **Student Information Updates**

Each new school year requires an up-to-date copy of any contact information. Parents/guardians should notify the school immediately of any phone number, address, or emergency contact changes. Please send this by note to your child's teacher and he/she will forward it to the office. This information is vital to your child's well-being. If he/she gets hurt or becomes ill, we need to be able to contact you.

In addition, each new school year requires a current copy of any custody papers regarding your child. Please provide this the **FIRST** week of school. If the papers are not received, then we are not responsible for following them. Also, we want you to understand that without these binding documents, we cannot legally keep your child away from a parent.

# Standardized Dress Code

At Gene Brown Elementary, we expect our students to follow the Sumner County Dress Code. Therefore, the following should not be worn at school:

- Spaghetti strap, strapless, sleeveless, halter shirts or bare midriffs
- Shorts must be no shorter than three inches above the knee
- No backless shoes, cleats, shoes with rollers, or flip flops (sandals with back straps are permitted)
- No extreme hair colors or hairstyles (Mohawks or fauxhawks)
- No suggestive slogans, pictures or ads for tobacco, alcohol, etc.
- No hats or bandanas unless given special permission
- No torn or slit jeans or shirts
- No gang related apparel
- No make-up

Tennis shoes are highly recommended and must be worn on days your child has physical education.

If your child does not come to school dressed appropriately, you will be contacted and asked to bring an appropriate change of clothes.

## Cell Phones and Electronic Devices

The present Board Policy states that students are prohibited from using or having a cell phone on their person during the school day. If a student must have a phone at school, then it must be turned off and in his/her backpack. If it is found on the child, then it will be taken from the child and turned in to the office. The phone will only be returned to the parent/guardian with whom the student resides. If the student is found with a cell phone on more than two occasions, then the phone may not be returned until the school year is over.

Electronic devices, such as Gameboys and PSPs, are not allowed at school unless special permission is given by the teacher. If the child is found with one, it will be taken and only returned to the parent/guardian with whom the student resides. If this rule is continually violated, then the device will be kept in the office until the school year ends.

## School Security and Visitors

All visitors must enter and sign in at the front office and receive a visitor's pass. Students will only be allowed to leave with persons listed on the registration card. Any exceptions must be in writing; phone calls will not be accepted.

Please make sure that you have proper identification whenever entering the school when coming to visit or pick up your child.

Parents and guardians are welcome to visit the school and observe classroom activities. However, all visits must be prearranged with the teacher and/or principal. You are encouraged to talk with your child's teacher. However, as a courtesy to all students, please do not stop by the room without a scheduled appointment as it is disruptive to student learning.

## Cafeteria

### General

- Our cafeteria serves a nutritious breakfast and lunch daily.
- Please label lunch boxes with student's name.
- Monthly menus are available online at [gbe.sumnerschools.org](http://gbe.sumnerschools.org).
- Money for your child's cafeteria account needs to be sent to school in an envelope and marked with your child's name. Please specify if money sent in is for "LUNCH" or "SNACKS." Any money not specified for snacks will be applied to your child's lunch account.
- Sumner County Board policy states that no restaurant food may be brought into a school cafeteria. Also, no soft drinks or glass containers may be included in a lunch from home. If these are brought to school, the student will be asked to discard the beverage and buy or charge a container of milk.
- Students are expected to follow appropriate rules and behavior in the cafeteria. Please see our discipline section below.

### Meals

- Breakfast time is 8:15-8:40 a.m.
- If students eat breakfast at school, they need to arrive by 8:30 a.m. to avoid being late for class.
- Lunch time is approximately 11:00 a.m.-1:45 p.m.

## Lunch Visitors

- When visiting your child for lunch, please sign in at the front office and meet your student at the cafeteria doors at their scheduled lunch time.
- Lunch times can be provided by your child's teacher or the front office.
- When eating with your child, you may sit with them and one peer of their choice at our special guest table.
- Please make arrangements with your child's teacher to celebrate birthdays during recess or at a later time during the day.

# Discipline

Students are expected to conform to the rules and regulations of the school system and apply themselves to the learning process. It is recognized that student behavior is the responsibility of the home and school, and every effort should be made to involve parents at every level of misbehavior.

The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.

## **MISBEHAVIORS: Level I**

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, school events, or school buses, but which can usually be handled by an individual staff member.

### **Examples (not an exclusive listing):**

- Disturbances
- Tardiness
- Cheating and lying
- Abusive language
- Nondefiant failure to do assignments or carry out directions

### **Disciplinary Procedures:**

- Immediate intervention by the staff member.
- Determine what offense was committed and its severity.
- Determine offender and that he/she understands the nature of the offense.
- Employ appropriate disciplinary options.
- Record of the offense and disciplinary action maintained by staff member.

### **Disciplinary Options:**

- Verbal reprimand
- Special assignment
- Restricting activities
- Assigning work details
- Counseling
- Withdrawal of privileges
- Issuance of demerits
- Strict supervised study
- Detention
- Corporal punishment
- In-school suspension
- Out-of-school suspension

## **MISBEHAVIORS: Level II**

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health

and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

**Examples (not an exclusive listing):**

Continuation of unmodified Level I behaviors  
School or class tardiness  
School or class truancy  
Use of tobacco or other prohibited substances on school grounds  
Using forged notes or excuses  
Disruptive classroom behavior  
Sexual harassment (*Completely document all occurrences*)  
Possession of lighters, matches, or any items that could be deemed drug paraphernalia or dangerous instruments

**Disciplinary Procedures:**

Student is referred to principal or designee for appropriate disciplinary action.  
Principal or designee meets with student and teacher.  
Principal or designee hears accusation made by teacher, permits student the opportunity of explaining conduct, denying it or explaining any mitigating circumstances.  
Principal or designee takes appropriate disciplinary action and notifies teacher of action.  
Record of offense and disciplinary action maintained by principal.

**Disciplinary Options:**

Teacher/schedule change  
Behavior modification  
Peer counseling  
Referral to outside agency  
In-school suspension  
Transfer  
Detention  
Suspension from school-sponsored activities  
Corporal punishment  
Restricting school related honors to which the student is otherwise due  
Out-of-school suspension not to exceed ten (10) days.

**MISBEHAVIORS: Level III**

Acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

**Examples (not an exclusive listing):**

Continuation of unmodified Level I and II behaviors  
Fighting (simple)  
Vandalism (minor)  
Stealing  
Threats to others  
Sexual harassment (*Completely document all occurrences*)

**Disciplinary Procedures:**

Student is referred to principal or designee for appropriate disciplinary action.  
Principal or designee meets with student and teacher.  
Principal or designee hears accusation by accusing party and permits offender the chance to explain conduct.  
Principal or designee takes appropriate disciplinary action.  
Principal or designee may refer incident to the Disciplinary Hearing Authority.  
Record of offense and disciplinary action shall be maintained by the principal.

**Disciplinary Options:**

In-school suspension  
Detention  
Corporal punishment  
Restitution from loss, damage or stolen property  
Out-of-school suspension not to exceed ten (10) days  
Transfer  
Long term out-of-school suspension or assignment to the alternative school by the Disciplinary Hearing Authority.

**MISBEHAVIORS: Level IV**

Acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and action by the Board.

**Examples (not an exclusive listing):**

Continuation of unmodified Level I, II and III behaviors  
Extortion  
Bomb threat  
Possession, use, transfer of dangerous weapons  
Assault/battery  
Vandalism  
Theft, possession, sale of stolen property  
Arson

Possession, use, transfer, or being under the influence of unauthorized substances  
Sexual harassment (*Completely document all occurrences*)

**Disciplinary Procedures:**

Principal or designee confers with appropriate staff members and with the student.  
Principal or designee hears accusation by accusing party and permits offender chance to explain conduct.  
Parents are notified.  
Law enforcement officials may be contacted.  
Incident is reported to the Director of Schools.  
Complete and accurate reports are submitted to the Director of Schools.  
Student is given hearing before disciplinary hearing authority.

**Disciplinary Options**

Out-of-school suspension

Alternative school

Action of the Disciplinary Hearing Authority, other hearing authority, Director of Schools, or Board action which results in appropriate placement

Suspension for a period of up to one (1) calendar year subject to modification by the Director of Schools or Board of Education, whichever is appropriate under statutory authority.

**MISBEHAVIORS: Level V**

Any Sumner County School student who has been charged or convicted with a felony as defined under TCA 39-13 or TCA 39-17 will be referred to the Disciplinary Hearing Authority for a school assignment review. Any Sumner County School student that is being released from a Secured Correctional Facility or is returning to public school following an extensive in-patient treatment facility will be referred to the Attendance Department of the District for a school assignment review.

**Examples (not an exclusive listing):**

Felony Charge

Felony Conviction

Release from secured correctional facility

Release from extensive in-patient treatment facility

**Disciplinary Procedures:**

The student's parent or guardian will be referred to the District Attendance Department to complete a Request for Attendance Release of Information Form.

**Disciplinary Options:**

Assignment in alternative school for completion of the program

Assignment in alternative school for a 30 day step-down program with a review of assignment

**ADDITIONAL GUIDELINES:**

1. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems.
2. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
  - a. pay any activity fee;
  - b. pay a library or other school fine; or
  - c. make restitution for lost or damaged school property.

### **CORPORAL PUNISHMENT:**

Any principal, assistant principal or regular teacher may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines:

1. Corporal punishment shall be administered only after other less stringent measures have failed, or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances;
2. The instrument to be used in administering corporal punishment shall be approved by the principal;
3. Corporal punishment shall be reasonable—in no instance shall it be of such severity to cause bodily injury;
4. Corporal punishment shall be administered in the presence of another professional employee;
5. The nature of the punishment will be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the offender, and the influence of the offender's example and conduct on others; and
6. In determining the use and degree of corporal punishment, consideration will be given to the age, sex, size, physical and emotional condition of the child.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, the type of corporal punishment administered, the name of the person administering the punishment, the name of the witness present and the date and time of punishment.

At Gene Brown Elementary, corporal punishment will only be administered after a parent or guardian gives verbal permission by phone or in person.

## **Behavior Incentive Program**

The LiveSchool Program is used to reinforce positive behavior of students. LiveSchool “paychecks” will be sent home weekly to update parents on their child’s behavior throughout the week (can also log-in to the website). Students earn points for positive behaviors and lose points for negative behaviors.

There will be two school-wide LiveSchool celebrations throughout the year as well as opportunities within the classroom to spend earned LiveSchool points.

Detentions, in-school suspensions, out-of-school suspensions, and behavior related visits to the Principal’s office will automatically result in a pre-determined amount of points being deducted.

## **Medicine & School Insurance**

Our school has a nurse on most days for a very short period of time to address serious student health issues. She and the office staff are here to administer necessary medications that must be given before and after lunch. These medications must have explicit instructions and a permission

form signed by the parent/guardian/physician as required by the state of Tennessee and the Sumner County BOE policy JGCD (listed in the county handbook given at registration).

Prescription medication must have a physician's signature on the permission form and be in the original container with a pharmacy label. It is a parent/guardian's responsibility to take care of these requirements before bringing the medicine to school. Non-prescription medication must have the proper form completed and with it as well. These forms are given to you at registration and should be kept on hand to copy as needed.

If a medication is to be given three times daily, then it should be administered at home: before school, after school, and before bedtime. If the prescription states that the medicine should be administered before or after lunch, then the school may dispense it.

Our school does not keep Tylenol or aspirin on hand to dispense to anyone. Also, the nurse and office staff cannot apply anything to a child other than soap, water, and a bandage. If your child needs topical medications applied, then please do so at home or make arrangements for an adult to come to school to make the application.

Student accident insurance, which is provided by Scholastic Insurers, is available for all parents/guardians to purchase. Applications for this insurance can be found on the Sumner Schools website. The Sumner County School System does not pay for this plan; it is an individual's responsibility to purchase it if you feel the need.

Please make us aware of all student allergies. Your child's teachers will contact you regarding any allergy concerns in the classroom.

If you have questions as to whether or not your child would qualify for a 504 plan based on a disability they may have, please contact our School Counselor and 504 coordinator Jenna Lee at [jenna.lee@sumnerschools.org](mailto:jenna.lee@sumnerschools.org).

## **Parties, Birthday Celebrations and Gifts**

In accordance with School Board policy, GBE has set aside three (3) opportunities for classroom parties. The decision regarding which holiday or events are celebrated will be decided by the grade level team. Please contact your child's teacher if you would like to participate in any of these events.

As mentioned in cafeteria procedures, please inform your child's classroom teacher if you plan on bringing in a birthday treat for all students to share. Many of our students have allergies; therefore, you should discuss with the classroom teacher what you plan to bring.

We ask that you only send birthday party invitations to be distributed at school if you are inviting the child's entire class. Invitations will not be allowed to be handed out if everyone is not included.

Due to safety issues regarding transportation and individual allergies, we will not accept gifts, flowers, or balloon deliveries (from family members or delivery personnel) for students on birthdays or holidays.

## Field Trips

Field trips are considered enrichment to your child's learning experience. Board policy only allows one trip per grade level. Trips are to correlate with the grade level curriculum. These are privileges that enhance the student's education and are not to be considered social events.

Field trips may need parent/guardian chaperones, and the teacher will notify you if this is the case. Sometimes the group will be limited because of the venue that is being attended. If this occurs, teachers will ask for notification within a certain period of time by anyone that would like to chaperone.

Students must ride to and from the field trip on the provided transportation (usually buses). If the child does not follow this policy, then he/she may forfeit the privilege to go on any future school field trips with Sumner County Schools. Only in the case of an extreme emergency will an exception be made to this policy.

No siblings (preschool, school-aged, or younger than 21) will be allowed to attend field trips. These trips should be considered an opportunity for you and your participating child to spend quality time together in learning.

## Lost and Found

Please label all items that your child brings to school such as coats, sweaters, and lunchboxes with his/her name. If the article gets misplaced, we can get it to the rightful owner if it is labeled.

If your child is missing something, remind him/her to check the Lost and Found area by the gymnasium. At the end of each quarter, items that are not claimed will be donated to charity.

## Backpack Policy

- No bags or crates on wheels or suitcases.
- Students need to be able to wear their backpacks on their back.
- Due to limited space in the gym, students will be required to keep their backpacks on their back while seated in their class lines in the morning and during afternoon dismissal.

## Toy Policy

- Toys are not allowed at school (this includes Pokémon cards, dolls, or sports equipment).
- Any exception requires written approval from the classroom teacher.
- Any toys brought to school will be turned in to the front office and picked up by the parent/guardian at a later date.

## Parent Volunteers

- A great opportunity to be involved in your child's school is to join the PTO.

- All volunteers are organized through the PTO to best fit the needs of the whole school (this includes opportunities to volunteer in the classroom as well as school-wide functions).
- If interested in volunteering, please call the school for contact information.
- All volunteer opportunities will be presented at PTO meetings.

## Homework Policy

There are only three circumstances in which your child will have homework:

1. Studying for a test
2. Reading
3. Competing classwork not finished during given class time

If you want more homework for your child, please contact your child's teacher in finding more ways to practice skills taught in the classroom.

## Grading Policy

Grading Scale for grades 3-5

A	93-100
B	85-92
C	75-84
D	70-74
F	69 and below

Teachers in grades K-2 will use a standards-based grading system with a 1-4 scale. The vision for standards-based report cards is:

### **The Student and Family:**

- Use feedback from standards-based report cards to set goals and hold ownership of expectations.
- Receive quality feedback and equal access to differentiated instructional opportunities based on individual needs.
- Establish a growth mindset, allowing for growth across the proficiency scale and across the year.
- Use feedback to determine areas of mastery and areas for improvement.
- Have effective communication with the teacher and school about the child's specific performance.
- The student produces coherent work and is able to explain ideas and expectations of the standard to others, including families and community.

### **The Teacher:**

- Communicates with families about standards-based grading and standards-based report cards, including providing a model to students and families of what mastery looks like, and specific information about the student's standard mastery and how they can support their child's learning.
- Delivers quality standards-driven instruction that is informed by student results.
- Engages in ongoing, job-embedded professional learning around the unpacking and understanding of standards, in order to design and deliver quality standards-based instruction and assessment.
- Uses proficiency scales and standards as the anchor for consistent and regular feedback to students, allowing for re-teaching and reassessing for mastery.
- Collaborates with colleagues to create common assessments that determine a student's level of mastery and need for re-teaching or enriching.
- Continually assesses student mastery throughout the quarter as soon as students have had sufficient practice with the standard and allows for student growth by reassessing until mastery is shown.

### **The School:**

- Ensures parents are informed of standards-based grading and report cards.
- Provides structured opportunities to promote collaborative discussions about standards that include an atmosphere of mutual respect.
- Provides teachers time to unpack and understand standards, review student work, and plan for re-teaching and enrichment (Tier I) through a structured professional learning community.
- Utilizes Focused Walk Throughs as one way to observe student mastery of standards.
- Facilitates professional learning that focuses on standards-based classrooms.
- Uses data from standards-based grading to meet the needs of ALL students, by consistently reflecting on data to close achievement gaps.

### **The District:**

- Aligns standards-based report cards to the grade level scopes of work and district provided curriculum.
- Develops opportunities for consistent review and reflection of proficiency scales and report cards.
- Incorporates and communicates common proficiency scales to be used district-wide.
- Facilitates the creation and implementation of common grade-level assessments, in order to consistently measure growth and achievement for all students.
- Provides tools to support teachers in the observation and record-keeping of standard mastery.

- Builds a common language of standards-based grading research and procedures to deepen understandings of standards, what they mean, and how they look at the appropriate depth of knowledge.

#### Our Beliefs:

- Change creates new challenges, and patience is required while adjusting practice.
- Grades have meaning. They show mastery of grade-level standards and do not reflect behavior.
- If we truly want every student to master every standard, then redos and relearning must be allowed.
- We report a student's current level of mastery, not an average.
- Homework and extra credit are not how we measure a student's level of mastery.
- Effective assessments include questions assessing basic skills (score 2), the standard (score 3), and an in depth inference that goes beyond what was taught (score 4).
- Student mastery may be assessed through observation, interviews, tasks, writing samples, teacher created tests, and many other ways.
- Understanding both the standard and the proficiency scale is **KEY** to reporting on a standards-based report card.
- The standard drives instruction. There is no room for fluff.
- Standards-based grading provides better feedback to teachers, students, and families.
- Students have multiple opportunities to demonstrate learning.
- Through intentional, standards-focused feedback, student growth and achievement will increase.
- Standards-based grading and report cards will directly report a student's true learning within the content area.
- Teachers collaborate in order to ensure consistency.
- Professional learning communities will be the heart of training, alignment, and ownership to the process.
- Families are part of the team. We ensure they understand the meaning of the report card.
- Students learn best when they receive specific feedback about their learning. Standards-based grading and report cards provide that specific feedback.
- All stakeholders (school, teacher, student, and family) will be informed about the student's working knowledge of the grade level standards.

# Weather Delays

Dr. Phillips has decided to start school on a two-hour delay when icy roads are expected to be safe later in the morning. This will be communicated to parents via recorded phone calls and through news agencies. If this occurs, please follow the rules below:

1. School hours will be 10:45-3:45.
2. Students may be dropped off after 10:15.
3. Breakfast will not be served.
4. The lunch schedule will be as follows:
  - Kindergarten 11:30-12:00
  - First Grade 12:00-12:30
  - Second Grade 12:30-1:00
  - Third Grade 12:45-1:15
  - Fourth Grade 1:15-1:45
  - Fifth Grade 1:45-2:15
5. Recesses will be in the classrooms.
6. WIN will be canceled for the day.
7. Related Arts schedule will be as follows:
  - Kindergarten 1:30-2:00
  - First Grade 12:30-1:00
  - Second Grade 1:00-1:30
  - Third Grade 12:00-12:30
  - Fourth Grade 2:00-2:30
  - Fifth Grade 2:30-3:00

This schedule is subject to change without notice.