

## Welcome to Dogwood Elementary 2009-0910

### Our Mission

Dogwood's mission is to ensure students can and will communicate and solve problems, meet all NCLB benchmarks, and demonstrate effective citizenship and social skills.

### Our Beliefs

- High order **learning, instruction, and assessment** must be closely aligned to meet or exceed our NCLB goals.
- Representative groups of stakeholders must be involved in the **decision-making** process to ensure the accomplishment of our mission.
- Students must be knowledgeable and sensitive of multicultural needs in order to be successful in a global society.
- District, state, and federal **policies** must be followed by all Dogwood staff and faculty.
- Research based strategies and differentiated instruction will meet the needs of varying exceptionalities.
- An effective school has shared purposes, collaboration, and collective responsibility for student success.
- Educating the whole child includes developing healthy life choices.

### Our Vision

The vision is for our students to be productive, educated citizens who can communicate effectively in a technological, academic and social society and who work to ensure that our community shares in our mission and beliefs

# **2009-2010 Family Friendly**

## **The Year at a Glance**

<b>Registration</b>	<b>August 4</b>
<b>First Day Students</b>	<b>August 10</b>
<b>Labor Day</b>	<b>September 7 No School</b>
<b>Fall Break</b>	<b>October 12 and 13 No School</b>
<b>Parent Conference</b>	<b>October 15 4-7 PM</b>
<b>Veterans' Day Break</b>	<b>November 11 No School</b>
<b>Thanksgiving Break</b>	<b>November 25-27 No School</b>
<b>Last Day Students</b>	<b>December 18</b>
<b>Last Day Teachers</b>	<b>December 18</b>
<b>Christmas Break</b>	<b>December 21- January 1 No School</b>
<b>First Day Second Semester</b>	<b>January 4</b>
<b>Dr. King's Birthday</b>	<b>January 18 No School</b>
<b>Grade 5 TCAP Writing Assessment</b>	<b>February 2</b>
<b>Presidents' Day Break</b>	<b>February 15 No School</b>
<b>Parent Conference</b>	<b>March 4 4-7 PM</b>
<b>Spring Break</b>	<b>March 15-19 No School</b>
<b>Good Friday</b>	<b>April 2 No School</b>
<b>TCAP</b>	<b>April 6-9</b>
<b>Last Day Students</b>	<b>May 21</b>

## **Nine Week Grading Periods**

<b>End of First Grading Period</b>	<b>October 9</b>
<b>End of Second Grading Period</b>	<b>December 18</b>
<b>End of Third Grading Period</b>	<b>March 12</b>
<b>End of Fourth Grading Period</b>	<b>May 21</b>

**If days are missed due to inclement weather or other special circumstances, missed days will be made up on May 24, 25, 26, and 27, 2010. If more than four days are missed, the Board of Education will determine how these additional days will be scheduled.**

# Dogwood Rules and Procedures

## **Office Hours**

Office hours are 7:45 a.m. until 4:30 p.m. Students may be on campus at 8:45. There is no supervision available prior to this time. Students are not allowed inside the building before 8:45 a.m. unless they are enrolled in the YWCA program or an extracurricular activity.

## **Contact us**

You can contact us by phone at 756-2310. Mrs. Simpson and Ms. Williams are your school administrators. If you have a message for a teacher, email is the most efficient method. Faculty email addresses are available on the school website. You may send notes to the teacher, but please limit these to only brief messages. Taking the teacher's attention from the class is an instructional concern. Teachers may return phone messages at their planning time. Not all teachers have planning time each day. Telephones and telephone lines are hard to get to.

## **Before and After School Care**

The YWCA offers a before school daycare program beginning at 7:00 a.m. The after school daycare program is offered until 6:00 p.m. For more information call 774-9888.

## **Check-In Procedure**

Students arriving after 9:00 a.m. must report to the lobby desk and be accompanied by an adult. An admit slip to class will be given by the desk attendant. A reason must be stated for being late. See SCS handbook for excused/unexcused reasons. A doctor's note is required for an excused check out during the school day.

## **Check-out Procedure**

Students who must leave prior to dismissal must bring a note signed by the parent/guardian to the teachers stating the time and reason for dismissal. We prefer not to call students from class during instructional time due to the disruption of others. Students will not be called for checkout after 3:30 p.m. Photo ID is required to check out a student. No student will be released to a person not listed on the student demographic screen. We cannot accept phone requests for this.

## **Visitors and Volunteers**

Visitors and volunteers are an important and valuable part of our instructional program. They must check in at the designated sign in area as they enter the building. This is state law (TCA 49-2-303). A visitor's badge will be issued at that time. Volunteers are asked to not bring preschool children for school activities and duties. Teachers work hard to present well planned lessons. Please do not interrupt instruction by being in areas you are not signed in for. Do not visit classrooms without permission. Violations will be addressed by administration and may result in limited school visitation. See SCS Policy 6219 for more information.

## **Deliveries**

All deliveries must be left at the lobby desk. We will not disrupt instruction to make deliveries. We strongly encourage you to use the cafeteria ice cream as birthday treats, or pencils, stickers, etc. These are a healthier alternative to sugar laden cupcakes and complies with our Coordinated School Health Plan. Please send an email with your child so the teacher will know to pick these up on the way to lunch.

## **Building Security**

New door cameras have been installed. Parent and all daytime visitors will need to come the front doors facing Dogwood Road. Press the call button. If the receptionist recognizes the visitor, the release lock will allow the door to be opened. If the visitor is not recognized, the receptionist will request photo ID.

## **Telephone Calls and Messages for Students**

Messages during the school day cause confusion and undue concern for your child. We will deliver messages for students in emergency situations only and parents must request this from an administrator. Please plan and discuss appointments and transportation arrangements with your child before school. A note outlining changes is required to be sent to the teacher. We cannot change a student's routine by telephone. Students may not use school telephones unless there is an emergency.

## **Conferences**

Parent conferences are encouraged and should be arranged in advance by telephoning the office or by writing a note to the teacher. Conferences are normally held before or after school. A record of the conference will be sent to the parent and filed in the school office. If a school administrator is needed, please request this through the teacher who will notify the appropriate grade level administrator. It is always appropriate to discuss classroom concerns with the teacher before an administrator is called. It puts us all in an uncomfortable position and jeopardizes your relationship with the teacher when the chain of command is violated.

## **Supply Store**

The supply store is located at the entrance to the second hallway. Students may purchase workbooks, pencils, paper, and other classroom supplies here from 8:45-9:00. A current price list is posted in the supply store and on the Dogwood webpage. Please do not send bills larger than \$5.00. We are a small operation and have no way to make change.

## **Lost and Found Items**

The Lost and Found box is located in the school gym. Students are encouraged to check the box for lost items. The box is cleared at the end of each semester. These are donated to a local charity.

## **PTA**

The PTA is a service association dedicated to the children of Dogwood. The membership is composed of parents and staff. The PTA provides hundreds of hours of manpower each year. They are also our primary fundraising source. There is one fund-raiser in the fall. The campaign ends with a fun activity for the family. Your children will not be asked to sell anything door-to-door and you will not be required to participate. We do hope, however, that you will join us in providing the “extras” for our children that limited tax dollars do not allow.

School volunteers are recruited throughout the year. A list of needed volunteers will be sent to you. Volunteers will attend a training session before the volunteer activity begins.

Please review the PTA handbook and watch for the “The Dogwood Echo” published monthly for additional opportunities and news. PTA also provides information via “constant contact” emails.

### **Birthday Celebrations and Party Invitations**

Birthday treats may be shared at lunch only. The Health Department guidelines require these be store bought items. Consider purchasing ice cream sundaes or fresh baked cookies from the cafeteria for these special events. Contact Ms. Jones, Cafeteria Manager, one week in advance so she can order the ice cream of your choice. Party invitations may not be distributed at school. No flowers or balloons can be delivered to classrooms, nor can these be transported on the school bus.

### **Lunch in the Cafeteria**

The cost of a student lunch is \$1.75. Ala carte items may also be purchased. Please limit the number of lunchroom visits to very special occasions. Encourage your child to eat the cafeteria lunch. It is a well-planned nutritious lunch. Set the example for healthy eating habits by not bringing fast food. No food is shared in the cafeteria. Our cafeteria complies with federal guidelines for healthy child food services.

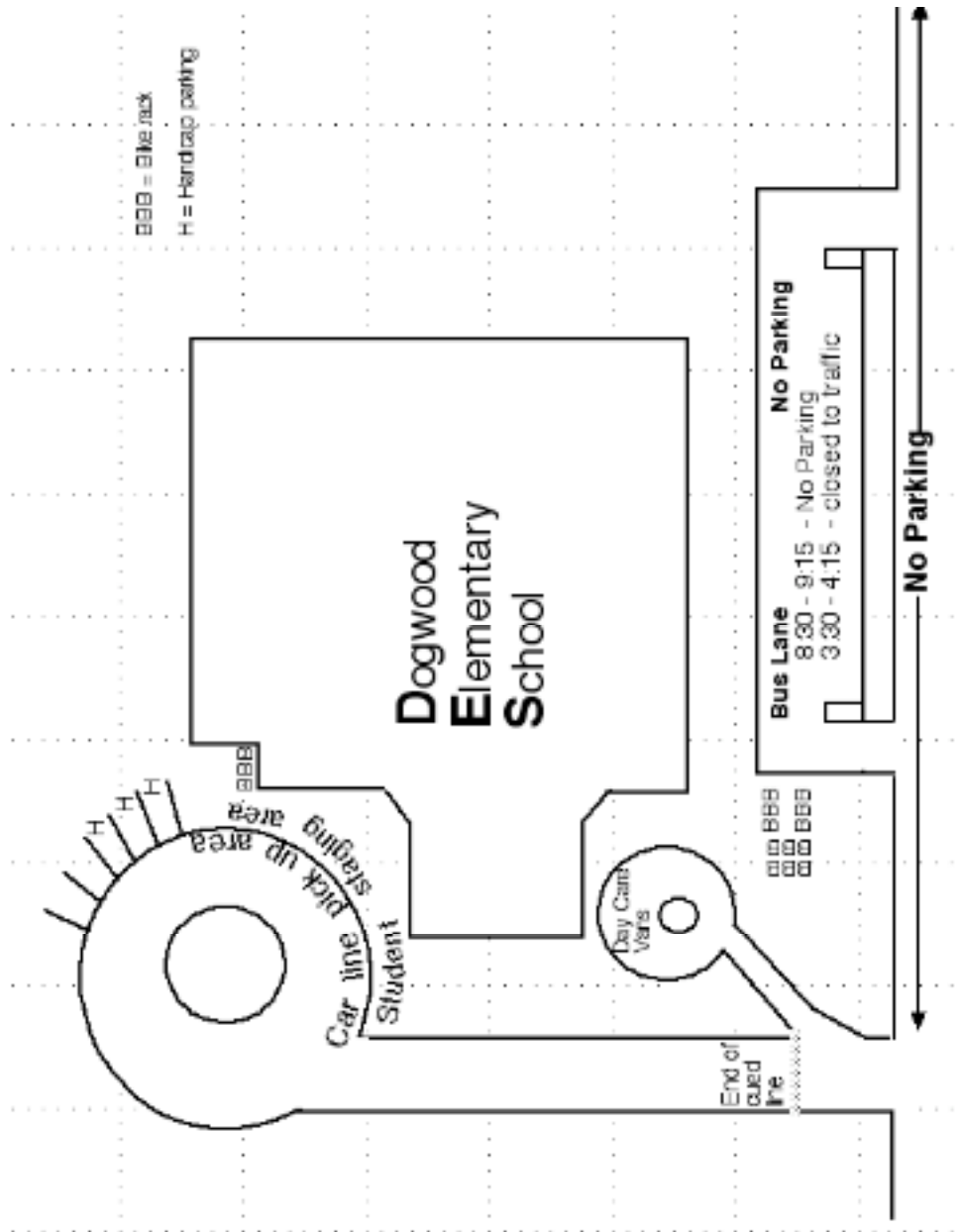
There are **no lunchroom visitors during the first two weeks and on party days** of school to allow us to fine tune schedules and maximize limited seating in the cafeteria.

Each class is scheduled for 30 minutes. Classes rotate in and out of the cafeteria every 2 to 3 minutes. Please do not detain the teacher or the class as this impacts everyone down the line. Your child may bring a lunch, a beverage or purchase lunch and/or a beverage. The school menu is posted on the SCS website, Dogwood website and sent home.

Each student has a lunchroom debit account. We encourage parents to prepay into the account. Students will access their account in the lunch line with their ID number. Parents may phone the cafeteria cashier if they wish to limit the items or amounts students may have access to. Any unused money will be returned at the end of the school year or can be carried over to the next school year. Students are allowed 5 charges per year. A charge must be paid before a student can place another charge. Students

who accrue more than 5 charges or who fail to pay a charge before charging again will receive an alternative lunch. Our books must balance each day, therefore covering for lunch charges must be handled in another way.

## Campus Map



## Campus Dismissal and Transportation Guides

### **Notification Requirement**

If you plan for your child to change his routine mode of travel in the afternoon, a prepared note to the teacher in the morning is required. Please do not phone in changes. This interrupts instruction and often causes so much concern for the student that he/she is unable to devote their full attention to school work. The office is a busy place at dismissal and notes can easily be overlooked. In the event of an emergency only a school administrator can approve a change. Numerous incidents will be addressed so we can assist you in better planning for dismissal. We know you appreciate and join us in our concern for students to be dismissed safely to those individuals you have chosen to care for your child.

### **Bus Transportation**

Bus riders arrive and depart from the Dogwood Road parking lot at the front of our school. Parking in the lot is prohibited from 8:30 to 9:15 a.m. and 3:30 to 4:15 p.m. Please see Shelby County Schools Handbook for further information on bus service. Bus riders will be given the conduct rules. Parents should review the rules with students, sign and return the bottom portion of the rules form. Students who do not comply with the bus rules or the guidelines in the Shelby County Schools Handbook will not be allowed to ride the bus. Safety first will always rule our decisions about student behavior on the bus. Students must complete appropriate paperwork and be registered on the bus roll prior to riding. During the school year, this process may take several days. Be sure to give enough notice to the school office before you plan for your student to ride.

### **Car Transportation**

The long driveway will be used for the car line. Parents are encouraged to car pool. Parents must have a carline number in order to enter the car line. Car tags with numbers will be available during registration. Parents who wish to get a number after registration must complete the request for a car

number. Students must be able to buckle/unbuckle their own seat belt in order to be in the car line. Cell phone use is strictly prohibited in the car line. Safety for students is our first priority and violations will be addressed. Cell phone users will be directed to a holding area.

Dogwood Road may continue to be used for afternoon pick-up. The space in front of Dogwood cannot be used for parking. The City of Germantown has signage in this area indicating, "No parking, and, Do Not Block Drive".

School personnel and Safety Patrol are present in the designated drop off zones. If handicap provisions are needed, please contact the school office. Please inform anyone who picks up your child where they may and may not park. We want to be good neighbors to the fire station and to the neighborhoods around the school.

### **Day Care Vans**

The front circle around the flagpole will be the day care van drop off area. Day care van riders will be dismissed from the main lobby doors. No cars are allowed in this area during dismissal.

### **Walkers and Bike Riders**

A list of bike rules will be sent home for you to review and sign. All bicycle riders must wear a helmet. They must walk their bikes on campus and cross at the designated crosswalks. Students are required by law to wear a helmet.

Skateboards, roller blades, roller skates, skate shoes, scooters, and mopeds are not allowed at school or on the school campus.

**Pets are prohibited** on campus, as they can be a serious safety issue. Many students have allergies and/or fears of animals. Please leave your pet at home. This shows respect for the rights of others.

Students who cross Dogwood Road must cross with the guard. Crossing guards are provided for student safety. We expect your cooperation with her commands. Violators will be reported to law authorities. Student safety is our primary concern.

## Health Procedures

### Medications at School

SCS policy requires medication administration compliance. If under exceptional circumstances a child is required to receive medication during school hours and the parent cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the regulations that follow:

1. Written instructions will be signed by the parent or legal guardian and will include: (District form #REV 03-84-039PS available in the school office.)

Child's name

Name of medication

Purpose of medication

Time to be administered

Dosage

Possible side effects

Termination date for administering medication

2. The signed instruction forms will be kept on file at the school.

3. All medications must come to school in their original container whether it is a prescription or nonprescription medication.

4. The principal or designee will inform appropriate school personnel of the medication being taken and will maintain the following:

\*a record of the administration of medication on the designated form

\*a record of medication taken on file at school

\*medication in a locked cabinet

\*return unused medication only to the parent or appropriately discarded

5. The parents must assume responsibility for informing the principal of any change in the child's health or medication.

6. The school system retains the discretion to reject requests for administration of medicine.

## **Clinic**

The school clinic is manned primarily by volunteers. The office staff is notified of emergencies. It is essential that you keep contact information current. We keep an emergency clinic card on file. Children who are ill, have fever, or who have communicable illnesses may not attend school.

Please consider volunteering to man a shift in the clinic. Many times, a student only needs a small amount of attention or your assurance that they are all right.

## **Health Screening**

Periodic hearing and vision screenings are required per state law. Parents will be notified if results suggest the need for additional testing.

## **Academics**

Grades will be reported on report cards and accumulative records using numerical values as indicated below:

A.....93-100

B.....85-92

C.....75-84

D.....70-74

F.....Below 70

A minimum of eighteen grades for the nine-week period should be recorded for each subject. Grades for homework assignments should be given with care, since the student himself may not always complete homework. Students in Shelby County Schools have a highly structured, developmental curriculum. Students are involved in the content areas of reading, math, language arts, science, social studies, art, music, physical education, and library skills. Progress is reported informally by weekly papers and notes from the teacher. Grades can be viewed on line by accessing PowerSchool. Parent portal information will be sent home early in the school year. Formal progress reports are issued every nine weeks. If you lose your Powerschool parent portal access information, please contact Ms. Joli Williams, Assistant Principal.

## **Special Education**

Special Education services at Dogwood include APEX (gifted), Resource and Speech/Language and STEP. Students must qualify by state criteria. Students who are having great difficulty with grade level skills are referred to the school intervention team (SI-team) for review and to develop an appropriate plan of action. Parent consent is required before any student is referred to the S-team. School guidance services are also available for students with needs beyond the regular program.

### **Make up work**

When a student is absent **three days or longer**, assignments may be requested before 11:00 and picked up in the school office at the end of the day. Absences less than three days will not be sent home. Please do not be offended if you are reminded of this school rule. It takes an inordinate amount of time for a teacher to write down all the instructions needed to complete assignments and much less time to just explain it when the student returns. We must make efficient use of our short instruction time. When an absence is unexcused, make up work is given at the discretion of the teacher, as per policy.

### **Discipline**

Our faculty has developed a comprehensive discipline plan, which will be explained during the first day of school. A copy of our plan will be sent home for you and your child to read.

#### School Wide Rules

Dolphins are Team Players Because...

We follow directions.

We respect others.

We keep our hands, feet, and objects to ourselves.

We walk and talk quietly.

We are always in our assigned place.

We are always prepared.