Parent/Student Handbook

Student ___________________________          Teacher ___________________________
E-mail ___________________________          Voice Message # ___________________

Downtown Elementary is fully accredited by AdvancED. All faculty and staff at DTE are “Highly Qualified.”

The faculty and staff of Downtown Elementary are committed to serving its students and parents. This booklet contains important information about our school. Please refer to this handbook throughout the year as needed. If you have questions not addressed in this handbook, any DTE staff will be happy to assist you.

Principal          Ms. Debra Martin          PLC Coach          Ms. Narvia Smith-Taylor
Assistant Principal Ms. Brandye Williams          Nutrition Supervisor Ms. Gloria Thompson
PLC Coach          Ms. Alicia Turner          SACC Coordinator Ms. Nora Pirtle
Guidance Counselor Ms. Casey Fernandez          Financial Secretary Ms. Cynthia Brown
Guidance Counselor Ms. Debra Gaten          Plant Manager Ms. Linda Davis
General Office Secretary Ms. Alma Glasper          Clerical Assistant II Ms. Monica Parson
Please read this informative information about district policies and our school’s programs, policies, and procedures. Refer to it often when questions arise. The calendar portion is to let you know when events/activities will occur during the school year.
School Vision

Downtown Elementary: Providing the educational foundation that will inspire children to pursue and achieve their dreams.

School Mission Statement

Downtown Elementary will provide an educational foundation that is transferable to real-life, enabling students to be productive learners who excel academically and socially.

Belief Statement

♦ A love for children and a belief in their abilities inspire high expectations and a passion for teaching and learning.
♦ Student self-assessment and goal setting is imperative for all students to become confident, self-motivated, life-long learners.
♦ Student learning is the chief priority of our school and the primary focus of all educational decisions.
♦ Varied and ongoing assessment techniques inform students, parents and faculty of academic progress and provide valuable data for continuous improvement in curriculum planning, implementation, modification and reflection-based practices.
♦ Research-based strategies, technology enriched curriculum, and varied teaching techniques are the basis for effective instruction that supports multiple learning styles.
♦ A safe and supportive environment allows students to take risks while encouraging creativity, exploration, and achievement.
♦ Involvement of the family, community, and other stakeholders in shared decision making is critical for educational success.
♦ A culturally diverse student body broadens awareness and respect for people of different backgrounds, and increases appreciation for dissimilar thinking.

DTE Motto

“We RISE Above the Rest”
At DTE we…

Respect self, school, and others
Interact appropriately in our community
Strive for academic excellence
Empathize with others
INSTRUCTIONAL PROGRAM

Downtown Elementary has a strong academic program for all children. The school follows the SCS/State Curriculum Framework and Common Core Standards. Emphasis is put on student centered classrooms with hands-on instruction, cooperative learning and higher order thinking skills. We teach the students to assume the responsibility for doing their best every day and for coming to school prepared and ready to learn. It is our belief that all children can learn and our commitment is that all students will learn. The curriculum offers the following core subjects and special classes/programs:

Reading Accelerated Reading Program
Language Arts I-Ready
Math Visual Arts
Science Physical Education
Social Studies Character Education
Library Study Island
Orff Music 21st Century Technology
Achieve 3000 Zaner Bloser Writing

Downtown Elementary has high expectations for all students. The faculty and staff work together to ensure that every child will achieve and succeed. To this end, the following support programs and personnel are available to meet individual needs of students:

C.L.U.E Enrichment Classes
Instructional Resource Speech Therapist
Peer Mediation Social Worker
ELL Support School Psychologist
Life Skills Physical Therapist
Occupational Therapist Academic Intervention
Guidance Counselors Volunteer Tutors

OPTIONAL PROGRAM

Downtown Elementary is an enriched academic optional school with a special emphasis in social studies. The curriculum has been designed to provide all children with the maximum in educational opportunities, enhancing both the total academic and social development of all of our students.

Optional students attend enriched classes in language arts (reading, spelling, language, and writing), math, social studies and science. In these classes the SCS curriculum is broadened and enhanced through challenging and creative activities that require students to utilize higher level thinking skills. The focus of the enriched academic program is rigor (depth). Research and projects are incorporated in the optional classes.

All students must qualify for these classes by scoring 65% or above in reading and math on a standardized achievement test. They must also have a B average in all subjects, have S in conduct and a good attendance record. Absences, tardies and early checkouts are all combined under attendance. The cumulative total cannot exceed 15.

Transfers may be renewed yearly for those who maintain these requirements. Transfers will not be renewed for students who do not not meet the renewal requirements. Renewal applications will be sent home in February.
ADOPT-A-SCHOOL PROGRAM

Downtown Elementary is very fortunate to have very strong community leaders as our adopters. They assist in many ways, by providing incentives, tutoring, judging contests, reading to classes, and being resource persons and positive role models for our children. Our adopters are supporters for our school and willing to help in whatever is needed to support our school. Please extend a thank you to them and also support them when you can.

Doubletree Hotel Downtown
Fellowship Memphis Church Downtown
First Tennessee Bank
Fogleman YMCA
St. Mary’s Episcopal Cathedral
The Memphis Redbirds

Another very important community supporter is the University of Tennessee. They provided over half of the funding for the state of the art science lab on the 2nd floor. The lab, called Lab Learner, comes fully equipped with tables, stools, equipment, and lab coats for the children. This lab learner curriculum certainly enhances and strengthens our science program. In addition, it is a great place to do hands on learning and experiments.

ENCORE classes help to enhance our students’ educational program. These include Orff music, string music, library, physical education, computer and art. All ENCORE classes meet once a week. Strings students must be in the 5th grade and must apply. They meet twice a week.

TECHNOLOGY PROGRAM

We are proud to have one of the most advanced elementary computer programs in Shelby County Schools. Downtown has two state of the art computer labs. Ms. Nicole Espree is our Technology Coordinator at Downtown Elementary. Ms. Espree will be teaching grades 1-5 once a week and will provide support to the classroom teachers. The classes for students are designed to teach computer skills and application, reinforce classroom objectives, and introduce students to new forms of technology. In addition, all homerooms will be attending classes in the supplemental computer lab weekly.

All classrooms have networked computers for the students to use regularly for research, curriculum support, skill development and projects. Teachers are trained on these computers and regularly update their skills to become familiar with the new software.
ART PROGRAM

Art is a very important component for a well-rounded education. While studying the elements and principles of art, students are encouraged to express themselves as individuals, to respect the work of others, and to share their artistic creations. Art activities stimulate creativity, exploration, problem-solving and cooperative learning. The Art teachers are both excellent teachers who do a great job of helping our students develop their artistic talents.

STUDENT ACTIVITIES

Student activities offered throughout the year include:

- Drum Ensemble
- School Chorus
- Charitable Opportunities
- Literary Club
- Spelling Bee
- Beta Club
- Peer Mediators
- Duke TIP
- Heart for Art
- P.I.E. Activities
- Family Nights
- Safety Patrol
- Student Council
- Intermediate Clubs

SPECIAL EDUCATION SERVICES

Special Education services are available for students with special educational needs. This includes CLUE (a program for gifted students), speech therapy and instructional resource (programs for children with learning disabilities). If you have a child who needs services from one of these programs, please contact Ms. Kathy Green, our Guidance Counselor.

GUIDANCE PROGRAM

The guidance program is designed to assist pupils in understanding themselves in relation to their interests, talents, values and abilities. Family needs are also addressed. The principal, teachers, and guidance counselor strive cooperatively to provide those experiences that will aid our students’ development. Full psychological testing and counseling services are available through the school system. S-Team meetings are held weekly to discuss student needs.

MENTAL HEALTH SERVICES

Mental Health professionals support our guidance services. Our school psychologist provides testing services and our social worker works collaboratively with the psychologist and counselor. Our social worker assists with individual counseling, small group sessions and other needed family support services. The school psychologist does testing recommended by the school support (S-Team) team. They both provide input during S-Team and IEP Team meetings.
MORNING PROCEDURES

For the safety of our children, we ask that you not drop students off before the school opens which is at 8:15 a.m. Parents may drop students off at the right hand curb of 4th Street. In order to expedite the movement of traffic, please refrain from parking in the drop off lane. Students are admitted in the building at 8:00 a.m. When the 8:15 a.m. bell rings, students should report to class.

Downtown offers tuition-based morning care for students who are enrolled in the school. This program begins at 7:00 a.m. Parents must sign in students in the SACC before care and must enter through the Court Street door to the multi-purpose room. Only children in the SACC program are permitted to use this entrance.

Classroom instruction starts promptly at 8:15 a.m. Children are marked tardy if they get to the room after the 8:30 a.m. bell rings.

Shelby County Schools provides free universal breakfast for all students. All students will be offered breakfast in the classroom at 8:15 a.m. Students must arrive on time to participate in the breakfast program. Breakfast in the classroom will end at 8:30 a.m.

Students needing to purchase items from the bookstore should stop by the bookstore on their way to class. Bus riders will unload at the Court Street entrance.

After the first two weeks of the school year, only on rare occasions will a parent need to escort their child to the classroom door. Please choose a spot near the building for that last “goodbye” kiss or hug. Each grade level will have designated Independence Days to commemorate the student’s ability to walk to class independently.

END OF THE SCHOOL DAY

Dismissal of Students
Parents must indicate the type of dismissal for their child on the dismissal form at registration. The students will not be allowed to deviate from the type of dismissal that is listed on the form unless written notification is sent to the office. For the safety and security of your child, changes to the dismissal plan cannot be made via telephone.

Car Riders will be dismissed from the South Exit Near the Library Door. After students exit the building, car riders will be led to their cars by staff members. All parents must have a 2018-2019 Car Rider number (in passenger side windshield) and parent must remain in the car. To help with automobile and pedestrian congestion, parents are strongly encouraged to use the car rider line. Dismissal times will be staggered to help eliminate congestion.

Walker permits will be issued to students who have a confirmed address (within a safe walking distance from the school). YOU CANNOT BE LISTED AS A WALKER IF YOUR CHILD IS NOT WALKING TO A NEARBY RESIDENCE (live within walking distance). If your address is across town, your child is NOT a walker and you will not be issued a walker permit. If you list your child as a walker, they will be released by 3:30 and the school is not responsible for them once they exit the building.

Secured Dismissal – To ensure a safe and secure dismissal of students, no visitors will be allowed to enter the building from 2:30—3:15 p.m.

- At dismissal, teachers escort groups of children to the bus area, daycare, or to the secure car rider waiting area.
- Students wait for car pick-up according to their numbers which are called when their vehicle arrives. Car numbers are assigned
at registration and are to be displayed in the front window. Students are to be picked up on the school side of Fourth Street. Drivers will enter Fourth Street from Madison Street on the South side of the school.

- Children who ride the bus will be escorted out to the bus area on Court Street. Downtown aftercare students will be escorted to the Multi-purpose room.

**Car riders should be picked up promptly at 3:00 p.m. each day.** Should you be late picking up your child due to an emergency, please call the school at 416-8400.

There are a number of local, private childcare services that offer bus service to and from school. We require all daycare providers to pick up no later than 3:15 p.m. Please complete the transportation form at registration. Also, please inform the daycare of our drop-off/pick-up times. If your child’s after school arrangements change, even for just one day, please notify the school in writing.

**EARLY CHECKOUT**

For attendance purposes, children are expected to be in school from 8:15 a.m. until 3:15 p.m. However, we do know that sometimes circumstances require you to pick your child up early. **If you must check a child out of school for an appointment, please do this before 2:30 p.m. For security reasons, no students will be allowed to checkout between 2:30 p.m. and 3:15 p.m. Teachers will not dismiss students to anyone other than the office. All children must be checked out through the office.** The Office is a very busy place at the end of the day so we ask that you wait until children are dismissed to get them. Early checkouts are considered tardies and are included in the student’s attendance record. All tardies count against perfect attendance and transfer renewal.

**PROHIBITED ITEMS**

Some things are best left at home. They may be a source of disruption among students, or need extra security because of the value of the item. iPods, MP3 players, tape players, radios, CD players, electronic games and cameras all belong at home. In addition, NO TOYS should be brought to school. If such items are brought to school, the items will be confiscated and the student will be subject to disciplinary action per the SCS Student Code of Conduct. In addition, **hand-held pencil sharpeners are prohibited.** The shavings are extremely messy and cause severe damage to the floors.

**CELL PHONES/PERSOAL COMMUNICATION DEVICES**

SCS POLICY #6024. All students are banned from possessing any type of phone or personal communication device that is turned on or in visible/audible use at any time during the regular school day. A student found in unauthorized possession of any type of cell phone or communication device during the school day shall have the device taken from him or her and kept by the school principal or designee until the parent is notified. The District does not take responsibility for confiscated items and will not compensate the owner for any lost,
stolen, or damaged confiscated items while in the custody of the District.

VISITORS and BUILDING SECURITY

Downtown Elementary wants to have an open door policy for parents and wants them to feel welcome in the school. However, in order to ensure a safe, secure learning environment, we have initiated a school wide safety plan.

The security of our building is a shared concern for our school family. Building security is an area where we need help, cooperation, and understanding. We focus on two primary means of maintaining a safe learning environment – controlling access to the building and identifying individuals within the building.

All parents and visitors are required to enter the 4th Street entrance, go directly to the office to scan your driver’s license through our School Check In Security system. All visitors must wear a visitor’s badge, with their name on it, while in the building. All visitors must check out through the office.

Any visitor in the building without a badge will be asked to go to the office to obtain one or leave the premises. All doors will be locked during the school day. Instructional time is valuable. Since school begins when the tardy bell rings at 8:30 a.m., we require that all parents clear the building at that time so that teachers can begin their day on time. Parents who walk their children to class are requested to leave their children at the classroom door. Children will be expected to go to class by themselves. This helps them be mature and responsible. Each grade level will have designated Independence Days to commemorate the student’s ability to walk to class independently.

REGISTRATION REQUIREMENTS

The following documents must be presented at the time of registration:

For new students only
- A copy of the registered birth certificate
- Social Security Card
- Proof of medical examination
- Tennessee Certificate of Immunization (PH-2413)

For all students
- Two proofs of address
- Last report card
- Students who are here on a transfer should provide a copy of the approval letter.

Kindergarten is mandatory in the state of Tennessee. A child must be five (5) years of age on or before September 30 to be admitted to kindergarten.

A child must be six (6) years of age on or before September 30 of the current school term to be admitted to the first grade. All children entering the first grade must have attended an approved kindergarten.

Any student transferring into Downtown Elementary from another school system must provide proof of medical examination and Tennessee Certificate of Immunization before enrolling.
EXTENDED CARE PROGRAM

Our Extended Care Program consists of two programs; extended school age childcare and extended learning opportunities. Although they are similar programs with similar opportunities, they are different. The students involved in the Downtown Enrichment Program will be paying only for specific classes.

The Extended Childcare Program meets the needs of our working parents. Childcare services will be available from 7:00 a.m. – 8:45 a.m. and from 4:00 p.m. - 6:00 p.m. For more information please call 416-3450. There are a limited number of openings available.

The activities for the Extended Childcare Program will be provided by childcare providers (teacher assistants) and by our teachers. Activities are designed to provide meaningful experiences for our students.

The fees include a $10.00 non-refundable registration fee and a $40.00 weekly charge. If you decide to use morning care only, the non-refundable registration fee of $10.00 is required as well as $25.00 weekly. If you are later than 6:00 p.m. in picking up your child, you will be assessed an additional $1.00 per minute that you are late.

The classes in the Extended Enrichment Program will be taught by outside professionals. Classes will be 30 minutes to an hour long and will meet once or twice a week. Costs will be approximately $100.00 a semester. All payments are online only will be accepted. Information will be provided as classes become available. DROP-INS ARE NOT ALLOWED.

LUNCHES

All students in every school automatically qualify for a free breakfast and a free lunch every day. There will be no fees for breakfast or lunch. There will be no lunch application to complete, but the SCS district requires parents to complete a Household Information Survey.

If you decide to prepare a lunch for your child, please be certain that your child can open all items in his/her lunch. School staff in the cafeteria is limited. Your child will have more time to eat his/her lunch if no assistance is needed. Breakfast is not served on the first day of school or the first day after winter/spring break. Food brought from home cannot be warmed up in a microwave. Parents must sit at the designated area in the cafeteria to have lunch with their child only. No additional classmates/friends can sit with another student’s parent/guardian. Parents/guardians can only bring food for their child (no others) and cannot sit at student/classroom tables.
SCHOOL UNIFORM/DRESS CODE
BOARD POLICY

All Downtown Elementary students are required to wear a school uniform. Moreover, the district prohibits K-12 students from wearing any type of clothing, apparel or accessory that denotes their membership in or affiliation with a gang associated with criminal activities. Therefore, principals shall have the authority to place restrictions on the Basic Uniform for safety reasons, including gang-related activity. The administrative rules and regulations state that shoes with rollers/wheels are prohibited.

School leadership councils may approve additional styles and colors for the uniform top if the change is school-related and is consistent with district and school dress code. School leadership councils may also approve days or events when school uniforms will not be required.

Students may wear the uniforms of nationally recognized student organizations at their schools (e.g., girl scouts and boy scouts).

We encourage our boys to wear neck ties “Guys with Ties” and girls to wear pearl “Girls with Pearls” on Tuesdays and Thursdays with their school uniforms.

Parents who object to school uniforms because of religious beliefs or religious dress must submit reasons in writing to the school principal.

At Downtown the basic uniform is tan, navy blue or black pants, skirt or jumper and a white, navy, or red long sleeve or short sleeve shirt with a collar (polo style, dress style, or turtleneck). A student can wear any combination of the official colors.

- Pants must fit at the waist and not be oversized or undersized (e.g., Baggy pants, sagging pants, tights, or pants made of spandex are prohibited.). If belts are worn they must be fitted and put through belt loops.
- Skirts, jumpers or walking shorts must be at or below the knee
- Shirts must be tucked on the inside unless they are designed to be worn over pants or skirts.
- T-shirts worn as undershirts must be solid white, navy or red.
- No denim material may be worn as uniform clothing.
- Athletic shoes, sandals with straps on the heel and boots are permitted. All shoes must have backs.
- Light jackets, vests, shirts, sweaters, sweatshirts and cardigans are permitted and must be solid white, tan, navy blue, black, or red.
- Socks, tights and stockings worn with shorts or dresses must be solid uniform colors.
- Heavy coats, heavy jackets and raincoats are not covered by these regulations and are not to be worn during the school day unless permitted for special circumstances.

Uniform policy violations are subject to disciplinary action.

DTE SPIRIT DAY T-SHIRTS

Students are allowed to wear DTE Grade Level T-shirts on designated Spirit Days, Field trips and on Field trips with uniform bottoms (see school calendar for dates).

DTE COLLEGE DAYS

We expect every DTE student to eventually attend and graduate from a college or university. As a part of our college and career readiness/awareness, we will have several “college days” throughout the school year. Students are allowed to wear college T-shirts with...
college logos or names on designated college days. Please see the calendar for dates.

AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS

Sometimes it is necessary for students to take prescription medicine while at school. Aspirin, Tylenol, cough drops and other nonprescription items will NOT be given to children during school hours. Prescription medicine MUST be brought immediately to the school office by the parent.

According to Shelby County Schools Board Policy, we must have a doctor’s note on file, along with the Authorization for Medication During School Hours in order for the school to administer medicine to your child. This form is obtained from the school office. Medicine is to be in a prescription bottle with the child’s name, the name of the medication, doctor’s name and pharmacy shown on the pharmacy label.

The student is responsible for coming to the office at the appropriate time and taking the medicine in the office. Please note that medicine that is to be taken three times daily does not need to be administered at school. It can be given before and after school and at bedtime. The possession of a student’s own prescription medication during the school day is limited to life threatening conditions and must be approved by the principal.

Medicine must be picked up by the last day of school. All medicine left after the last day of school will be discarded by the SCS Nurse.

Our nurse at Downtown Elementary checks all prescriptions for accurate authorization and is available for any question you might have.

EMERGENCY OR ACCIDENT

We cannot emphasize enough how important it is that the school has your correct address and telephone number for home and work or other. This must be on file in the school office in case your child is hurt or sick at school. The name and telephone number of a friend or relative is also needed in case you cannot be reached in an emergency.

It is also important that your child know how to reach you during the school day. Please teach your child your home phone number as well as your work number.

If these numbers change during the year, please notify the office and your child’s teacher in writing immediately of the new numbers.
TELEPHONE

The school telephone is for business calls only. The day’s plans should be made with children before they leave home in the mornings as to who will pick them up, where they will go after school, etc. Changes to dismissal plans cannot be made via telephone. If a parent calls during instructional time, the call will be sent to voicemail and the teacher will return the call during his/her planning time.

Children cannot be called to the telephone.

INCLEMENT WEATHER

All decisions to close school due to bad weather are made at the Board of Education. We receive notice that school is closing by listening to the Shelby County Schools Cable channel. Most TV and radio channels broadcast this information, and you will hear the decisions sometimes before we hear it in the school. The decision when made, applies to ALL Shelby County Schools. Please make it a practice to listen for school closings each morning if bad weather prevails. If school is closed while in session, you are welcome to come to the office to check your child out.

Please do not try to call unless it is an emergency as our phone lines are immediately tied up with in-coming calls. Due to the size of our enrollment, it is physically and logistically impossible to call every parent. Buses will run and each bus rider will be placed on his regular bus when the bus makes its run. Downtown Extended Daycare may not be provided when school closes.

When the season for inclement weather is upon us, please take time to discuss school closings with your child. If you need help from a neighbor, please discuss it with them. If you have a plan enforce, your child will be prepared and feel more confident and secure when and if we are forced to close school due to inclement weather.

HOMEWORK PHILOSOPHY

The Shelby County Schools Board of Education recognizes the importance of homework as a supportive activity designed to promote academic achievement, to reinforce or apply skills previously taught, and to extend activities into the home. Therefore, meaningful homework will be assigned throughout the year.

Meaningful homework assignments should:
- Be an outgrowth of classroom instruction
- Be clear and definite
- Be graded in line with a system that is understood by the class

The implementation of the SCS homework policy is the responsibility of each teacher and under the supervision and direction of the principal.
OPTIONAL & CHOICE TRANSFER RENEWALS

Many students are attending Downtown Elementary on transfers (optional or choice). Renewal of these transfers each year is dependent upon meeting certain requirements. Good conduct and attendance are required for renewal of choice transfers. To remain in the optional program, students must maintain a B average in all subjects, satisfactory conduct, work habits and attendance. 15 unexcused absences, tardies and/or early dismissals are considered unsatisfactory. Failure to pick up transfer students on time after school can result in disciplinary action which can lead to nonrenewal or rescinding of transfers. **Keep in mind that open enrollment (choice) transfers will be rescinded immediately if students violate the behavior, attendance or grades expectations. Students who violate the expectations will be immediately sent back to their home schools.**

MOVING AND WITHDRAWING

Many of our families move during the school year. If you move in Shelby County, you may continue at Downtown Elementary until the end of the current school year as long as there are no attendance or conduct problems. If you move out of Shelby County, you must pay tuition for the balance of the school year and maintain good attendance. If you move and plan to continue to bring your child to Downtown, please provide the office with your new address and phone information. Please notify the school within 24 hours prior to withdrawing students.

TEACHER CONFERENCES

The Downtown Elementary staff sincerely feels that educating our children requires a cooperative effort between home and school. Parent conferences are a vital part of this effort. In addition to the two conference days built into the school year, teachers are available for a conference before school, after school and during their planning times. Teachers have a planning period daily. Please make an appointment to meet with a teacher for a conference. Having an appointment will give you the undivided attention of the teacher and will not take away instructional time with the students. Our teachers are asked to turn into the office a list of scheduled conferences for the day. Any parent who asks to see a teacher but who has not scheduled a conference will be asked to come back later after a conference has been scheduled. **Your cooperation and respect of our teaching time is appreciated.**
Appointments are also needed if you hope to discuss student issues when you bring your child to school. **Teachers are not allowed to conduct conferences during morning arrival.** Please remember that mutual respect and cooperation is vital to resolving problems successfully. Like you as parents, we as teachers want all of our students to make good academic and social progress.

**CLASSROOM OBSERVATIONS**

Prior approval must be obtained by school administration before scheduling classroom observations. All parents must complete the [Observation Request Form](#). Approval will be granted within 48 hours.

**SCHOOL CLOCKS**

School clocks are set by Shelby County Schools’ district clock and serve as the official time for DTE. School tardies, activity schedule and dismissals will be governed by DTE clocks. Please synchronize your clocks to the DTE clocks to ensure that your student is on time.

**REPORT CARDS & PROGRESS REPORTS #4.603**

Grades are calculated over a nine-week marking period. Report cards are distributed at the end of these grading periods. Report cards contain academic, conduct and attendance information.

Deficiency notices are distributed to students in the middle of each nine week term. Notices should be signed by the parent or guardian and returned to the classroom teacher.

**WEDNESDAY FOLDER**

Communication is the key to student success. DTE staff has established a school-wide communication system to distribute valuable information to our parents. This system enables us to keep our parents in the loop with student progress and DTE information such as newsletters, special events and district-level information. **Every Wednesday** all teachers will send progress notes, papers, class newsletters (weekly or monthly) and other information home. Please look for these plastic folders to come home every Wednesday.

**TEXTBOOKS**

Textbooks are furnished for free. **All hard bound books should have a book cover on them.** Lost or damaged textbooks are the student’s responsibility and must be paid for by the end of the school year. The report card will be held until payment is made.

**PROMOTION, RETENTION AND STUDENT PROGRESS**

Students are expected to make continuous progress toward academic benchmarks or proficiency levels consistent with the desired outcomes of the instructional program. All students will be promoted based on district-wide promotion standards.

**Every Student Succeeds Act**

The ESSA Act preplaced the NCLB (No Child Left Behind Act) in 2015. This legislation in education reform is designed to improve student achievement and to change the culture of America’s schools.
DTE is a Title 1 School. Shelby County Schools receives funds under the rules and regulations of the Federal Government to help improve student achievement.

This law has specific provisions that will directly affect schools’ plans for new programs, personnel, spending, staff development, intervention strategies, and parental involvement.

**INTERVENTION**

Intervention strategies are designed for students who are one or more years behind grade level in a course or grade or who, by the end of the year, may not meet grade-level proficiency. The school is responsible for ensuring that students experiencing academic difficulties are identified as early in the school year as possible and that appropriate intervention strategies are used to assist students in performing on grade level. Effective intervention strategies may result in a student’s promotion. Therefore, teacher instructional strategies, classroom grades, and intervention opportunities shall be available, monitored and reviewed by principals on a regular basis. Intervention strategies may include, but are not limited to, tutoring, a summer program, before/after school classes, or a remedial program during the next school year.

**DOWNTOWN ELEMENTARY**

**PARENTAL INVOLVEMENT POLICY**

The administration, faculty and staff of Downtown Elementary recognize the importance of the role of parents in working with the school for the education of children. It is our goal to promote and improve academic achievement, promotion rate, attendance, parental involvement, and positive behaviors. Our efforts together will ensure success for all students.

Parents are encouraged to become involved by:
- Being active in and supportive of PIE (Partners in Education)
- Serving on the Leadership Council if elected
- Becoming a room parent
- Becoming a Watchdog Dad
- Volunteering where extra help is needed
- Responding to surveys and questionnaires; making suggestions and expressing ideas

Parents are encouraged to participate by:
- Attending meetings, activities and programs
- Attending scheduled teacher conferences
- Being actively involved with the teacher
- Using their talents and resources to enhance instruction
- Making certain that their child/children are prepared for school each day
- Taking part in school planning efforts

This policy ensures that:
- Parents take an active role in the school
- Parents show support of the school and its program
- Parents receive information and ideas that promote student achievement
- Parents receive student information and progress reports
- Parents are made aware of Title I status
- Parents are involved in developing the Parent Involvement Policy and the Parent-School Compact
This policy has been implemented by:

- Giving each parent a copy of the Parent Involvement Plan
- Sending home information about all events
- Holding a Title I annual meeting
- Providing parents with professional growth opportunities

Parents’ Right-To-Know

All parents have the right to request the following:

- A teachers’ professional qualifications, which include: state qualifications, licensure, grade/s certification, waivers
- A teachers’ baccalaureate and/or graduate degree, field of endorsement, previous teaching experience.
- A paraprofessional’s qualifications
- An assurance that their child’s name, address, and telephone listing not be released to military recruiters

All parents will receive information on the following:

- Their child’s level of achievement in state academic assessments
- Their right to public school choice, supplemental services, and more effective involvement if their child’s school is identified for school improvement
- Their option to request a transfer to another school within the district if their child has been the victim of a violent crime at school
- Their right to timely notification that their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified

**Downtown is a NCLB School in good standing. All teachers and teacher assistants are highly qualified as defined by NCLB.**

DISCIPLINE PLAN

SCS Discipline Policies offer a proactive approach to dealing with discipline. This requires us all to become active participants in insuring success for this plan. We at Downtown envision a safe, encouraging learning environment where positive interactions set the tone and where efforts of hard work, self-control, and responsibility are recognized. We ask for your support and input in making our school a safe and disciplined environment.

SCHOOL-WIDE RULES

Respect others and yourself.
Interact appropriately with others.
Stay to the right and walk quietly in the hall.
Employ self-control.

Uniforms must be correctly worn daily.
Plan ahead and be prepared for class.
GOOD BEHAVIOR REWARDED

Classes can earn stars each day for appropriate behavior at school. When a class has earned 10 stars, they are allowed to wear jeans with uniform shirts on a teacher-designated day. Other incentives might include, but are not limited to additional rewards.

- Honor Roll awards
- Jeans Day for classes earning ten stars
- Fun Fridays
- Parties when bus riders earn ten stars
- Primary and intermediate trophies for classes with best attendance rate per term
- Positive notes and calls to parents
- Other individual teacher incentives

CONDUCT

Good conduct is essential in any educational program. We strive for self-discipline and expect our students to behave appropriately. However, if this cannot be obtained, some disciplinary action must be taken. This applies in all areas: buses, classrooms, halls, cafeteria, playground, restroom, and school grounds. We follow the Shelby County School’s Student Code of Conduct as a means of insuring a good learning environment. Due to past occurrences across the country, all threats will be taken seriously and acted on accordingly. Please talk to your child about refraining from behavior that is intimidating or threatening. This is bullying and it will not be tolerated.

BUS CONDUCT

SCS Division of Transportation has set up boundary lines for students who are eligible to ride school busses. Children will be instructed concerning proper behavior as bus riders. It is unsafe to drive a bus while children are misbehaving. Strict observances of the rules of behavior are required of all passengers. The bus drivers have authority over the children while they are on the bus. All bus riders sign a list of bus rules and all students are expected to follow these rules. If a student violates these rules, the student may lose their privilege of riding the bus.

- 1st violation: Misconduct form sent to parents
- 2nd violation: In School Suspension and/or Parent conference
- 3rd violation: Temporary Loss of bus privilege
- 4th violation: Loss of bus privilege

Depending on the severity of the incident, students may receive up to suspension and/or the loss of bus privileges on first incident.
Parents should support rules of good behavior and courtesy. Please talk to your child about the rules and bus safety. This makes for a more pleasant and safe trip for all the children.

Since all buses are loaded to capacity with assigned students, it is not possible for other students to ride the bus.

Regular and punctual school attendance is essential for deriving maximum success from the instructional program. Higher academic achievement occurs when pupils attend classes regularly.

FIGHTING

Fighting is not tolerated for any reason. Often one student will say he/she was only playing but the other student took it seriously. Play fighting almost always leads to real fighting. If two or more people are involved in a fight (real or play fighting), all students involved will receive strict disciplinary action. It makes no difference which student “started” a fight, the SCS Code of Conduct will be strictly followed. Students who encourage or instigate a fight may also be suspended. Children should go to the nearest adult if someone bothers them.

Attendance Policy – SCS policy is that all students attend school on all days that school is officially in operation AND be on time for all classes. A note explaining a student’s absence is required within three days of returning to school. Without a written note, the absence is marked unexcused. Opportunity for make-up work will be given for excused or unexcused absences. Excused absences consist of the following reasons:

- Personal illness of pupil
- Death or serious illness in the immediate family of the pupil
- Validated court appearance of the pupil
- Recognized religious holiday or event
- Any other unusual cause acceptable to the principal maintaining good attendance (absences and tardies) is part of the renewal criteria for choice transfers

The school is mandated under state law to report excessive student absences to proper authorities.

BOARD POLICY

REGULARITY OF ATTENDANCE # 6014
LOST & FOUND

Items found throughout the building and grounds are placed in the RED lost and found benches located in the hallway under the stairs by the parents’ bulletin board. Glasses are placed in a box in the guidance office. Please label your child’s clothing with name/grade. If there is a name in the coat, sweater, etc. we will return the item to the child instead of placing it in the Lost & Found. Each month the area is emptied and contents are given to the Goodwill.

PARTIES

Homeroom mothers will coordinate with homeroom teachers to plan homeroom parties. Simplicity is encouraged. We prefer that parents donate products for the parties. If however, money is collected from students, the amount cannot exceed $2.00 per student per party. **When money is collected receipts for goods must be given to the homeroom teacher.** Please try to take the time to assist your homeroom parent for at least one party. This is one way to be involved and children appreciate their parents’ help.

Grades K-5 may have Harvest, Christmas and Valentine parties.

All grades are allowed an end-of-year activity. **The expense of this activity in KK and 5th grade may exceed the $2.00 limit.** Birthdays will be acknowledged by the teacher and the class, but parents cannot have parties at school for their children. Because of the Federal Lunch Program, food from outside cannot be distributed to children at lunch. Food can only be brought in for your own child. **No birthday parties will be allowed on school premises for any student (Grades Pre-K through Grade 5).**

**Balloons, flowers, fruit bouquets, cupcakes, etc. cannot be delivered to classrooms or the cafeteria for students.** If they are delivered to the school, the item(s) will be held in the office. Students will be allowed to take them home at the end of the school day.

*** Please review the RECOMMENDED HEALTHY IDEAS FOR CLASSROOM SNACKS & PARTIES list at the end of your calendar***

Refreshments for any reason must comply with the Board of Education nutritional guidelines. Please do not put us in the position to have to send you away with trays of cookies, cakes, cupcakes or other unhealthy snacks.

**BIRTHDAY CELEBRATIONS:**

District nutrition policies as well as allergy concerns do not allow for the distribution of birthday cakes, cupcakes or treats. If you would like to help your child celebrate their birthday with their classmates, the distribution (with all students/no exclusion of some students in the class) of a small “treat” bag of pencils, erasers, and stickers from any dollar store is acceptable.
Because you care, make sure your child is here!
All teachers will have a web page to further promote a strong communication link between the home and school. Please go to the SCS website www.SCSk12.org and click on Downtown Elementary under schools to reach our school information.

Shelby County City Schools publishes and distributes a Parent Handbook. Please read it and familiarize yourself with SCS Policies.

TRAFFIC SAFETY

We know that traffic and parking are problems. However, we really need your help and cooperation in this area.

The Memphis Police Department has been most helpful in assisting us with morning and afternoon traffic flow. Our crossing guards have the responsibility of making sure that our children and parents cross Court St. and Madison safely. Please walk your child to the corner and cross with the crossing guard. Also, please know that these individuals are working to help our children be safe. Please be courteous to them.

Traffic laws are also made for our safety. Please adhere to the 15 mph speed limit, do not jaywalk with your children or walk between buses. Please do not make U-turns or park in the bus zone during school arrival and dismissal. All of these things put our students at risk of being hit by a car. Also make sure that your children are fastened in seat belts when you pick them up. Children follow our example – let’s be a good example for them by showing that everyone must obey laws and school rules.
**SCS BOARD POLICIES**

All Shelby County Schools Board Policies can be found on the SCS website at ([www.scsk12.org](http://www.scsk12.org)). Look under “Popular Links” on the right side, scroll down to Board Policies. These policies are on the left menu under Students 6000. Other important parent information can be found under Quick Links on the left of the home page. Look under Parent Resources.

- 6002-Student Admissions
- 6014-Attendance and Excuses
- 6022-Student Conduct
- 6046-Harrassment, Intimidation, Bullying or Cyber Bullying

**Parents- Please keep this document for your records**

Downtown Elementary Family Engagement Plan 2018-2019
(Revised June 27, 2018)

This Family Engagement Plan is a written parent involvement plan that is being implemented. It has been developed jointly with, agreed on, and distributed to parents. The plan is made available to the local community and updated periodically to meet the changing needs of parents and the school.

We recognize the importance of partnering school, parents, and community to work together for the education of children. Our goal is to promote and improve academic achievement, promotion rate, attendance, parental involvement, and positive behaviors to ensure success for all students.

Downtown Elementary School pledges to eliminate barriers to parental involvement, encourage parents to become meaningfully involved, and promote the capacity for strong parental involvement by:

1. Convening and inviting all parents to an Annual Meeting to inform parents of Title 1 requirements, school participation in Title 1, rights of parents, and the right to be involved.
2. Providing a flexible number of meetings throughout the year at various times of day that allow all parents to participate. Providing parents with opportunities for regular meetings, per parent request, to formulate suggestions, to participate in decisions relating to the education of their children and to respond to suggestions as soon as practical and possible. Hold community meetings when possible.
3. Having an active Leadership Council including elected parents, teachers, and school staff.
4. Notifying parents of this policy and school information in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand.
5. Building capacity for involvement by providing other reasonable support for parent involvement activities per parent request.
6. Providing a parent/community bulletin board of current events, district information, and a monthly calendar with school activities listed. Send home and email a monthly newsletter.
7. Providing parents with timely information about school and parent programs.
8. Involving parents in an organized, ongoing, and timely manner in planning, reviewing, and improving the school parental involvement policy and joint development of the TSIPP.
9. Ensuring that a process is in place to submit parent comments on the school-wide program (TSIPP) if it is not satisfactory to the parents when the school makes the plan available to the district.
10. Providing parents a description and explanation of the curriculum the school uses, forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
11. Building capacity for involvement by providing assistance to parents in understanding such topics as the state’s academic content standards, state student academic achievement standards, state and local academic assessments, how to monitor a child’s progress and work with educators to improve student achievement.
12. Building capacity for involvement by providing materials and training to help parents work with their children to improve their achievement during TCAP Prep Events, Family Math/Science/Technology Night, and Family Reading Night.
13. Building capacity for involvement by educating staff with the assistance of parents in the value and contributions of parents, and in working with parents—how to reach out to, communicate with, and work with as equal partners, implement and coordinate parent programs, build ties between parents and the school.
14. Building capacity for involvement by coordinating and integrating parental involvement strategies with other programs as applicable.
15. Improving accessibility by providing full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, to the extent practicable.
16. Encouraging parents to be active and supportive of our PIE (Partners in Education) group.
17. Providing a Parent/Student Handbook covering school rules, policies, procedures, and the school calendar. Encouraging parents to assist teachers in the classroom and to tutor students.
18. Utilizing partnerships with community organizations, adopters, and businesses.

Answers to many questions and much helpful information may be obtained from the State Dept. of Education by calling 1-888-212-3162 or visiting http://www.state.tn.us/education/speced/index.htm.

Legal Services Division
Division of Special Education, TN Dept. of Education
710 James Robertson Parkway
Nashville, TN 37243-0380
Phone: 615-741-2851
Fax: 615-253-5567 or 615-532-9412

West Tennessee Regional Resource Center
100 Berryhill Drive
Jackson, TN 38301
Phone: 731-421-5074 Fax: 731-421-5077

East Tennessee Regional Resource Center
2763 Island Home Blvd.
Knoxville, TN 37290
Phone: 865-594-5691 Fax: 865-594-8909

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below.

The **ARC of Tennessee** is on the Internet at http://thearctn.org/

44 Vantage Way, Suite 550
Nashville, TN 37228
Phone: 615-248-5878 Toll-free: 1-800-835-7077
Fax: 615-248-5879 Email: pcooper@thearctn.org
Support and Training for Exceptional Parents (STEP)
http://www.tnstep.org/
712 Professional Plaza
Greeneville, TN 37745

Tennessee Protection and Advocacy (TP&A)
416 21st Ave. South
Nashville, TN 37212
Toll-free: 1-800-287-9636 or 615-298-1080
615-298-2471  Fax: 615-298-2046

DOWNTOWN ELEMENTARY STAFF
ADMINISTRATION
Principal  Ms. Debra Martin
Instructional Facilitator  Mr. Alicia Turner
PLC Coordinator  Ms. Narvia Smith-Taylor
Guidance Counselor  Ms. Casey Fernandez
Guidance Counselor  Ms. Debora Gaten
Financial Secretary  Ms. Cynthia Brown
General Office Secretary  Ms. Alma Glasper
Clerical Assistant II  Ms. Monica Parson
SACC Coordinator  Ms. Nora Pirtle
Plant Manager  Ms. Linda Davis
Cafeteria Manager  Ms. Gloria Thompson

TEACHERS
Pre-K  Ms. Sherri Barbee
Pre-K  Ms. Natisha Gaither
Pre-K  Ms. Lydia Meeks
Pre-K CLUE  Ms. Latrice Leggs
KK-01  Ms. Britton Hoover
KK-02  Ms. Libby Porter
KK-03  Mr. Jarvis Bryant
KK-04  Ms. Kelsey Johnson
KK-05  Ms. Karen Anderson
1-01  Ms. Michelle Fenley
1-02  Ms. Margaret Kemp
1-03  Ms. Carla Aldridge
1-04  
2-01  Ms. Brielle Barrett
2-02  Ms. Fredha Feaster
2-03  Ms. Emily Graham
2-04  Ms. Nicole Bandele
2-05  Ms. Sabrina Adams

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services – Disability Pathfinder Database:
On the web page, select your “county” and the “service” you desire from the drop-down lists and click ”Submit”.

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.
3-01    Mr. Glenn Mays
3-02    Ms. Tamara Rogers
3-03    Ms. Debra Johnson
3-04    Ms. Lavakia Hall
3-05    Ms. Cheree Ray

Ms. Cynthia Gholston – School Psychologist
Ms. Karen Buck – School Social Worker

4-01    Ms. Treena Cleaborn
4-02    Ms. Amber Williams
4-03    Ms. Regina Garrett
4-04    Ms. Angela Chambers
4-05    Ms. Phyllis Anderson

5-01    Ms. Teaira Evans
5-02    Ms. Elizabeth Emmerson
5-03    Ms. Jennifer Quigley
5-04    Ms. Dorothy Bradshaw

SPECIAL EDUCATION and ENCORE TEACHERS
Ms. Rosemary Winters – Intermediate Instructional Resource
Ms. Richara Thomas – Primary Instructional Resource
Ms. Suzanne Coleman – CLUE
Ms. Vickie Carter – CLUE
Ms. Nicole Espree – Technology
Ms. Mary Elizabeth Washburn – Music
Ms. Floy Hamm – Librarian
Mr. Fredrick Willis – Physical Education
Dr. Terrell Cullens – Physical Education
Ms. Miranda Bavier - Art
Ms. Kelly Richert – Speech
Ms. Laura Frodyma - ESL
- Strings

MEDICAL RESOURCE TEAM
Ms. Emily Smith – Occupational Therapist
School Nurse (Wednesdays Only)

RECOMMENDED
HEALTHY IDEAS FOR CLASSROOM
SNACKS & PARTIES

👩‍❤️‍👩 Low-fat Milk/flavored milk
👩‍❤️‍👩 100 % Juice
👩‍❤️‍👩 Water/flavored water (calorie-free)
👩‍❤️‍👩 Fresh fruit assortment

👩‍❤️‍👩 Fruit and cheese kabobs
👩‍❤️‍👩 100 % fruit snacks
👩‍❤️‍👩 Vegetable trays
👩‍❤️‍👩 Cheese-cubes, string
👩‍❤️‍👩 Pretzels
👩‍❤️‍👩 Low-fat popcorn
👩‍❤️‍👩 Graham crackers
👩‍❤️‍👩 Fig Newtons
👩‍❤️‍👩 Animal crackers
Reduced fat/ Baked chips
Reduced fat muffins
Angel food cake-plain or topped with fruit
Pizza with low-fat toppings
(veggie, lean ham, Canadian bacon)
Pizza dippers (pizza toppings and bread
on skewer with marinara dip)
Ham, cheese, or turkey sandwiches (with
low-fat condiments)
Low-fat pudding
Low-fat frozen desserts (i.e. Yogurt, Ice
Cream, Sherbet, & Juice bars)

Yogurt smoothies
Yogurt parfaits/banana splits
Quesadillas with salsa
Low-fat breakfast or granola bars
Trail/Cereal Mixes

CUPCAKES, CANDY, OR UNHEALTHY SNACKS WILL NOT BE ALLOWED FOR PARTIES.
2018-2019
DTE Calendar of School Events