**Sarah Moore Greene Magnet Academy**

**Teacher/Parent/Student Compact**

***2019-2020***

***Please read and sign this compact with your child and***

***send one copy back to the classroom teacher (2 copies are provided in this packet).***

Dear Parents:

We ask that you review this student handbook with your child. We want to partner with you and your child to provide the best education possible.

The Sarah Moore Greene family including the staff, parents and students (participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act), agree that this compact outlines how we will all share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the high standards set forth by the state of Tennessee.

This school-parent compact is in effect during school year 2019-2020.

*School Responsibilities*

**The staff of Sarah Moore Greene Magnet Academy will**:

1. **Provide high-quality curriculum and instruction in a supportive, culturally responsive, and effective learning environment that enables our children to meet the State’s Academic Achievement standards. This includes ensuring that:**
* **Curriculum taught aligns with the TN State Standards**
* **Instruction is provided at each child’s instructional level as determined by both formative and summative assessments**
* **Professional development is provided that supports and enhances instruction**
* **Intervention is provided when students need additional academic support**
* **There is a respectful, nurturing culture in every classroom**
1. **Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child’s achievement.**
* **Parent conference will be offered 2 times during the school year**
* **Conferences can and should be requested as needed by both the teacher or parents**
1. **Provide parents with frequent reports on their children’s progress.** Specifically, the following information will be sent home:
	1. Intervention Progress Reports will be sent home with students participating in intervention with all report cards (every 4 ½ weeks)
	2. Daily Take Home Folders with Daily Behavior Reports (and homework if applicable).
	3. Written progress reports will be sent home at the end of every 4 ½ week grading period.
2. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as via:
* **Parent /Teacher conferences by teacher or parent request before 7:30 or after 3:15 or during teacher plan times**
* **Parent/Teacher contact through email, phone communication, or written notes**
* **Interpreters will be provided as needed.**
1. **Provide parents opportunities to volunteer and to participate in their child’s classroom activities**, such as the following:
* **Scheduled Parent Events**
* **Volunteer in the classrooms for up to an hour (see family volunteer policy in handbook)**
* **Title I Visitation Day and other programs scheduled during the year**

*Parent Responsibilities*

**We, as parents, will support our children’s learning in the following ways:**

* **Ensure on time arrival to school and limit the use of early dismissals**
* **Ensure regular daily attendance unless student is sick**
* **Reviewing contents of daily folder and signing daily report**
* **Keeping contact information up to date (phone numbers)**
* **Participating, as appropriate, in decisions relating to my child’s education**
* **Participating with my child in reading and math practice (Read 20 minutes a day and Practice Math Facts)**

*Student Responsibilities*

**We, as students, will share the responsibility to improve our academic achievement and achieve the high standards set forth by the state of Tennessee. Specifically, we will:**

* **Show respect for self, others, and property**
* **Read at least 20 minutes every day outside of school and practice my math facts**
* **Give my parents or the adult who is responsible for me all notices and information given to me by the school**
* **Help my parents get me to school on time**

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Parent(s) Student Teacher

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

Date Date Date



Sarah Moore Greene Magnet Academy

3001 Brooks Avenue

Knoxville, Tennessee 37914

Phone: 594-1328

**SMGMA School Improvement Goals**

* *SMG students will increase student achievement in reading/language arts/writing, math, science and social studies in all grades so that students are on track to be college and career ready.*
* *All students at SMG will be educated in learning environments that are safe, supportive, culturally responsive, and conducive to learning.*

**Knox County VISION Statement**

*Excellence for ALL Children.*

**Sarah Moore Greene Magnet Academy Parent/Student Handbook**

This handbook has been especially designed to benefit students and parents at SMGMA. Please read the school procedures with your child. We hope this will help your child become more organized and allow for better communication between teachers and parents.

Our school fees are $25 (Cash or Money Order Only), due during the first two weeks of school and only if you can afford to pay. The fees cover the following supplies at school:

* Crayons
* Glue
* Scissors
* Copy paper
* Subscriptions
* Workbooks (some grades)
* Dry erase markers and erasers
* Miscellaneous classroom supplies

**ALL Students need to bring to school:**

* Backpack
* Supply lists as requested by each grade level are located in the office and online (only bring what you can)

**SCHOOL INFORMATION**

**ARRIVAL (Instruction begins promptly at 7:45)**

Students may arrive as early as 7:00 and will stay in their grade level or assigned area until 7:25. A hot breakfast is served from 7:00- 7:40. Students arriving after 7:40 may pick up a “cold” (e.g. cereal, gram crackers, etc..) option in the office. Students may NOT arrive earlier than 7:00.

**ATTENDANCE**

**Absences**

The policies of Knox County Board of Education require that written excuses be presented to the child’s classroom teacher within 5 days of the date of absence. The excuse should indicate the date, nature of the absence, and be signed by the parent or guardian. A student may be absent due to illness for up to 10 days each year with a written parent excuse. Beyond that, a medical statement will be required for the absences to be excused. Knox County attendance social workers will contact you if student absences begin to accumulate. Excessive absences can result in a referral to juvenile court.

**Tardiness**

Instruction begins promptly at 7:45. S**tudents will be marked tardy beginning at 7:46.** Tardiness disrupts the individual student’s start to a smooth, productive morning. It also disrupts the rest of the class when the late student arrives. **Early dismissals count as “Tardy Outs.”** For the safety of our students, no early dismissals will be allowed after 3:00.

**Illness at School**

Children cannot be at school with a fever (100.6 or higher), vomiting, diarrhea, severe cough, or rashes. Your child should be free of fever or other symptoms for 24 hours before returning to school. If your child is ill at school, you will be called to pick up your child.

**BALLOONS, FLOWERS, and CELEBRATIONS**

We love to help celebrate special occasions with your children! We don’t want to interrupt instruction, however, so delivery will not be until the end of the day.

Outside food is only to be eaten by YOUR child at the “Family Table” in the cafeteria. Due to federal law, no other students should be pulled to eat with the family.

Birthday Parties are not allowed. You may drop off STORE PURCHASED cupcakes for the class to enjoy during a non-instructional time.

**BUS SERVICE**

Students who live outside the parent responsibility zone (PRZ) may ride the bus IF they follow the expectations for bus riders. These expectations are intended to ensure safe transportation for students to and from school.

* Get on the bus only if an adult is on the bus
* Enter and exit the bus in an orderly manner
* Follow the driver’s and bus monitor’s first request
* Sit properly in the bus seat and remain seated at all times
* Use only a normal talking voice
* Use appropriate language
* Open no food or drink on the bus
* Keep all body parts inside the bus

***Failure to follow these expectations can result in LOSS of riding privileges.***

**CLASS PARTIES (Winter and Valentine)**

Due to recent legislation regarding “Health and Wellness,” the fat, sugar, and sodium content of all foods provided to students must be closely monitored so as not to exceed prescribed limits. The office can provide a list of allowable foods for class treats, or a list may be found on the Knox County website: www.knoxschools.org. (Click on “District,” then scroll down to “School Information”). In addition, please contact your child’s teacher in order to ensure an appropriate time for special celebrations.

Parties will be scheduled by the school.

**CLOSINGS AND DELAYED OPENINGS**

Please remember to listen to your television or radio for information. School Messenger will notify your contact numbers (please keep these up to date) and you may view information on the Knox County Schools website at [www.knoxschools.org](http://www.knoxschools.org). Please limit calls to the school as we have a limited number of phone lines that need to remain open for information from Central Office and bus drivers during weather situations. If school is delayed one hour, we will not have a teacher on duty at the regular time for early arrivals. The school will open at 8:00 instead of 7:00.

**DATES TO REMEMBER**



**HOLIDAYS (STUDENT)**

See attached school calendar

**SCHOOL HOURS**

Early morning supervision of students begins at 7:00 a.m. For safety and security reasons, please do not drop off students before this time. All students must enter through the front door in the morning and sit in their designated area. Dismissal will begin at 3:15.

**Dismissal of Children** **(begins at 3:15)**

Anyone who comes in to sign out a student MUST be on the student’s emergency card. No one may sign out a student without proper identification. ***FOR STUDENT SAFETY, NO STUDENT WILL BE DISMISSED FROM THE OFFICE BETWEEN 3:00-3:15.*** If your student requires an early dismissal, please arrive prior to 3:00.

***Change of Dismissal:*** To ensure student safety, a child’s way home may only be changed in writing. We cannot change the method of transportation by phone.

**Car riders:** At the beginning of the year, each child will be given 2 coded nametags. If you need additional car tags, please let us know. Anyone picking up the child in the car line must have a nametag in the front window in order to pick up the student. Otherwise, the driver will have to go to the office for verification. Students are picked up in front of the school after buses and walkers are dismissed. All vehicles must have the school issued nametag in the window or the student will have to be checked out in the office with identification. **If no cars are in line at any time after 3:30,the staff assisting with car dismissal will come inside and parents should come inside to pick up their children. No car riders will be dismissed from the office.**

***Late Pick-up*: Students must be picked up by 3:30.** If your child is repeatedly not picked up on time, Knox County Security will be notified and may lead to a Department of Children Services report.

**DONATIONS**

If you can afford to send in the following, the classes use them throughout the year:

* Kleenex
* Hand sanitizer
* New Ziplock baggies in a variety of sizes

**DRESS CODE:**

* Pants must not sag below the waist and must be at a safe length. .
* Head apparel, except for religious or medical reasons, must not be worn inside the school building.
* Footwear is required and must be safe and appropriate for indoor and outdoor physical activity. Please make sure your child wears or brings **tennis shoes** for safe recess and physical education activity.
* Clothing or accessories may not display offensive, vulgar language or images and must not advertise products that students cannot legally purchase.
* For students in Grades 3-5, "short shorts", mini-skirts, and skin-tight outer materials such as spandex are inappropriate attire.
* For students in Grades 3-5, shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible.

**EMERGENCY NUMBERS**

We must have current working telephone numbers where parents and guardians can be reached so that we can contact you in the event of an illness or emergency. Do not be afraid to give us a private or cell number since all student information is considered confidential.

**MEDIA RELEASE**

The media release includes options for internet use (including our Facebook and Twitter accounts), photo and video use within the school setting, and photo and video use by outside media. Please fill out the form completely for your preferences.

**EXPECTATIONS**

We have a school-wide discipline policy that is consistently enforced by every staff member and student. We all live by the Leader In Me “7 Habits.” Level 1 behavior is the highest/best level and indicates a student behaved appropriately during the day. Level 2 is second level and level 3 is the lowest behavior level and will result in earning the fewest rewards and privileges. You child’s daily report will list the level of behavior your child earned for the day. The number of points will determine privileges within the class and school (this includes field trip attendance). **Please check your child’s folder daily for these behavior levels and reinforce your child’s teacher as she/he works to develop the best behavior choices.**

**PARTICIPATION IN ALL FIELD TRIPS AND SPECIAL SCHOOL EVENTS WILL BE BASED ON TEACHER AND PRINCIPAL REFERRAL AND DISCRETION.**

**INVITATIONS**

A student may give invitations to a party **I**F everyone in the class receives an invitation. These should be given at the end of the school day.

**MEDICATION**

Knox County policy does not allow any over-the-counter or prescription medication to be given at school without a doctor filling out the proper forms. These are available in the school office. Medication must be brought in the original prescription bottle by an adult caregiver.

**MESSENGER**: We will notify every family in the building of special events or any emergency situations by phone through our automated phone and e-mail system. We must have the current contact information for every child at all times in order to do this. In addition, you will also need to “OPT IN” to receive these calls. This can be done by completing a form in the office or going to the KCS website. The message comes from the phone number 865-594-1328.

**PARENT/TEACHER CONFERENCES**

Parent-teacher conferences are welcomed at SMG. They can be arranged through the office by calling 594-1328. Teachers cannot conference or answer questions during the school day because they are responsible for instruction during this time**.** **In addition, 2 parent conference nights will be scheduled during the year (September 12, 2019 and February 13, 2020; 4:30- 6:30).**

**PHONE CALLS**

Messages from home cannot be relayed to students except in the case of an emergency. Teachers cannot be called to the phone to talk to a parent. Please leave a message and the teacher will return the call as soon as possible.

**CELL PHONES**

Students in grades 3-5 may keep cell phones in their backpack as long as the phone remains off until school is over. If a student uses the cell phone during the day, the office will keep the phone until the end of the day or when a parent can come to school to get it (if it is a repeating problem). We encourage students in grade pre-K through 2 NOT to bring cell phones at all.

**PTO**

SMGMA does not currently have a Parent Teacher Organization, however we have many ways in which parents and family can be involved and have input into the school. If you are interested in serving on one of our various action teams, please call us at 594-1328. Action Teams include leadership, community engagement, etc.

**SNACKS**

Snacks will be provided daily. Students also do not need to bring snack items to school since a healthy snack will be provided. If a student wants to bring food from home to eat at lunch, he or she may not share with other students. This is to ensure the safety of students who may have allergies. Please do not send bags of chips or food larger than individual sizes.

**SPECIAL EDUCATION/ESL**

* Knox County provides a continuum of services for students who qualify for special education under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Vocational Rehabilitation Act. If you feel your child might require special services and want Knox County to provide them, contact your child’s teacher, the principal, or Knox County Pupil Personnel Services.
* ESL (English as a Second Language) services are provided during the regular school day for students who qualify for these services.

**TITLE 1**

SMGMA is a title 1 elementary school. This means that we receive federal funding to support our students. Title I is a regular school program. Parent participation is encouraged through meetings at the school level and the district level (District Advisory Committee). Title I also supports parent education through meetings and GED training. If you have questions about parent participation, how this money is spent or the amount of money we receive, please come by the office or call 594-1328 and we will be happy to answer any questions.

**TESTING**

Students in grades 3 through 5 will take state standardized tests at the end of the 2019-20 school year. Students in grades 3- 5 will test via paper and pencil, All students will be tested in Reading/Language Arts/Writing, Math, and Science (Social Studies will NOT be tested during the 19-20 school years). The testing window opens in mid-April and closes in early May. We will likely test 5-10 of those days, but will provide further information as the state releases it. As always, if you have questions please call us at 594-1328 or come by the school.

**TOYS AT SCHOOL**

Students may not bring toys or games to school. If any toy, game, or valuable item is brought to school and is then stolen or lost, neither your child’s teacher nor the school is responsible for replacement.

**VOLUNTEERS**

SMGMA is fortunate to have many parent and community volunteer, however we are in need of many more. If you are interested please come in or call. This includes chaperoning field trips. If you do volunteer, please follow these guidelines:

* Family members wishing to volunteer are welcome and encouraged! If you would like to volunteer, see an office staff person to complete the paperwork.
* The date, time and task will be pre-arranged with the teacher and can be for up to 1 hour.
* Volunteers must remain in the view of the teacher (applies to level 1 and 2 volunteers).
* Volunteers should sign in in the office when they arrive and must be listed on the emergency card of the student in their family.
* Teachers will inform the office of expected volunteers.

**VISITORS**

**All Visitors**

Every precaution is taken to see that the building and grounds are safe areas for the children. All outside doors are inaccessible to visitors. All visitors must enter through the **front door**, show their ID, and sign in with the office and wear a visitor’s badge while in the building.

**STUDENTS’ VISITORS**

* **We will not allow anyone to visit a child who is not on the emergency card of a student or has written permission from the parent on the emergency card.**
* All visitors MUST ring the bell, show ID, and be allowed entrance through the office.
* All visitors will be required to sign in at the office and to wear a visitor’s badge (any time of day).
* Family Visitation Policy: Family members are welcome to eat lunch with children on any day provided that they check in with the office and are listed on the student’s emergency card. In order to not interrupt instruction, we request that families visit during the student’s official lunch time (the exception to this is our annual Thanksgiving meal). Families are welcome to eat in either the café at the “Family Table.”
* Families are also welcome to visit during special programs such as magnet showcases, parent conferences, open houses, etc.

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Eagle Pride!