



# **Student/Parent Handbook 2017 – 2018**

***“We were made to thrive!”***

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## **Welcome to Overall Creek Elementary School!**

We hope that our Student-Parent Handbook will serve as a guide and answer your questions regarding policies, procedures, rules, and regulations. We want you to share in the genuine excitement that is a part of Overall Creek Elementary School (OCE). Our faculty and staff are striving to do the very best job possible to provide a quality education for each and every student. The strength and unifying ingredient of Overall Creek is our mutual partnership involving students, teachers, staff, and parents.  
Working together, we can accomplish tremendous things!

**SCHOOL HOURS: 7:30 a.m. - 2:30 p.m.**  
**The doors will open at 7:15 a.m.**

### **MISSION STATEMENT**

To assure academic & personal success for each child.

### **VISION STATEMENT**

**The Otters have PRIDE!**

We have **PRIDE**, yes we do! We have **PRIDE**, how about you?

**Personal Responsibility In Delivering  
Excellence**

### **BELIEF STATEMENTS**

We believe:

- ☆ All children are unique and have the ability to learn and be successful.
- ☆ Each child is successful given that policies and procedures have been aligned to meet individual students' academic and non-academic goals.
- ☆ We will maintain a policy of high standards of behavior and good citizenship through the communication, collaboration and shared decision-making of students, staff, and all relevant stakeholders.
- ☆ Individuals must be met where they are academically, socially, emotionally, and physically to help them obtain a quality education.
- ☆ Teachers will hold the highest expectations for their students in utilizing research-based instructional techniques and assessments along with cutting edge technology to drive all academic and non-academic instruction.

- ☆ Data driven decision-making enables OCE staff, students, and relevant stakeholders to focus on achieving proficiency and beyond for all subgroups.
- ☆ Schools, families, and communities collaboratively produce successful productive citizens by continually evaluating and making necessary changes to meet individual needs.

### **DESIRED LEARNER OUTCOMES**

1. The student will demonstrate proficient grade-level knowledge in reading, writing, math, science, and social studies.
2. The student will apply learned skills to develop creative abilities and higher-order thinking skills.
3. The student will demonstrate skill in using technology as a tool for learning.
4. The student will demonstrate the ability to make responsible choices, to establish priorities, and to assume responsibilities to become valuable citizens.
5. The student will demonstrate the ability to practice good health and safety habits.

### **COLORS AND MOTTO**

Our school colors are purple and athletic gold, and our school motto is “**We were made to thrive!**” Our mascot is an otter named “Ollie”.

### **LOST AND FOUND**

All lost items will be kept in the “lost and found”. It is recommended that your child’s possessions be clearly labeled (name tag, marking pen, etc.) to assist in the return of misplaced articles. Children should not bring toys or other items to school. The school is not responsible for personal items lost or damaged at school. All unclaimed items will be donated to a local charity at regular intervals during the year.

### **YEARBOOK**

The school offers a yearbook each year. Parents will be notified in advance of cost, dates for reserving the yearbook, and approximate delivery date.

### **SCHOOL PICTURES**

Each year individual and group pictures will be made. Pictures are taken in the fall and spring of the school year. The fall pictures will be used for the yearbook photo. Parents are notified in advance of the dates and costs of these pictures. Purchasing pictures is optional.

### **FIELD TRIPS**

Field trips will be included to enhance and support learning objectives. These field trips will be teacher supervised and educational with stated instructional value. Adequate notice will be given to the parent, and the school will provide transportation. Funds will be requested for each child’s trip. The Murfreesboro City Schools Field Trip Permission Form must be signed by the parent for the student to attend. *This form is required for attendance.* Parent chaperones are requested for most field trips and may be limited in number due to venue requirements. **Additionally, siblings will not be allowed on field trips.**

### **FRONT OFFICE**

Please inform the office of all changes regarding your contact information and that of any persons able to pick up your child. Update your phone number, address, email, and/or any individuals who may or may not pick up your child routinely. It is essential that the Overall Creek employees are able to reach you for any situation that may arise.

### **TELEPHONE**

Students may use the school's telephone to make emergency calls with the permission and supervision of OCE staff.

### **FOOD SERVICE/CAFETERIA**

MCS has implemented a new option available to select schools in Tennessee that participate in the National School Lunch and School Breakfast Programs. This option is called the Community Eligibility Provision (CEP) program and students are provided a nutritious breakfast and lunch at no cost, regardless of family income.

If your child wishes to have a la cart items, such as ice cream, monies must be deposited into your child's lunch account. Parents may sign up for the online program to make payments and manage their child's lunch account at <https://www.parentonline.net>.

If paying by check, parents may write checks to Overall Creek Cafeteria and send on the **FIRST** day of the week to your child's teacher. Place the check in a sealed envelope with the child's name on it. PLEASE send a separate check for each child as the teacher keeps a record of each payment; e.g. if there are three students in a family, three checks need to be sent.

## **Parent Visitors**

We encourage parents and grandparents to dine with their students at lunch. The guest price for lunch is \$3.25. Adults dining with students are excellent role models for all children. The adult's experience of going through the serving line with the child can be very rewarding for both child and adult. We have found it to be an invaluable lesson for children when adults demonstrate proper nutrition choices while dining in what is traditionally considered "the student's world". Parent visitors will sit with their student at the visitor's table. In order to ensure that parents are able to have quality time with their student and privacy, no "buddies" are allowed to join students who are eating with parents. Only students are allowed to sit with the class at their assigned table.

Murfreesboro City Schools Department of School Nutrition strives to make school meals healthy and nutritious each day. Therefore, we **greatly discourage bringing in food from outside sources** when you come to Overall Creek to dine with your student. Food from outside sources such as fast food is not allowed in the dining area. In addition, no canned drinks should be sent to school.

Cafeteria menus are provided to all students each month. These menus are also posted on our website. Please feel free to contact the cafeteria manager with any questions, concerns, or suggestions that you may have.  
The cafeteria phone number is **615-624-5506**.

**You will notice in the cafeteria we have a “Peanut Free” eating zone. This table/area is a necessity to assist those with significant peanut allergies. This “peanut free” table is to be used by students and guests who have significant allergy issues and MUST eat in a location free of all nut products. If you are eating at that table, you are to have NO nut products of any kind. This “Peanut Free” area is to be respected and adhered to at all events when the cafeteria is in use before, during, or after school hours.**

Your demonstrated support of our cafeteria program is greatly appreciated.

**CAFETERIA PRICES ARE SUBJECT TO CHANGE**

**THIS IS A SCHOOL BOARD DECISION**

<http://www.cityschools.net/departments/school-nutrition/pricing>

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

**SNACK POLICY - GUM**

We encourage healthy snacks from home. Some ideas include apples, raisins, grapes, banana, pretzels, crackers, celery sticks, carrot sticks, 100-calorie type packs, etc. Your teacher may provide guidance or suggestions for individual classrooms. Bottled water is a great item to send with your child to OCE as there is research indicating the need to keep one’s brain hydrated, which enhances a child’s ability to learn. Healthy snacks are available for purchase in our cafeteria each morning. *Chewing gum is not permitted at school.*

**Personal Responsibility In Delivering Excellence (PRIDE)**

(Overall Creek Elementary Extended School Program)

Before and after school childcare is available through our **PRIDE** program, a division of MCS Extended School Program, from 6:00 until 7:15 in the morning and from 2:30 to 6:00 in the afternoon, Monday through Friday. Children may stay for both sessions or only attend one session, either morning or afternoon. Information regarding fees, class options, and attendance options is available from our OCE **PRIDE** office at 615-624-5504. Parents must check their child(ren) in with **PRIDE** as they arrive each morning and parents must sign them out before they leave each afternoon. All students who participate in **PRIDE** must be picked up by 6:00 p.m. Only Overall Creek students in our after school program may use the playgrounds until 6:00 pm each day. After 6:00 pm the community may use the playgrounds.

**PRIDE** will remain open from 6:00 am until 6:00 pm for registered students during the following events: fall, winter, and spring breaks, and some holidays. Please refer to the ESP calendar for the days/holidays ESP is closed. \*\*\*

### **D.A.R.E.**

Students in fifth grade participate in the D.A.R.E. (Drug Awareness Resistance Education) Program. These classes are taught by Murfreesboro Police Officers trained in this specific curriculum. This occurs in one of the two semesters with a graduation ceremony to follow. Additionally, classroom visits by D.A.R.E. officers to the younger grades occur as an introduction.

### **POLICIES – REGULATIONS – ATTENDANCE – ABSENCES**

The school day begins at 7:30 a.m. Walkers, bike riders, car riders and golf cart riders should ***arrive at school no earlier than 7:15 a.m.*** at which time the classrooms are opened. It is MCS policy to have **NO** unsupervised children at any time. ***Every effort should be made to ensure that students arrive no earlier than 7:15 a.m. and are promptly picked up at dismissal time.***

The Attendance Act requires that all children must attend some type of day school until the age of 18. Children may not be kept home except for the following conditions:

1. the child's personal illness,
2. death in the family,
3. special religious holidays,
4. **HEAD LICE (2 EXCUSED DAYS PER YEAR IS ALLOWABLE FOR HEAD LICE. ANY ABSENCES, after the TWO excused, WILL BE UNEXCUSED.)**

**Following each absence, students must have a signed note from the parent or guardian stating the reason for the absence and the date.** This note must be sent to your child's teacher. Parents are allotted 5 parent notes (notes handwritten by parents) to excuse a child's absences. *Absences for reasons other than those stated above are considered unexcused.* Five unexcused absences will be treated as truancy and the parent(s)/guardians will be notified by letter. Should a student have ten (10) unexcused absences a petition will be filed.

If a student is absent for an extended period of time, parents are strongly encouraged to arrange for schoolwork to be picked up and completed. A child who does not attend at least 1/2 day (7:30 a.m. – 10:46 a.m.) is considered absent. Additionally, if absences become excessive (even those excused with parent notes), the principal may require doctor's notes or pursue truancy proceedings. Routine attendance is essential to academic and personal success! With the **No Child Left Behind (NCLB)** law, each school is evaluated on the number of absences accrued and can be placed into "target" status if absenteeism is determined to be a real issue of concern. Currently the required percentage of attendance as stated by **NCLB** is 93%.

### **TARDIES**

The school day begins at 7:30 a.m. If a child arrives in the classroom after 7:30 a.m., he/she is considered tardy. Teachers begin instruction promptly after school begins, so

tardy students are missing valuable math or reading instruction. Tardies are reported on the attendance report by the classroom teachers. Any tardies impact **all** students' ability to learn as teaching time is lost due to the interruption of the late arriver. **Unexcused tardies will be reviewed for potential action.**

### **EARLY DISMISSAL**

Students who are dismissed early are to be signed out in the office and the child will be called down. Just like tardies, early dismissals impact the student's ability to learn as teaching time is lost. We discourage early dismissal. Excessive early dismissals will be reviewed for possible action. **If anyone other than those people listed on the registration card is to pick up a child, the office should be notified in writing and this person should have a photo ID with him/her.** Early dismissals for illness, doctor or dentist appointments, or family emergencies will be counted as an excused tardy with a doctor's or parent note. Notes must be submitted to our Technical Secretary within 5 (five) days in order to be excused. Otherwise, they are counted as unexcused tardies, the same as arriving late.

### **SCHOOL SECURITY/VISITORS**

Anyone other than an Overall Creek student or staff member is considered to be a VISITOR. Each visitor will enter through the front doors and be "buzzed" into the front office and must report to the school office to sign in and receive a visitor's badge. You may be asked to "state your business" or asked who your appointment is with prior to being "buzzed" in. *A picture ID is required and must be left in exchange for a visitor badge.* This badge must be worn by visitors at all times. All visitors must adhere to OCE policies and procedures while on our campus. Before leaving the building, visitors must return to the office to sign out, retrieve their ID, and return the visitor's badge.

**\*\*We ask parents not to park on the circular drive entrance or back loop.  
Signs are posted indicating that there is to be no parking on the circular drive.  
Please adhere to this and utilize the provided parking spaces  
when entering our campus.**

### **WE I.D. —even if we know you!**

Parents, please be sure that when you, or any appropriate person on the student's registration card, comes to school, that he or she brings a picture I.D. and has that out and ready for office staff. We "I.D." even if we know you to protect our students. This is to help us with identifying visitors, making sure they are allowed to pick up a child, and to maintain a safe environment. Please share this information with those able to check out your child(ren). All should have an I.D. and/or be in our computerized identification system.

### **TRANSPORTATION**

For any change in transportation on a particular day, WRITTEN notice from a parent or guardian is required. This is to maintain student safety & ensure we have documentation of all transportation changes. We cannot accept changes to transportation over the phone.

**Changes in transportation for children must be made prior to 2:00 p.m. each day. Dismissal is a hectic time, particularly in the front office, and last minute changes**

**create difficulty for all parties involved.**

City school buses transport children who live in the Overall Creek Elementary zone to and from school. Please be advised that large projects or packages cannot be carried onto the bus, as there must be adequate room for at least two children in each seat. Parents should not block bus lanes in the morning or afternoon. Assigned school personnel will be on duty to meet the buses in the morning and to monitor boarding of the buses at dismissal time. Bus riders are expected to follow the rules and regulations regarding safety and behavior on the bus and at bus stop locations. \_

Established bus riders wanting to ride another bus home with a friend must have a "Special Request for Transportation" form completed by a parent or guardian informing the Transportation Dept. of the change in the student's bus stop. This form must be submitted by 10:00am 24 hours prior to the requested date. **If the transportation department determines that the bus is already at maximum student capacity, the request will not be honored.** The school will notify the parent and other arrangements must be made.

For non-established bus riders wanting to ride the bus home with a friend, parents must come to the OCE office and complete the "Special Request for Transportation" form for "non-established bus riders". **This form MUST be received in the Overall Creek office by 10:00 a.m.** 24 hrs. prior to the requested date to send to the Department of Transportation for approval. **If the Transportation Department determines that the bus is already at maximum student capacity, the request will not be honored.** The school will notify the parent and other arrangements must be made. *A new permission form must be completed each time this occurs.*

**Rules for Students as Passengers on Buses:**

Riding the school bus is a privilege, not a right. In order to receive free transportation, students must observe the following rules:

1. Students shall take seats promptly after boarding the bus. No seats can be reserved. Should the driver assign a student a seat, the student must comply. Students shall remain in their seats while the bus is in motion.
2. Students shall not open windows on the bus unless asked to do so by the driver.
3. Students must keep hands, arms, and head inside the bus.
4. Students shall not use alcohol, drugs, or tobacco in any form.
5. Students shall not throw objects on the bus or out the windows.
6. Students shall not distract the driver with loud talking, laughing, fighting or unnecessary confusion.
7. Students shall not eat food, drink beverages, or chew gum.
8. Students shall not transport live animals or insects, even in cages or containers, for any reason. If it is necessary to bring these to school, parents should arrange to transport them.
9. Students shall not litter.
10. Students shall not transport items that may endanger the health or safety of any other passengers, such as glass, flower arrangements, or balloons/balloon bouquets. Aisles should be kept clear of books, bags, lunches, instruments, and



school projects. Parents should make arrangements to transport items too large to be held on student's lap.

11. Students shall not transport weapons.
12. Students shall not use inappropriate language as follows: It is unacceptable to use language or gestures that are lewd, obscene, profane or in general offensive and objectionable as measured by the prudent and prevailing standard of the community and Board of Education.
13. Students shall not be disobedient as follows: It is unacceptable to be defiant or refuse to obey and follow a legitimate request, command, rule, regulation, directive, or order.
14. Students shall not be disrespectful as follows: It is unacceptable to be discourteous, impolite, rude, insubordinate or surly.
15. Students shall not be disruptive as follows: It is unacceptable to interrupt, in any of its settings, the orderly course of transportation affairs by any means, way, form, or fashion.
16. Students shall not be abusive or aggressive as follows: It is unacceptable to mistreat, misuse, hurt by treating badly, demean, insult, intimidate, extort, mock, jeer, ridicule, threaten or use excessive force.
17. Students shall not damage school property.
18. Students should arrive at their bus stop five (5) minutes prior to their scheduled bus arrival time and students are not permitted to change location of authorized bus stops.
19. Students must cross the road under the direction of the driver and be careful in approaching bus stops; walk on left side, facing oncoming traffic; on exiting, cross road only after the driver has signaled that it is safe.
20. Students must have a note, signed by a parent and dated, to get off the bus anywhere other than their designated stop. **(The classroom teacher and an administrator will sign this note so the driver will know we are all aware of this change.)**
21. Cell phones or any other personal communication devices are not to be used, accessed or displayed while on any school bus.

**SPECIAL NOTE: Students are subject to being recorded on video/audio cameras at any time they are riding a school bus.**

- When deemed appropriate, violations of the above bus riding rules will be reported to the school authorities for disciplinary action. *Parents or guardians are ultimately accountable for the behavior of their minor children.* The drivers need your cooperation and support of their efforts to enforce the rules that are essential to the SAFETY and security of your children. While the drivers represent you in a "parent-like" role, the students must obey them regarding the rules for students the same as if you, the parent or guardian, were enforcing them.
- Parents or guardians who fail to act responsibly in terms of teaching, requiring, and upholding the rules for their children while they are passengers on school buses may subject themselves to providing their child's own transportation. Students will be suspended from riding the bus for breaking bus rules.
- Questions about bus service will be addressed by the Department of Transportation at 898-7126.

### **Car Riders/Golf Carts:**

1. Load and unload children on school property and observe traffic signs and rules as well as the directions of staff members who have been assigned to assist with loading and unloading.
2. All car riders will be given a car tag from their teachers. This tag will have an official stamp from the office. If you lose your tag or need extras, please let your teacher know.
3. Car rider tags must be displayed when picking up your students. Children will not be released to anyone with **handwritten tags or tags without the official stamp**. Parents without a tag will have to go the office to sign out their students. Please understand that this procedure is to keep our students safe.
4. **Parents should not walk up in the car line to pick up. Parents should remain in vehicles during dismissal.**
5. Instruct children to watch for their ride and walk to the car when directed.
6. Avoid blocking bus parking areas and pick up area for other cars.
7. There will be several students walking among the cars in the car line. For the safety of our students, please make sure you limit distractions such as cell phone usage while driving in the line.

### **Bike Riders:**

Students may ride their bicycles to school. Locks are recommended. Bike riders are expected to follow all safety and traffic rules. Students should wear helmets when riding their bikes to school. Bike riders are expected to leave the campus promptly after dismissal. Bike riders are expected to follow the directions of the crossing guard. Bikes should be walked across the intersection at the direction of the crossing guard. The school is not responsible for students' bicycles.

### **Walkers:**

Students should exit the building immediately upon dismissal. The children must stay on the sidewalks, and proceed to the crossing guard. They should wait for directions from the crossing guard before crossing the street. *\*Students walking or riding bikes are subject to disciplinary action for misbehavior on the way to and from the school.*

**Skateboards, Rollerblades, and Scooters:** These are **not to be ridden** to or from school.

## **DISCIPLINE**

All children are expected to follow the rules of Overall Creek Elementary School. The behavioral expectations have been designed to be in the best interest of the children and staff for a positive learning experience. Each classroom teacher has a poster of age-appropriate rules for his/her class. These rules and concepts are discussed with the entire class and modeled or taught as necessary. Teachers, staff, and students are expected to follow these rules. If a child becomes disruptive in the classroom, his or her behavior must be corrected. This is the job of the teacher, parent and school administration working together as a team.

The following is a list of behaviors that are not acceptable at OCE:

- ✓ Biting
- ✓ Bullying
- ✓ Damage to school or private property
- ✓ Defiance
- ✓ Disrespect
- ✓ Disrupting the classroom
- ✓ Drugs, alcohol, or tobacco possession or use
- ✓ Fighting or other forms of violence
- ✓ Horseplay
- ✓ Spitting
- ✓ Harassment
- ✓ Possession of weapons
- ✓ Misbehavior in the restroom, cafeteria, hallways, or other special areas
- ✓ Profanity (verbally or via gestures)
- ✓ Running in the building
- ✓ Theft
- ✓ Threatening others
- ✓ Unnecessary noise in the hallway
- ✓ Violation of Classroom Rules
- ✓ Other behaviors deemed disruptive to the educational process by the school administration

**THE FOLLOWING ITEMS ARE NOT ALLOWED AT Overall Creek:**

- ✓ Toy guns or weapons of any kind, as they are disruptive to the learning environment.
- ✓ Collector cards
- ✓ Laser light pointers should **not** be brought to school. (These are for instructional use only by teachers.)
- ✓ Lighters and/or matches. (Appropriate discipline will follow if these are brought to school.)

***If brought to school, these items will be immediately confiscated, brought to the administration, and returned only to the parent or legal guardian.***

⇒Smartphones, Cell phones, and any hand held electronic devices may be stored in backpacks, purses, or personal carry-alls. These items should be silenced or turned off and not taken out unless permission is granted by the teacher.

⇒The use of these devices is forbidden during the academic day, on a school-sponsored trip, or during ESP unless approved by administration or the ESP site director.

⇒Improper use or storage of these devices may result in confiscation of the device until it can be released directly to a student's parents and/or guardians. A student in violation of this policy is subject to related disciplinary action.

⇒In addition to the parameters established above, use of any device to bully, harass or intimidate others will be subject to related disciplinary action.

⇒Using any device for any illicit activity including but not limited to: to take, disseminate, transfer, or share obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal law.

⇒Any student taking, disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs of other students or any other individual at school, on a school bus or while attending any school event or activity will be subject to the disciplinary procedures of the school district and reported to law enforcement and other appropriate State or Federal agencies.

⇒These devices shall not be used to record and/or video school personnel or students without the principal's or principal's designee's permission.

⇒Cell phones or any other personal communication devices are not to be used, accessed or displayed while on any school bus.

⇒Possession of a cell phone under the circumstances set forth in this policy is a privilege, which may be forfeited by a student who fails to abide by the terms of this policy.

⇒**The Murfreesboro City School Board, its schools, and its employees assume NO responsibility or liability for the loss or theft of or damage to any student's personal communication device or for the unauthorized use of a student's personal communication device.**

Violations of these established rules and expectations of behavior may be subject to disciplinary action and could include but are not limited to the following:

1. Warning
2. Time Out
3. Office Referral
4. Counselor Referrals
5. Parent Contact (phone calls or conference)

6. Withholding of Privileges
7. In-School Suspension (ISS)
8. Out-of-School Suspension (OSS)
9. Functional Behavioral Assessment
10. Outside agency contact such as Murfreesboro Police Department
11. Other consequences as deemed appropriate by the school administration

**Severe infractions of the rules will be dealt with immediately by administration.**

### **SAFETY DRILLS**

Periodic safety drills (Tornado, Fire, Codes, etc.) will be held throughout the school year. During such drills the classroom and/or special area teacher supervises the movement of the class to a safe location. Students are expected to follow all rules during this time.

### **IN-SCHOOL SUSPENSION**

An In-School Suspension (ISS) program is used for students whose behavior warrants removal from the classroom for a specific period of time based on the infraction. **ISS is a consequence assigned by OCE administration only.** Parents will be notified when a child has been assigned to ISS.

### **PLAYGROUND**

Classroom or special area teachers will supervise students who use the playground during the school day. Instruction for safe play will be given. The following is a list of expectations for the playground:

1. Swing alone with no twisting, standing, or jumping.
2. Slide down the slide seated, with no climbing up the wrong way or hanging from the bars.
3. Climb and play safely on identified climbing apparatus, not on support structures or coverings.
4. No climbing on top of monkey bars.
5. No pulling on limbs or climbing trees.
6. Do not pick up and/or throw sticks, rocks, or any other item that can be harmful.
7. Play safely on the monkey bars—no leg wrestling, or pulling on students
8. Do not play in the bushes and landscaping.
9. Students are NOT to stand on top of the tables or benches in the outside areas.
10. No tackle football or aggressive pushing or shoving in basketball, soccer or any other sport.
11. Stay in the designated area within sight of the teacher or supervisor.

### **DRESS CODE**

Children are expected to come to school dressed appropriately. Clothing or accessories that disrupt learning and/or teaching are not considered acceptable dress. All shirts and pants should meet even when engaged in physical activity. When raising hands in the classroom, tummies should be covered. The following items are considered inappropriate and unacceptable for school dress:

1. cut-off shorts or shirts
2. fishnet or see-through shirts
3. halter tops/midriff tops/tank tops/spaghetti-strap tops (sleeveless shirts must be at least 2" across the shoulders. Armpit area should be adequately covered.)
4. clothing with inappropriate logos, messages or pictures (alcoholic beverage logos, tobacco logos, profanity, etc.)
5. clothing with obvious holes
6. extremely short skirts, skorts, or shorts (should be to one's fingertips or longer than one's fingertips when standing straight.)
7. hats/caps when worn indoors (except for the occasional spirit related event)
8. biker shorts
9. cleats
10. sagging pants (Loose fitting pants must be worn with a belt.)
11. bandanas/scarves
12. sweat bands
13. roller shoes ("Heelys")
14. wave caps
15. inappropriately sized garments are not allowed

***If needed, parents will be called to bring appropriate attire for his/her child. Parents, please help us with this dress code, as learning can be negatively impacted with inappropriate distractions due to attire worn at school.***

Please be mindful that learning will routinely take place in centers located along the creek. This will occur year round (weather permitting) during classroom time and/or Special Area time. Please make sure your child is dressed appropriately for outside learning each day (coats, hats, gloves, etc.). 😊

### **CLINIC**

Any child who becomes ill or is injured at school is sent to the school clinic located in the office suite. The office staff will take the child's temperature and clean and bandage scrapes and cuts. Parents are contacted when a child needs further attention. The clinic is provided for emergency and short-term use until parents can make arrangements to pick up ill students. Parents are expected to pick up children within **one hour** of being notified that the child is ill. Failure to pick up sick children in a timely manner may result in contacts with the Murfreesboro Police Department or the Department of Children's Services. **It is extremely important, for this reason, that the office be informed of any change in home or work phone numbers throughout the school year.** Please do not send your child to school if he/she is ill. If the child has had a fever, he/she should have had a *normal temperature for at least 24 hours before returning to school without having had any fever reducers.* A fever is defined as 100.0 degrees or higher. Also, children who have been vomiting should not return to school for at least *24 hours after the vomiting has stopped.* We want our students to be healthy and able to learn as well as to protect other students from the unnecessary spread of germs.

## **ADMINISTRATION OF MEDICATION**

If it is necessary for a child to take medication prescribed by a physician during school hours and the parent cannot be at school to administer the medication, medication will be stored at the school for the child to self-administer with assistance from employees of OCE and with proper medical forms filled out by doctors and parents filed in the school office. An adult must deliver all medication to the front office; children are not, *at any time*, to transport or bring medication with them to school.

## **LICE**

In accordance with Murfreesboro City Schools Administrative Directive Policy:

If a student is suspected of having head lice, confirmation will be made by the school nurse or designated staff. Once a confirmation is made, the child's parent will be contacted. Instructions for treatment and prevention of head lice will be given and information sent home. If no live lice or viable nits are found, the student may be readmitted to class. If nits are present, students may return to class, with the school nurse/staff contacting the parents for proper treatment of head lice and to remove the nits. The school nurse or designated staff will re-examine the child the next school day. Parents will be notified if nits are still present and counseled on effective nit removal.

Parents of students with live or active infestation will be asked to pick up their student as soon as possible to begin the treatment. The student may return to school only after the hair has been treated with a lice riddance shampoo and the parent presents to the school officials a recent receipt for purchase of the treatment or a release from the Health Department or health care provider.

A student shall be expected to have met all the requirements for treatment and return to school no later than two (2) days following exclusion for head lice. All days in excess of the allowable period shall be considered unexcused absences and referred to the attendance supervisor at the proper time.

## **HOMEWORK**

Our school believes in working hard each day at school. We are dedicated to making the most of our instructional time and stretching your child mentally each day. We believe that after school time should be used to foster social development, enrich, read, and spend quality family time together. **Every child will be expected to read each night for a developmentally appropriate amount of time.** (See teacher for guidance on this.) This is the most beneficial thing parents can do to foster their child's love of reading and create fluent readers. Any other homework will predominantly be assigned on an as needed basis. Teachers will be in communication if there are areas of concern and extra support needed at home.

*Excluding reading time, if homework takes longer than 30 minutes, please write a note to the teacher explaining the situation.* Remember, homework should be completed in a quiet, working environment. Extraneous sounds and/or distractions should be kept to a minimum. **If the time involved to complete homework is a continuous problem, please meet with the teacher to discuss possible alternatives.**

## **AGENDAS AND FOLDERS**

At the start of each school year, each child is given either an agenda or folder at no cost. These help students with planning and writing down daily assignments. Most teachers use the agenda daily for assignments and other communications and require each child to have one. The fee to replace a lost agenda is \$3.00 and the fee to replace a lost folder is \$2.00.

## **REPORTING STUDENT PROGRESS**

Parents and teachers working together maximize the potential for success of each student. Therefore, it is necessary that communication be a continuous process between the home and the school. Faculty and staff welcome and encourage open communication. Report cards are distributed on a nine week basis and sent home with the students. Parents can also access these reports online through Skyward and stay up to date on student progress. Parent conferences are scheduled twice a year and at any other time the teacher and/or parent deem necessary.

**Academic Acknowledgement** – Students are continually rewarded for their hard work and progress at Overall Creek. To further acknowledge the academic success of students in grades 4-6 there are two distinguished groups that the students may become a member of through their hard work and effort. These honored and celebrated students are photographed and their pictures are proudly displayed on our website.

**Honor Roll** – To be on the Honor Roll a student must earn all A's and B's.

**Principal's List** – To be on the Principal's List a student must earn all A's.

## **PROTECTED INSTRUCTION**

Overall Creek Elementary teachers and students will be exploring various content areas (reading, language arts, math, science, music, art, health/wellness, etc.) each day. We believe that your child's learning atmosphere is of the utmost importance and should be protected. So, to avoid interruptions to valuable learning time, parents may drop off items or personal messages for students at the Overall Creek office. (In other words, parents will not be able to bring items to their children as to protect instructional time for all learners.) School personnel will see that the students are informed of the message or receive the necessary item at the appropriate time. Please assist us in limiting interruptions and protecting instructional time. Unexpected visits can be distracting to the learning potential of all students. Please schedule visits with the teacher or front office staff. If a parent desires to visit the classroom, a call to the teacher will be made by the front office staff to determine if that time is appropriate. If it is an appropriate time, the parent will be welcomed into the classroom. There are those times when a visitor might interfere with the learning environment such as during assessments and evaluations, when a guest speaker is present, etc. At that time, if the visit is deemed unsuitable, the parent will be asked to reschedule the visit. We appreciate your support and understanding if such a visit needs to be rescheduled. Like you, we desire the best possible learning climate for all our children to achieve academic & personal success!



## **PARTIES/INVITATIONS/DELIVERIES**

Invitations to and/or reminders regarding personal parties will not be distributed at school unless they are given to every child in the class. Due to safety concerns and to protect classroom instruction, **flowers, balloons, stuffed animals, candy, and other deliveries, whether in person or professional delivery, are not to be sent/brought to school.** These items are prohibited on MCS school buses, and all deliveries will be returned to the florist/vendor. Advanced notice to the classroom teacher is required for any celebratory treats in order for the teacher to plan appropriately. In accordance with the Murfreesboro City School Board Policy, classes may have two parties per year. These parties are usually planned and coordinated by the room parent(s). *Birth day parties cannot be accommodated.* When a child has a birthday, please send him/her to the office to receive a complimentary birthday surprise.

## **TECHNOLOGY**

- Every classroom at Overall Creek is uniquely designed with innovative 65" Interactive Panels. These QOMO panels are also connected to Ladibug document cameras.
- Kindergarten and 1<sup>st</sup> grade classrooms have 10 Ipads and 2<sup>nd</sup> – 6<sup>th</sup> grade classrooms each have 10 laptops.
- Our website <http://overallcreekelementary.net> is a great communication tool for all to access and learn more about what is happening at OCE. View individual teacher pages, calendar updates, cafeteria information, announcements, items needing specific attention, and other pertinent information. Please visit this site as often as possible as it is routinely updated with information.
- Parents should utilize the Skyward website to check their student's grades and classwork, as well as any discipline reports. A reliable email address should be provided when activating this account. We do not publish or sell this information under any circumstances. The link for Skyward is:  
<https://skywardweb.cityschools.net/scripts/wsisa.dll/WService=wsEAplus/seplog01.w>
- Lastly, each teacher has a class website that contains a wealth of information for parents, students, and community members. These websites are updated regularly and include but are not limited to: newsletters, schedules, pictures, upcoming events, and class happenings.

## **MEDIA CENTER**

The media center operates on a combination of scheduled activity, open check out, and research times which are available to enhance curricular concepts. Classes are scheduled for instructional sessions with the media specialist. Each student is issued a library number and uses this when checking out materials. Parents are responsible for paying the replacement cost for any lost or damaged materials. When a student has an overdue book, no additional materials will be checked out until the late books are returned.

## **MUSIC PROGRAM**

The music program introduces the basic concepts of melody, rhythm, harmony, form, and expression. Activities include singing, moving, playing instruments, creating, and improvising. Unique to Overall Creek will be a Sound Garden located along the creek side. This distinctive learning center will allow students to musically incorporate the environment around them into a wide range of everyday activities/scenarios.

During PTO meetings, musical talents and abilities will be showcased.

1. **Chorus** – Chorus is offered to 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade students as a part of the OCE after school program. During the school year, the chorus performs at PTO meetings, school assemblies, as well as local community events when possible.

2. **Band** – Band is open to all 6<sup>th</sup> grade students desiring to be a member of the OCE band program. Band will serve as their general music class in the special area rotation. At the beginning of the school year, students go through an interview process with the band director to see which instrument they are interested in playing. During the school year, the band performs at PTO meetings, basketball games, and school assemblies. Activities include playing instruments, reading and/or notating music, and performing.

### **GUIDANCE SERVICES**

There are many services provided by the Guidance Department including individual counseling, small group counseling, parent consultation, and teacher consultation. Additionally, we will have a social worker on site as needed to provide assistance when necessary for students or families. Students can refer themselves for individual counseling or can be referred by teachers, parents, or other staff members. Parents and teachers can ask for assistance from the counselors when conferencing about specific problems which they have not been able to resolve themselves.

### **PHYSICAL EDUCATION**

**Participation:** Each child is required by state law to participate in physical education. Every class is scheduled to meet with the physical education teachers in our Special Area rotations. All pupils take part except for those who have:

1. A parent's written request asking for the child to be excused from one gym class and stating the reason, OR
2. A doctor's note that states the length of time needed to not participate in gym class. **A doctor's note is required if the student will miss more than one gym class.**

If a child has any health problems or a chronic illness, the parent should inform the physical education teachers. The four major areas taught are games/sports, gymnastics, physical fitness, and rhythmic activities.

**Dress:** To ensure safety, each child is to dress appropriately for physical education classes. Students must wear appropriate clothing in order to bend, stretch, move, etc. When evaluating appropriate clothing make sure that students can bend over and stretch to the sky without showing skin unnecessarily. The physical education schedule will be posted online.

**Students must wear tennis shoes each time they come to gym class.**

Tennis shoes are the appropriate shoes to wear to gym class. Boots, sandals, crocs, flip flops, hiking shoes, casual shoes, dress shoes, etc. are not acceptable. Students

who come to gym time without the appropriate tennis shoes will not be able to participate in the activity and will be required to walk.

## **NO GYM SHOES**

- ★ **Students who are not dressed appropriately and don't have appropriate shoes will be given an alternative activity**

## **BASKETBALL AND CHEERLEADING**

Competitive basketball and cheerleading teams are offered after school for students in fourth through sixth grades. Students must tryout to be on the teams. Basketball practices take place after school in the gym. Cheerleading practices are held after school in a designated location. Parents are responsible for making sure children are picked up after practice is over. Parents will be given a schedule of games in advance. The coaches will be responsible for getting the teams to games, but parents are responsible for picking up their child at the end of the game. Additionally, parents, friends, and family are encouraged to attend games and support our teams. For the safety of the children, please remember, children must be accompanied by an adult at the basketball games.

## **PARENT INVOLVEMENT/OCE PARENT TEACHER ORGANIZATION PARENT VOLUNTEER PROGRAM**

An organized parent volunteer program is in place and utilized at Overall Creek. Parents are urged to volunteer to work throughout the school. Classroom teachers and special area personnel need help throughout the school year in a variety of ways. So, join PTO and get involved. Our children, teachers, and staff need you! 😊

## **PARENTAL CONCERNS**

If you experience concerns or issues that need to be addressed, contact the teacher or appropriate instructor **first** to attempt to resolve the situation. If this same situation continues to be an issue, you may request a meeting with the teacher and/or counselor. If that meeting is needed, we are hopeful that a positive resolution will be reached. Should another meeting be required, parents may request an appointment with an administrator.

### **STATEMENT OF PRIVACY OF STUDENTS**

Overall Creek respects the right of privacy for all students. However, students do have conditional privacy while on campus. Student desks and cubbies must have only school-related items in them. Desks and other places within the school are subject to search by teachers and/or administration at any time of reasonable suspicion or concern.

### **DISCRIMINATION /HARASSMENT OF STUDENTS**

Students shall be provided a learning environment free from sexual, racial, ethnic, and religious discrimination/harassment. It shall be a violation of this policy for anyone to discriminate against or harass a student through conduct or communication that is sexual, racial, ethnic, or religious in nature. (For complete details on discrimination and complaint procedures, please refer to the Murfreesboro City Schools Handbook, "A Policy Handbook For Parents.")

### **STATEMENT OF NON-DISCRIMINATION**

The Murfreesboro City School System does not discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or veteran status in programs or activities or employment opportunities and benefits as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Services available include elementary grades K-6, preschool classes, special education, family resource centers, ESL (ELL), Title I, and extended school programs (ESP).

Inquiries or complaints regarding compliance with Title VI should be directed to the Director of Instruction with Murfreesboro City Schools; inquiries regarding Section 504 should be directed to the Special Education Supervisor; inquiries regarding the Americans with Disabilities Act, Title VII and Title IX should be directed to the Murfreesboro City Schools Human Resources Department. School complaint managers for Title IX have been named for each school for investigation of discrimination/harassment of students (sexual, racial, ethnic, religious) and the names of the school complaint managers are available from the principal at the respective schools. The Human Resources Director and the Title IX complaint managers are responsible for investigation of discrimination/harassment complaints (sexual, racial, ethnic, religious) and coordinating the system's compliance efforts. The above listed individuals may be contacted at the Murfreesboro City Schools Administrative Office at 2552 S. Church Street, Murfreesboro, Tennessee 37127 or by calling 615-893-2313.

For additional information or inquiries regarding Title VI or Title IX compliance issues contact the Tennessee Department of Education or the United States Department of Education Office for Civil Rights at the addresses below or if you feel that you have discriminated against a complaint may be sent to:

Tennessee Department of Education  
Office for Civil Rights

710 James Robertson Parkway  
Andrew Johnson Tower, 6<sup>th</sup> Floor  
Nashville, TN 37243  
Phone: 615-741-2921 or Fax: 615-532-2599  
Web: <http://www.tennessee.gov/education/civilrights.shtml>

OR

Office of Civil Rights  
U.S. Department of Education  
61 Forsyth Street S.W., Suite 19T70  
Atlanta, GA 30303-3104  
Phone: 404-562-6350; TDD 404-331-7236  
Email: [OCR\\_Atlanta@ed.gov](mailto:OCR_Atlanta@ed.gov)  
Web: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

## Overall Creek Elementary School

It is the responsibility  
of each parent and/or guardian to read and become  
familiar with the information in the Overall Creek Student/  
Parent Handbook  
and to share this information with your child.

My signature below signifies I have read and understand the information  
in the Overall Creek Student/Parent Handbook and have shared this  
information with my child.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete one form per child and return to your child's teacher.

***If brought to school, these items will be immediately confiscated, brought to the administration, and returned only to the parent or legal guardian.***

⇒Smartphones, Cell phones, and any hand held electronic devices may be stored in backpacks, purses, or personal carry-alls. These items should be silenced or turned off and not taken out unless permission is granted by the teacher.

⇒The use of these devices is forbidden during the academic day, on a school-sponsored trip, or during ESP unless approved by administration or the ESP site director.

⇒Improper use or storage of these devices may result in confiscation of the device until it can be released directly to a student's parents and/or guardians. A student in violation of this policy is subject to related disciplinary action.

⇒In addition to the parameters established above, use of any device to bully, harass or intimidate others will be subject to related disciplinary action.

⇒Using any device for any illicit activity including but not limited to: to take, disseminate, transfer, or share obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal law.

⇒Any student taking, disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs of other students or any other individual at school, on a school bus or while attending any school event or activity will be subject to the disciplinary procedures of the school district and reported to law enforcement and other appropriate State or Federal agencies.

⇒These devices shall not be used to record and/or video school personnel or students without the principal's or principal's designee's permission.

⇒Cell phones or any other personal communication devices are not to be used, accessed or displayed while on any school bus.

⇒ Possession of a cell phone under the circumstances set forth in this policy is a privilege, which may be forfeited by a student who fails to abide by the terms of this policy.

⇒ **The Murfreesboro City School Board, its schools, nor its employees assume any responsibility or liability for the loss or theft of or damage to any student's personal communication device or for the unauthorized use of a student's personal communication device.**

My signature below signifies I have read and understand these conditions. Grade \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Student's Name \_\_\_\_\_

Please complete one form per child and return to your child's teacher.