

2017-2018 Morrison Elementary School Student Agenda

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The mission of Morrison Elementary School is: "Believe in yourself, because we believe you can achieve."

Morrison School's rules and policies are designed to facilitate teaching, maximize student learning, and provide for a safe, efficient, and pleasant learning environment. The school is committed to continuous improvement. We welcome suggestions and input from students, parents, and the community either in person, by phone, and through various parent organizations. This school follows the direction of the Warren County School Board, the Tennessee Department of Education, and various federal guidelines in serving our students. A complete listing of local policy is contained in the Policy Manual of the Warren County Board of Education. This manual is on file at the Teacher's Center at the Central office at 2548 Morrison Street. Interested persons may review this policy manual during regular office hours, 8a.m.- 4p.m., Monday-Friday. It can also be found on the internet at www.warrenschools.com/mes. Our school is ADA compliant. Our campus is a non-smoking area and weapons should not be carried on campus. We at Morrison want to **ENCOURAGE PARENTS** to be involved with all aspects of the school.

The School Wide Program

Morrison is a Title I School-wide School and receives federal funds based on the number of students on free and reduced lunch. Being a School-wide school means all students benefit from these federal funds. The School-wide program is directed on the school level by the Leadership Team composed of teachers, administrators, and parents. In addition to the overseeing of existing programs and projects, the committee makes decisions, based on needs surveys, on how to best use resources available to the school. Everyone is welcomed and encouraged to attend these meetings.

2017-18 Warren County Schools Calendar

August 8, 2017	Registration Day Abbreviated 7:45-9:45 No Buses Abbreviated Day
August 10, 2017	First Day for Students
September 4, 2017	Labor Day (No School)
September 15, 2017	Fair Day (No School)
October 9-13, 2017	Fall Break
November 6, 2017	Parent/Teacher Conference High School 3:00pm-6:00pm
November 7, 2017	Parent/Teacher Conference PreK-5 and PreK-8 Elementary 3:00pm - 6:00pm
November 9, 2017	Parent/Teacher Conference Warren Co. Middle School 3:00pm - 6:00pm
November 21, 2017	Teacher Professional Development (No School for Students - Stockpiled Day)
November 22-24, 2017	Thanksgiving Break
December 19, 2017	Abbreviated Day 7:45-9:45 Buses will run
	End of First Semester 84 days + 1 full PD=85 days
December 20, 2017-	Holiday Break
January 2, 2018	Holiday Break
January 3, 2018	Teacher Professional Development (No School for Students - Stockpiled Day)
January 4, 2018	Students Return from Holiday Break
January 15, 2018	Martin Luther King Day (No School)
January 22, 2018	Parent/Teacher Conference Warren Co. Middle School 3:00pm - 6:00pm
January 23, 2018	Parent/Teacher Conference High School 3:00pm-6:00pm
January 25, 2018	Parent/Teacher Conference PreK-5 and PreK-8 Elementary 3:00pm - 6:00pm
February 19, 2018	Presidents Day (No School)
March 16, 2018	Teacher Professional Development (No School for Students - Stockpiled Day)
March 19-March 23, 2018	Spring Break (No School)
March 30, 2018	Good Friday (No School)
April 10-13, 2018	Pre-K and Kindergarten Screening Bobby Ray Gym
May 14-24, 2018	Kindergarten and 8 th Grade Graduation Window
May 25, 2018	Last Day of School (Abbreviated 7:45 am – 9:45 am No Buses)
	End of Second Semester 93 days + 2 PD=95 days
May 25, 2018	High School Graduation

Report Card Distribution Dates

1 st Quarter Ends October 6, 2017	Report Cards October 23, 2017
2 nd Quarter Ends December 19, 2017	Report Cards January 8, 2018
3 rd Quarter Ends March 16, 2018	Report Cards April 2, 2018
4 th Quarter Ends May 25, 2018	Report Cards May 25, 2018

Building Principals upon request will have the flexibility to change the date of their Parent/Teacher conference in their building to meet their individual needs. The request should be made in writing to the Director of Schools and approved prior to the date requested.

Admission and Immunization Requirements

Students entering a Tennessee school for the first time must present proof of age, residency zone of Morrison School and Warren County. Children entering school (K-12) must have the required immunizations or the appropriately documented exemption. The state of Tennessee has **new immunization requirements for entrance into the 7th grade**. Students without proper documentation for immunizations will be sent home until documentation is provided (Board Policy JGCA). Students entering kindergarten must have reached the age of 5 on or before August 15th of the current school year.

Agenda Books

The purpose of the agenda book is to help students become more organized and provide daily communication between school and parents. An organized student will be more successful in school. Students are responsible for having this agenda book at all times. As students become more comfortable with completing the agenda book, they will discover how much time it will save in trying to remember schedules, assignments, important dates, and deadlines. Students, teachers, and parents need to share the responsibility for completing this agenda book each day and setting goals for constant improvement. The school will provide the first agenda book. If for some reason a child needs another agenda book, there will be a \$5 charge for each additional book at parent's expense.

Attendance - Excused/Unexcused Absences

Regular attendance is a key factor in good scholastic achievement. When a student misses class, the work can be difficult to make up. There is no substitute for actual participation in the daily class work and instruction. No student is allowed a certain number of days to be absent. Every student is expected to be present and punctual each day for school unless excused due to emergency, illness, or other school approved absences. The Warren County School Board attendance policy recognizes the following situations as excused absences: personal illness, illness of immediate family member, death in the family, dental, medical, and counseling appointments, extreme weather conditions, religious observances, required court appearances, or circumstances which, in the judgment of the principal, create emergencies over which the student has no control. When a student is absent, a note signed by the student's parent stating the reason and date for the absence is required. The absence remains unexcused until a note is sent to school. **NO MORE THAN FIVE PARENT NOTES WILL BE ACCEPTED.** When a parent/guardian has used their last parent note, a printout will be sent home stating that the last parent note has been used. If the student has seen a doctor, request a doctor's note and give the note to the homeroom teacher. If a student is absent due to his/her personal illness for more than five accumulated days, a doctor's note specifying inclusive dates for the illness must be submitted in order for any subsequent illness-related absences to be excused. Any student, who has five uncorrected, unexcused absences, will be referred to the school system's attendance director for appropriate action. A student with five uncorrected, unexcused absences may be referred to juvenile authorities. Since the State of Tennessee considers a student who exceeds five unexcused absences from school as a truant, the student may be summoned before the Truancy Review Board which counts as one appearance in juvenile court. A parent/guardian will have to accompany the student.

Attendance - Perfect Attendance

To be eligible for perfect attendance, a student must be in attendance for a length of time equal to the state's minimum hourly requirement for a school day. To have perfect attendance a student's attendance record must indicate that they have been present at least a half day for every school day. For grades K-8 a half day is 210 minutes and a full day is 420 minutes. Students who sign in late and check out early will accumulate time. When this accumulated time reaches 7 hours, the student will be absent for one day. If accumulated time reaches more than a half day the student will not be eligible for perfect attendance.

Attendance - Procedures for Make-Up Work Due To Absences

It is the **sole responsibility of the student** to consult with a teacher whose class he/she has missed to determine what make-up work is necessary. The teacher is not responsible for asking a student for such work. The student has three days after he/she returns to school get the work turned in to the teacher. See Warren County Board of Education Board Policy JB.

Attendance - Tardiness/Sign-Outs (District Guideline)

Being at school **and class on time** is essential for optimum teaching, learning, and earning of credit and promotion to the next grade. School bus transportation is provided free of charge to students in Warren County. For this reason, **tardiness related to car problems, traffic, oversleeping, etc. are not valid reasons for tardiness.**

School begins at 7:45 and ends at 2:45. Due to heavy volumes of traffic around 7:30 am, it is advised that you plan accordingly. Students must be in their classrooms when the 7:45 bell rings, or they WILL be tardy and MUST report to the office for a tardy slip to be admitted to class. NEVER drop your child off if he/she is tardy, without coming inside to sign the student in! If the child is tardy and is not signed in, you will be called and asked to come back to school to do so. Unexcused tardies/early sign-outs will accumulate to unexcused days.

- Three (3) tardies or unexcused early dismissals within the same quarter will result in a warning being issued and the parent notified by the attendance clerk.
- On the 4th tardy or unexcused early dismissal within the same quarter, the student will receive 2 hours of After School Instruction (ASI) and the parent will be called for a conference at the school.
- On the 5th tardy or unexcused early dismissal within the same quarter, the student will have a mandatory meeting with the school Principal and/or District Attendance Director and student will be placed on an attendance contract for the remainder of the quarter. If the student is out of zone the student will be required to attend the school they are zoned to attend.

Attendance - School Sponsored Activities

Students participating in school sponsored activities whether on or off campus shall not be counted absent. However, since the student is missing important instructional time, whenever possible, students should request make-up work before missing class for school sponsored activities. In order to qualify as "school sponsored," the activity must be school-planned, school directed, and teacher supervised.

Breakfast and Lunch Program

Morrison School offers an excellent, nutritionally balanced breakfast and lunch program at no charge. Students are encouraged to participate in the breakfast and lunch program, as participation is the determining factor for lunch and breakfast at no charge. The student enrollment package contains a household income information form. It is very important that parents fill these out and return them to Morrison Elementary School teachers. Confidentiality of this information is strictly maintained. The cafeteria also provides a variety of Smart Snacks, for students to purchase a la carte. Regulations do not allow students to charge a la carte items. In order for each student to enjoy mealtime in the cafeteria, it is important to practice good table manners and observe the rules. These rules are stated in the Specific Rules section.

Bullying

Definition of Bullying: Bullying is any ongoing physical or verbal mistreatment where there is: an imbalance of power and the victim (target) is exposed repeatedly to negative actions on the part of one or more other students.

Behaviors associated with Bullying:

Intimidation	Offensive name calling – verbal and written	Aggressive personal contact
Threats– verbal and written	Intimidating body language	Damage, destruction, and theft of property
Invading personal space	Intentional / continual noise making	Intentional exclusion

Students at Morrison Elementary have the right to feel safe at school. The faculty has been trained to intervene in situations where bullying behavior is suspected. Students who witness bullying are encouraged to report the behavior and provisions are in place which allow students to do so without fear of retaliation. Allegations of bullying can be reported to any staff member of the school. We are working with our students to understand bullying and how to help us stop this problem. Thank you for informing us when this occurs so that we can stop these issues. Please contact our Bullying Investigator if you have any questions or concerns. See board policies JCAD, JTA, JCA for more information.

Bus Conduct and Contact Information

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus. Students are assigned a school bus by the transportation supervisor. Students are under the supervision and control of the bus driver while on his/her bus, and all directions given by him/her shall be followed. If there is a serious discipline issue, the principal of the student transported shall be informed by the bus driver and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the administration determines that his/her behavior causes disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation. Any student wishing to ride a bus other than his/her assigned bus must have written parental permission and the approval of administration or his/her designee. Students should bring the parental note to the office first thing in the morning to receive approval from the principal.

Students who transfer from bus to bus while in route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the student's home school.

Use of Video Cameras: Video cameras are used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Video surveillance shall be used only to promote the order, safety, and security of students, staff, and property.

Bus Rules

1. Cooperate with and obey the driver.
2. Do not use profanity.
3. Your bottom must be in the seat at all times.
4. Use a soft speaking voice...never yell.
5. Do not damage the bus, bus seats, or windows.
6. Keep all belongings and self-inside the bus.
7. Throw nothing out of the bus windows.
8. Do not bring flammable material on the bus.
9. Do not eat or drink on the bus.
10. Possession or use of tobacco or alcohol is illegal.
11. Possession of a weapon is illegal.
12. Remember that the bus stop is an extension of school grounds.
13. Follow school rules by keeping your hands to yourself at all times.
14. The bus driver is authorized to assign seats.
15. Do not tamper with bus equipment.

Discipline Procedures:

- 1st offense: Written warning
 - 2nd offense: Bus privileges may be denied for 3 days
 - 3rd offense: Bus privileges may be denied for 5 days
 - 4th offense: Bus privileges may be denied for the remainder of the school year
- *Some offenses may warrant other disciplinary measures.

If you have questions or concerns about anything happening on the bus please call Durham Transportation 473-8013 or 473-5817.

Change, Checks, & Debts

The school office will not give change or cash personal checks for students or parents. As a courtesy, the school will accept personal checks in payment for various items such as school pictures, etc. However, if a check is returned from the bank, a service fee of \$30.00 will be charged to the check writer. If a student does not pay for school pictures during the school year, his/her future pictures will be held with the teacher and can be viewed at school and paid for with cash only. Also, any indebtedness to the school will result in loss of school activities.

Check In and Out of Office

Any student leaving school before 2:30 must be signed out in the office. **There will be NO checkouts after 2:30 due to routing traffic. On early release days, there will be no sign outs less than 30 minutes prior to student dismissal.** If you are not here 30 minutes prior, please join the pickup line. Persons signing out students early must do so in the main office. Such persons must have their name listed on the student's yellow sign-out card. Only the person who has signed the card may add or delete names to or from this card any time during the year. **Phone numbers on this card should be updated immediately as they are changed.** Proof of identification must be presented upon request by school officials.

Child Custody/Parental Access

The Warren County Board of Education and Morrison School presume that the person who enrolls a student in school is the student's custodial parents/guardian. Unless a Tennessee Court specifies otherwise, the custodial parent will be the one whom the school district holds responsible for the education and welfare of that child. Parents or guardians will have the right to receive information contained in school records concerning their minor child. The Board, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's rights to be kept informed of the student's progress and activities. If restrictions are made relative to the rights of the non-custodial parent, the custodial parent shall be requested to submit a certified copy of the court order, which entails these specific rights. Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be given access to all of the student's educational records including but not limited to the student's cumulative file and the student's special education file, if applicable.

Child Neglect and Abuse Policy

According to TCA 37-1-412, anyone having suspicion or information suggesting child abuse/neglect is required to report it to the Department of Children Services (DCS) at 473-1524. Students should tell their teacher, guidance counselor, nurse, or other school employee if they feel they are being neglected, hurt, or abused by someone or if they know a friend who is neglected or abused.

Chromebook/Computer/Network Rules and Guidelines

As a part of a technology initiative, teachers will begin integrating technology for instruction, assignments, projects, research and assessment. In addition, Warren County School District, will issue a Chromebook device and accessories to participating Morrison 2nd-8th grade students for educational use. Ownership of all such devices and accessories shall remain with the Warren County Board of Education.

- Warren County Schools maintains administrative control of the device and the district's technology infrastructure. At any time, a teacher or WCBOE employee may access any information on the student computer including email and Internet history. A student has no privacy interest or any expectation of privacy in the device.
- Warren County Schools acceptable use policies and procedures shall be followed at all times.
- A student who violates any Warren County policies and procedures will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
- Personal information should never be shared over the Internet. If a student is asked for personal information, a teacher or administrator shall be notified immediately.
- The student/parent/guardian is not permitted to view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures.
- The student/parent/guardian is not permitted to use the computer in any way that would cause harm to others or damage to their property.
- If a student is harassed online in any way, a teacher or administrator should be notified immediately and appropriate measures will be taken to address the concern.
- If a student accidentally accesses an inappropriate website, this should be reported immediately to a teacher or administrator. The student should close the site, but note the web address, date and time of this incident.
- Electronic communication should be used only for appropriate, legitimate, and educational purposes.
- The student/parent/guardian must comply with all copyright laws.
- Access to any unreported inappropriate sites, involvement in online harassment or other violation of WCBOE rules or policy will result in: parent/guardian notification, school discipline, and/or criminal prosecution.
- By signing the Warren County Schools Computer Acceptance and Permitted Use of School Owned Equipment Agreement the student and parent/guardian acknowledge that both Warren County Schools Policies and Procedures and the Warren County Schools Student-Parent Handbook state that **students and parent/guardian are responsible for all items assigned to them at the school level and the board may require restitution of property and damages where appropriate.**

Dress Code

In keeping with the educational goals of this school, students are expected to dress and groom themselves with a sense of responsibility. The dress code eliminates obvious or perceived disruptive distractions and safety concerns. Each student will show a high degree of respect for the standards of decency, cleanliness and style appropriate to support an educational environment.

All dress code decisions shall be made by the principal in accordance with the school guidelines and Warren County school board policy. Dress code violations will result in 1st) a warning and a change of clothes 2nd) call to parent to bring a change of clothes 3rd) 1 day of in school suspension and finally 4th) out of school suspension. A call to parent or guardian will be made for each violation and may result in having clothes brought to school for the change.

If a student feels that he/she cannot comply with the standardized dress code because of religious or ethnic beliefs or physical characteristics, the parent/guardian must provide a written explanation to the principal for possible relief from certain aspects of this dress code.

Dress Code Grades Pre-K-4

- 1) Hats, caps other head coverings, and sun glasses will not be worn in any way or form in the school building. (May be allowed on special dress up days).
- 2) Hair coloring deemed disruptive to the educational process by the principal is not acceptable.
- 3) Clothing and accessories decorated with slogans that promote or are suggestive of drugs, sex, bodily functions, profanity, tobacco, alcohol, gang activities, criminal activity, violence or death and/or hate speech or symbols including organizations which promote these disturbing influences are prohibited.
- 4) Shoes must be worn at all times. Laces on shoes or sneakers must be tied.
- 5) Dresses, shorts or skirts that are slightly above the knee will be acceptable.
- 6) All pants will be worn at the waistline. Jeans and pants must not sag, bag, drag, or expose undergarments. Jeans or other clothing with holes or tears above the allowable short length are not allowed. A hole is a hole regardless of size. All holes repaired must be patched or sewn.
- 7) Shirts must cover undergarments as well as midriff, chest, cleavage, back and buttock. Clothing should meet this standard not only standing, but also when sitting stretching, bending, and/or stooping. See through clothing is not acceptable.
- 8) Wallet chains, dog chains or collars, bracelets or necklaces with spikes or sharp points and other wearing apparel that could be used as weapons are prohibited.
- 9) Leggings may be worn only with dress code appropriate top/skirt/shorts that is/are slightly above the knee.
- 10) Special dress days may be designated by the principal to include not limited to the following examples; field days, picture days, school spirit days, etc.

Dress Code Grades 5-8

Hats, caps other head coverings, and sun glasses will not be worn in any way or form in the school building. (Allowed on special dress up days).

- 1) Hair coloring deemed disruptive to the educational process by the principal is not acceptable.
- 2) Clothing and accessories decorated with slogans that promote or are suggestive of drugs, sex, bodily functions, profanity, tobacco, alcohol, gang activities, criminal activity, violence or death and/or hate speech or symbols including organizations which promote these disturbing influences are prohibited.
- 3) Shoes must be worn at all times. Laces on shoes or sneakers must be tied.
- 4) Dresses, shorts or skirts that are no shorter than a dollar bill width (2 ½ inches) from the crease in the back of the knee will be acceptable.
- 5) All pants will be worn at the waistline. Jeans and pants must not sag, bag, drag, or expose undergarments. Jeans or other clothing with holes or tears above the allowable short length are not allowed. A hole is a hole regardless of size. All holes repaired must be patched or sewn.
- 6) Shirts must cover undergarments as well as midriff, chest, cleavage, back and buttock. Sleeveless shirts must have a strap that is at least the width of a dollar bill (2 1/2 inches). Clothing should meet this standard not only standing, but also when sitting stretching, bending, and/or stooping. See through clothing is not acceptable.
- 7) Wallet chains, dog chains or collars, bracelets or necklaces with spikes or sharp points and other wearing apparel that could be used as weapons are prohibited.
- 8) Form fitting clothes, such as spandex or biking shorts, are not acceptable as an outer garment. Leggings may be worn only with dress code appropriate top/skirt/shorts that is/are no shorter than 2 1/2 inches (dollar bill width) above the knee.
- 9) Special dress days may be designated by the principal to include not limited to the following examples; field days, picture days, school spirit days, etc.

Early Dismissals

It is the parent's/guardian's responsibility to monitor news reports via television and/or radio stations. If your number has been submitted to the office, you will receive a call notifying you of any early dismissals and/or days off due to weather. Parents should discuss with the student an early dismissal plan, and make sure it is understood in case school closes early due to inclement weather. . On early release days, there will be no sign outs less than 30 minutes prior to student dismissal. If you are not here 30 minutes prior, please join the pickup line.

Emergency Numbers

The school must be informed of a work number or emergency number in the event of a child becoming ill or injured at school. One telephone number is **NOT sufficient**. If a parent or guardian cannot be reached in the event of an emergency involving an accident, the child will be taken to the emergency treatment room at the local hospital and the doctor on call will be used for emergency treatment. It is very important that current phone numbers are on file at the school at all times, so proper persons may be contacted. **Immediately notify** the school of any change of address or telephone number.

Emergency Procedures

Fire Drills: Fire drills will be held once a month. Students and staff will exit the building as quickly and quietly as possible, according to the emergency exit route posted in each room or area.

Bomb Threat: In the event of a bomb threat, emergency procedures will be followed.

Tornado/Lockdown Drills: Tornado/lockdown drills will be held in the fall and spring. Emergency procedure will be followed.

Crisis Plan: Our district and building has a crisis plan that will go into effect immediately in the event of a crisis (Board Policy EBBC).

Field Trips

Prior to a field trip being taken, your child will bring home a permission form giving pertinent information such as destination, date, items to be taken, etc. This form must be signed and returned to the teacher before the student will be allowed to go on the trip. A student *may be* denied the privilege of going on a field trip if his/her behavior has been such that the teacher feels the safety or success of the trip may be endangered or as a result of indebtedness to the school.

Fundraisers/Selling of Items

Fundraisers are necessary to the public school system. At Morrison we will do our best to limit the number of fundraisers during the school year. All fundraisers will be approved by the Director of Schools prior to beginning the fundraiser. All clubs will try to work together in their fundraising activities. All money raised will be spent to enhance the educational experience at Morrison Elementary.

Grading Policies

The Board of Education believes that the issuance of grades serves to promote continuous evaluation of student progress toward expected learning outcomes, to inform both the student and parent of such progress, and to provide a basis for bringing about change in a student's performance, if needed.

Grade reports will be sent home with students at the end of each nine weeks. In addition to these report cards, progress reports for 3-8 will be sent home in the middle of each grading period to provide parents with information of importance in the educational process. Grades K-2 send home papers weekly for parents to see. Letter and numerical value will express the basic grading system for subject area grades as follows:

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

Grades given at the end of each nine week period will be determined from daily work, oral and written assignments, and tests.

Health Services

1) Health

If your child has a medical condition that might require special action, please contact one of our School Nurses at Morrison at 635-2512 ext. 105. (Examples: diabetes, asthma, severe allergies with the need for an Epi Pen, seizures, or other life threatening conditions) We will assist you in the communication of those special needs and the appropriate responses at school and on the bus through a Health Plan.

This is intended to serve as an informational **guideline** in preventing the spread of communicable diseases in the schools. Please refer to these guidelines throughout the school year. A student should be kept home when the following symptoms persist:

- *Lethargy (general complaint of muscular aches and pains)
- *Nausea and vomiting
- *Purulent (green, yellow, thick, or unusual) nasal or eye drainage
- *A dry, hacking or productive cough
- *Skin rashes or eruption: such as scabies, chicken pox, or impetigo
- *Diarrhea
- *Complaints of earache, severe stomachache, sore throat, or severe headache
- *Fever 100 degrees or higher
- *Head or body lice must be treated with appropriate medication before returning to school

2) Medication – DO NOT SEND MEDICATION TO SCHOOL WITH YOUR CHILD.

No school official or teacher will routinely dispense medication to students except in unique situations in which a child's health is dependent upon medical aid.

A. All Medications –

- **Must be brought to the school by the parent/guardian;**
- Must be accompanied by “Authorization to Assist Competent Student with Self-Administration of Medicine” form completed and signed by the parent/guardian;
- One time daily medications should be given at home;
- Must be stored in secure locked box, cabinet, drawer or refrigerator in the School Clinic;
- Half doses must be precisely cut by the parent/pharmacy

B. Emergency Medications –

- Must meet the guidelines for all medications and
- May be administered in emergency situations by trained school personnel volunteers in accordance with The Guidelines for Use of Healthcare Professionals and Health Care Procedures in a School Setting;
- Must be provided by the parent/guardian;
- Inhalers may be carried by the student, kept by the teacher, or stored unlocked in the designated Emergency Medication box in the school clinic;
- May be taken on school field trips at the parent's discretion or as outlined in the Individual Health Plan.

C. Prescription Medications –

- Must meet the guidelines for all medications and
- Must be prescribed by a licensed prescriber (Doctor or Nurse Practitioner) based on the student's need;
- Must be brought to school in the original container with the following information on the label:
 - i. Name of student
 - ii. Prescription number
 - iii. Name of medication and dosage
 - iv. Administration route or other directions
 - v. Date
 - vi. Name of licensed person prescribing the medication
 - vii. Pharmacy name, address, and phone number
- Prescriptions must be renewed at least annually
- Changes to the prescription must be accompanied by written authorization from the prescriber

D. Over-the-counter (non-prescription) Medications

- Must meet the guidelines for all medications and
- Be brought to school in a new unopened container with the student's name on the container;
- Aspirin or aspirin containing products (Pepto Bismol) will not be administered at school;
- Herbals and vitamins will not be given at school

The medication will be administered in accordance with label directions or written instructions for the student's physician. The nurse/designee will:

1. Inform appropriate school personnel of the medication being administered;
2. Keep an accurate record of the administration of the medication;
3. Keep all non-emergency medication in a locked cabinet except medication retained by a student per physician's order and;
4. Return unused prescription to the parent/guardian only. Any medication not picked up will be discarded.

NOTE! Any student possessing, selling, giving, sharing, or misrepresenting any medication in any form including, but not limited to any type of over-the-counter medication or health aide (such as vitamins), will be subject to full prosecution under the Drug Free Schools Act.

A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term administration of medication (Board Policy JGCC).

3) Pediculosis – Head Lice

The Warren County Board of Education shall follow the guidelines promulgated by the U.S. Centers for Disease Control and Prevention with respect to any child who is infested with or suspected of being infested with pediculosis or scabies. ¹

Students will ONLY be sent home if LIVE lice are present. Parents will be notified if “nits” are found and instructed to treat their student before sending them back to school. The student will not be sent home from school if ONLY nits are found.

“Children should be permitted to return to school or child care after appropriate treatment is started.” (CDC)

Refer to Warren County Board of Education Policy JGCBAB for additional information.

ICU PLAN

Our goal at Morrison is to promote excellence in all things. We want students to be prepared to be successful in any endeavor that they might choose. In order to do this we must make sure we have students engaged in the learning process. This process is called the Power of ICU. Even though the majority of students do well in school most of the time, our *expectation* is that *every* assignment will be turned in. If the teacher feels that the assignment is necessary to learn the standards of the class, then it must be done to a level that is satisfactory with that teacher. If it is not at the appropriate level, the student will work on that assignment or test again as necessary. It goes back to the old saying, "If at first you don't succeed, try, and try again." Hopefully this will keep students from falling behind, getting frustrated, and giving up.

Interrogations and Searches

Warren County School Board policy states, "Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors, and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of: 1. Evidence of any violation of the law; 2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct; 3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person..."

A student may be subject to a physical search or a student's pockets, purse or other containers may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. A particular student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students; prosecution: and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

Items Brought to School

Never bring:

Alcohol, tobacco/e-cigarettes, or drugs
Matches, lighters, or candles
Skateboards or roller blades
Weapons or imitation weapons

Pepper spray
Laser lights

Only under certain circumstances:

Electronic games/Toys/Cards
Personal Communication Devices- see phone use info
Hats or caps (Hat/cap days)
Gum

Library Info

Students will attend library during their related arts rotation schedule. Students in grades 2-8 may check out two books from the library at a time. K-1 students are limited to one book per visit. All parents/guardians may come by the library to check out books for their child. They must follow school policy for visitors and the library. All books need to be returned in the same condition in which they were checked out. Students may keep books for two weeks before they become overdue. Students will be charged a replacement cost for books that are lost or damaged. A book is considered lost after it has been checked out for three weeks and not returned or renewed. Students may renew books up to three times (for a total of six weeks) by showing the librarian the book they would like to renew. After six weeks, students must return the book so others may check it out. The librarian encourages students to take Accelerated Reader tests by matching the student with the appropriate AR leveled book. Therefore, students checking out two books must choose one book that is on their AR level which is determined by their score on the STAR reading test. Reading is an important part of your child's education and checking out books from the library is one way to help your child learn to love reading and books.

Lockers

Each student in grades 3-8 will be assigned a locker for personal use. NO locks will be allowed on the lockers. **Lockers are school properties and are subject to search.** Inappropriate behavior (including defacing lockers with writing/stickers) involving lockers will result in loss of locker privileges.

Notice: Lockers and other storage areas, containers, and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons, or any property which is not properly in possession of the student (T.C.A. 49-6-4204, Public Chapter 636 (1994)).

Notice: A student may be subject to PHYSICAL SEARCH because of the results of a locker search, or because of information received from a teacher, staff member, student, or other person, if such action is reasonable to the principal (T.C.A. 49-6-4205, Public Chapter 636 (1994)).

Notice: Students are responsible for the contents of their bags, purses, and clothing.

Any problems with inappropriate use or behavior involving lockers will result in loss of locker use.

Parent Involvement Policy

The entire process of education is enhanced when the school and family work together. In compliance with the law, this policy has been developed as a statement of the purpose and plan for the Morrison Title I School-wide Parent Involvement Program. It is developed through surveys and Advisory Committee meetings in which we hope everyone will participate.

A. **Policy Involvement:** Morrison Elementary School will involve parents by providing timely information about the Title I Schoolwide program and its operation, making school performance profiles and individual assessment results available, and providing activities and communications such as, but not limited to, newsletters, informal meetings, surveys, parent representation, school agendas, and conferences.

B. **Shared Responsibility:** Morrison Elementary will work with parents to provide opportunities such as, but not limited to:

- developing a school compact
- parent involvement policy through Leadership Team
- Needs Assessment Surveys
- agenda books
- Parent – Teacher Conferences
- providing volunteer opportunities
- providing incentive programs
- promote open communication
- school improvement plan

C. **Building Capacity for Involvement:** Morrison Elementary will empower parents and increase their capacity for involvement by providing parent support groups and connect parents with community services and resources (listed in this agenda book).

D. **Accessibility:** Morrison Elementary will strive for full involvement and participation for all parents by reaching out and addressing barriers by all means of communication available to us. We will coordinate with ESL, and other community agencies and organizations, provide an inviting and unthreatening atmosphere for all parents, communicate in simple and understandable language, and use interpreters and written information in Spanish for those needing it.

Parent Rights

The Board encourages parent involvement and wants to keep them informed of their rights.

Parents should read other valuable notices and information found in their school handbooks regarding rules, policies, health related information, attendance, etc.

* Warren County School System does not discriminate on the basis of race, sex, color, religion, national origin, age, or handicap in the provision of educational opportunities, activities, or other administered programs.

* Parents have the right to request information about the professional and/or paraprofessional qualifications of their child's teacher (s). Teaching certifications can be found by accessing the Tennessee Department of Education's Teacher Licensing Web Site (<https://tdoe.tncompass.org/Public/Search>), or contacting the system's Human Resources Director.

* Parents must receive notification if their child's teacher in a core curriculum subject is being taught for four or more consecutive weeks by a teacher who is not highly qualified.

* Parents will have access to system/school report cards when released by the State Department of Education and available (usually in late Fall of each year) through their web-site (<http://www.tennessee.gov/education/topic/report-card>) or at the school and/or district office.

* Parents will be informed if their child is enrolled in a school identified for improvement, corrective action, or restructuring. The Warren County School System will furnish an explanation of what this means, academic comparisons with district and state, steps being taken to improve achievement, parent involvement, etc.

*Parents will receive annual academic results in a timely manner as required by local Board policy.

*Parents of a student identified as limited English proficient (ELL---English Language Learner) must be notified in a timely manner of their child's participation in an ESL Program, details of the program, rights to waive participation, and specific information on the child's level of English proficiency.

*A parental involvement policy is available in the handbook given to students in Pre-K through eighth grade. Title I Schools: A written parental involvement policy will be developed jointly with and distributed to parents of children participating in Title I Programs. This includes an annual meeting for parents to inform them of their school's participation in programs (ex. Title I).

*Schools and parents must be notified of school wide program authority under which school can consolidate funds from federal, state, and local sources to upgrade the educational program of the entire school (qualification: 40% of students must be from verified low income families).

*Parents can visit the state's web site (<https://www.tn.gov/education>) or system's website (www.warrenschools.com) to access a description of the curriculum (Tennessee Curriculum Standards), and the proficiency levels students are expected to meet.

*Parents have access to district and school information and reports through the media (local newspaper and radio), and the system/school report cards available on the State website or at the system's administrative offices.

*The McKinney-Vento Homeless Assistance Act ensures education rights and protections for children and youth experiencing homelessness. For more information, contact the school system's homeless liaison at 668-4022, ext. 230/244 or the State Coordinator for the Education of Homeless Children, Brenda K. Jones at 615-532-6309.

*PPRA (Protection of Pupil Rights Amendment) affords parents and students who are 18 or emancipated minors certain rights concerning our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. More information is available at the school or central office.

*The School board policy relating to student privacy and parental access to information is available in the School Board Policy Manual located at each school and the central office. Notification of Rights and Release or directory information under FERPA, *Family Education Rights and Policy Act*), are also available through media announcements. This Federal law affords parents and students; (over 18 years of age) certain rights with respect to educational records. Parents will be notified of any change in Board policy. (More information on FERPA is available in school handbooks or at the central administrative office.)

*Students and parents are encouraged to participate in safe and drug-free school programs to prevent student violence and drug use. Parents, however, may request in writing that their children not participate in such activities.

*School health requirements, policies, and procedures (ex. immunizations, medication at school, etc.) are available from the Warren County Health Services Office (668-5111).

*Parent/Student Rights in Identification, Evaluation, and Placement—a complete description of the rights granted by federal law to students with disabilities is available by contacting the Special Education Department of the Warren County School System. The intent of this law is to keep parents fully informed concerning decisions about their child and to inform them of rights if they disagree with any of those decisions.

*LEAs receiving assistance under the NCLB Act of 2001 can provide to military recruiters, upon request, with three directory information categories-names, addresses, and telephone listings- unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

*CHILD FIND REQUIREMENT UNDER IDEA –Warren County Schools has the responsibility to locate, identify, and evaluate all children ages 3 to 22 years suspected of having a disability. Any questions or concerns may be directed to the Special Education Director at 668-1728.

Tennessee Department of Education Contact Information

*Answers to many questions and much helpful information may be obtained from the State Department of Education by visiting <https://www.tn.gov/education/section/student-and-family-resources>

*Legal Services Division, Division of Special Education, Tennessee Department of Education, The Special Education Legal Services staff may be reached by calling (615) 741-2921 - See more at: <https://www.tn.gov/education/topic/special-education-legal-services#sthash.10FrZ3ww.dpuf>

*STEP (The ARC of Tennessee) is on the Internet at <http://www.thearctn.org/>

*Support and Training for Exceptional Parents is on the Internet at <http://www.tnstep.org>. Middle Tennessee: (615) 463-2310, information@tnstep.org

*TP&A (Tennessee Protection and Advocacy) is on the Internet at <https://www.semel.ucla.edu/nadc/support-resource/tennessee-protection-advocacy-project>

*Tennessee Voices for Children is on the Internet at <http://www.tnvoices.org/>

Parent-Teacher Conference

Parent-teacher conference is scheduled for November 7, 2017 from 3:00pm- 6:00pm and January 25, 2018 from 3:00pm-6:00pm. The conference is held to facilitate communication between the school and home. We hope to see ALL parents at conference time. Additional conferences may be arranged when requested by either parent or teacher. Please respect our desire to teach our students during the day and limit all phone calls and visits to teachers during planning times only. The office will take messages or connect you to the teacher's voice mail during teaching times. Confusion sometimes arises due to misunderstandings and/or lack of communication. For these reasons, if you have a problem, please discuss it first with the teacher involved.

Personal Communication Devices and Phone Use

*A “personal communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

*Students shall not possess personal communication devices on their person. This shall include backpacks, lockers, purses, etc. (If a student must bring a device to school, it must be placed in the designated area in the homeroom. It may be retrieved at the end of the day.)

*If a student is discovered in possession of a personal communication device on school property during the regular day, the device will be confiscated on the first offense and taken to the principal’s office. A parent may come to reclaim the phone from the office. If the phone is taken a second time during the school year, it will be sent to the principal’s office and kept for the remainder of the school term.

*We, the Warren County School System and Morrison School, are not responsible for lost or stolen cell phones.

*School phones are for emergency use only and students may use the phone in the office with a phone pass from the homeroom teacher. Emergency calls do not include forgotten lunch money, forgotten items, permission to stay after school, or permission to go home with another student. Teachers, students, and parents are expected to make arrangements for after school activities or to cancel afternoon activities in advance not the day of the activity.

School Deliveries

School board policy JLC prohibits the delivery of flowers, balloons, etc. by anyone, including family members, to students.

School Hours

School begins at 7:45 a.m. and ends at 2:45. Students arriving prior to this time need to report to the bus room (gym). Supervision is provided in the bus room and the doors are opened at 7:00 a.m. Students should not arrive at school before 7:00 a.m. Classes are dismissed at 2:45. Car riders are released at 2:40. Parents/Guardians must come in the building to sign out students after 3:05. Our Warren County Pre-K program is from 7:45 a.m. - 1:15 p.m.

School-Wide Positive Behavior Support at Morrison

Morrison Elementary School is a school that creates and maintains a safe and effective learning environment for all students. Morrison Elementary has implemented four main school-wide rules:

- Be Safe
- Be Organized
- Be Accountable
- Be Respectful

Students can earn “tokens” by showing the proper way to follow the school rules. Each month, students have a choice to spend their “tokens” on different incentives or assemblies. Acceptable behavior and good citizenship are expected from every student, staff member, and visitor at our school. We ask for your support in helping your child understand and follow all of our school rules and policies. Our specific school rules are listed below:

Specific Policies, Rules, and Consequences

1. Students may be removed from the pupil’s regular school to an alternative school or removed from school altogether for threatening or committing battery upon a student, teacher, principal, or administrator, or any employee of the local education system or for possession of any narcotic or stimulant drug.
2. Students are not allowed to possess or use tobacco products while on school grounds, at any school sponsored activity, or while being transported on the bus. Doing so will result in the student’s/students’ name/names being turned over to the court system.
3. Students must **report all threats of violence** to a teacher or the principal.
4. **BULLYING** is any **ongoing** physical, verbal, or social mistreatment where there is an imbalance of power and the victim (target) is exposed repeatedly to negative actions on the part of one or more students. Bullying is prohibited and will result in suspension/corporal punishment. Students must **report any incident of bullying or harassment** to his/her teacher, counselor, principal, or the bullying investigator. (see page 12 for more information)
5. The **defacing, damaging, or destruction of school property** is not allowed. Students or their caretakers must pay for any property damaged. This includes textbooks or library books along with other school equipment that have been defaced, damaged, or lost.
6. **Horseplay** is prohibited and will be dealt with at teacher’s or principal’s discretion.
7. **Students are not to buy, trade, or sell items while at school.**
8. **Fighting or assault, both verbal and physical**, will not be tolerated. We encourage students to ONLY fight back when they cannot get out of the situation. Punishment will be given if the student decides not to let the staff handle the situation.
9. **Sexual harassment** is defined as conduct, advances, gestures, or words which interfere with a student’s educational process, creates intimidation, a hostile /offensive learning environment or implies submission. Sexual harassment is not permitted.
10. **Touching of another student** is prohibited.
11. **Inappropriate touching of a sexual nature** must be reported to Department of Children Services (DCS).
12. A student involved in **LEWD BEHAVIOR (including sharing of inappropriate pictures)** will be suspended and the parent called.
13. **Cheating** will result in a zero on the assignment/test, which will not be dropped.

14. **Theft** will result in corporal punishment/suspension.
15. **Spitting and biting** are **unacceptable**.
16. **Leaving campus without permission** is prohibited.
17. Any student out of their assigned area without permission will be disciplined.
18. **Gum will ONLY be allowed on a reward basis at the discretion of the classroom teachers. Gum WILL NOT be allowed in related art areas and the cafeteria.** We insist on this policy because of the damage to furniture, carpet, dishwasher, etc. and the fact that it is a choking hazard. If this policy is not adhered to, gum will NOT be permitted.
19. **Inappropriate behaviors in the bathroom** (climbing, slinging water, etc.) will be dealt with appropriately.
20. Profanity on Gmail (school filtered email) will result in loss of chromebook privileges.
21. **No running** is allowed inside the building or on campus unless supervised by an adult as part of a physical education or sports activity.
22. Students are to pay all debts owed prior to receiving their report card.

* Misconduct which violates club by laws/team rules may result in probation, suspension, or expulsion from the club/team (i.e. Beta, Student Council, cheerleading, etc.). **** Parents will not be given information about another student's punishment other than their own child due to FERPA laws.****

Student Extracurricular Activities

Students must maintain passing grades to participate in sports. Students participating in basketball, softball, cheerleading, or archery must have a current physical and be covered by medical insurance provided by the parent/guardian. All extracurricular activities have their own requirements for membership. Copies of membership requirements will be distributed to interested students during the first nine weeks of school. Clubs have their own written bylaws. Any disciplinary actions taken by a club are not part of the school discipline action taken.

Student Insurance

The Warren County School system may offer accident insurance to the athletes of our school system. Parents wishing to participate in the insurance plan may contact the office.

Substitute Teachers

We are fortunate to have guest teachers as substitutes when our regular teachers are absent. Warren County Schools make every effort to use capable, trained adults for our substitute teachers. A guest teacher deserves the highest courtesy and cooperation from our students at all times. Guest teachers can give students discipline referrals for misbehavior just like the regular classroom teachers.

Textbooks and Library Books

Each student shall receive all required textbooks at no cost. Textbooks are property of the Board and shall be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school. Parents will be responsible for the textbooks and library books received and used by their children. Students are expected to return books in the same conditions as received, allowing for wear occurring from normal use. **If this text or library book is abused, damaged, or lost, parents of the student the book was assigned to will be required to pay for the text** (Board Policy IFAA).

Visiting School

The Warren County Board of Education policy states all visitors will SIGN IN when entering the school. At 7:45 the main doors will be locked and all visitors will need to use the intercom system located to the left of the main entrance to be admitted. The V-Soft Raptor system has been installed at Morrison Elementary School. The V-Soft system requires each visitor to present a valid state issued ID for entering into the system. Visitors IDs will be scanned and a picture pass will be printed. The system has the ability to provide alerts on people who may jeopardize the safety of the campus. Visitors that do not present a photo ID, will be admitted only by the principal or designee. Guest passes shall be issued for all persons other than students and employees. **Please DO NOT go directly to a classroom.** Parents walking students to class must first sign in. Parents should leave students at the classroom door. Mornings are a very busy time for teachers and shouldn't be used for a conference/meeting with the teacher. During the day, if a parent needs to give his/her child a message or item, they must go to the office, and the child will be called or given the message. Students from other schools are not permitted to visit classes without prior approval from the main office. In order to maintain the conditions and atmosphere suitable for learning, no one shall enter onto the grounds of the school, except parents of students, and other persons with lawful and valid business on the premises (Board Policy BBDA). Morrison Elementary encourages parents to visit school frequently and actively participate in their child's education. Please schedule a time to meet with your child's teacher so that it does not interrupt instructional time. Please NEVER go directly to the classroom.

Volunteers

We, here at Morrison, want our school to be the best it can be. To achieve this, we need YOU! Please contact the office at 635-2512 if you have any time/talent you would be willing to share to help us.

Warren County Community Resource Page

Organizations/ Emergency Support Services	Phone Number	Hours
Adult Basic Education	(931) 473-5860 or 9850	
American Red Cross	(931) 473-2595	M-F 9:00 a.m. – 4:00 p.m.
CHEER Mental Health	(931) 473-9649	M-F 8:00 a.m. – 5:00 p.m.
CHEER Crisis or Initial Appointment	1-800-281-4943	M-F 8:00 a.m. - 5:00 p.m.
Morrison Ruritan	(931) 635-2887	
Food Bank	(931) 473-6652	M-F 9:00 a.m. - 1:00 p.m.
Families in Crisis, Inc. McMinnville	office 473-6543	Always
Crisis 473-6221	1-800-675-0766	Always
Habitat For Humanity	(931) 473-8613	
Harmony House	(931) 473-5356	Tues.- Sun 8:00 a.m. – 5:00 p.m.
LBJ &C Headstart	(931) 668-7043	
Morrison Town Library	(931) 635-2060	
Social Security Admin.	(931) 473-1575	M-F 8:30 a.m. - 3:30 p.m.
TN Department of Children's Services	(931) 473-2472	M-F 8:00 a.m. - 4:40 p.m.
TN Department of Employment Security	(931) 4732153	M-F 8:00 a.m. - 4:30 p.m.
TN Opportunity Programs, Inc.	(931) 473-2721	M-F 8:00 a.m. - 4:30 p.m.
TN Department of Human Services	(931) 473-9633	M-F 8:00 a.m. - 4:30 p.m.
Adult Protective Services	1-888-277-8366	M-F 8:00 a.m. - 4:30 p.m.
Upper Cumberland Resource Agency	(931) 473-6652	M-F 7:30 a.m. - 4:00 p.m.
Vocational Rehabilitation	(931) 473-1667	M-F 8:00 a.m. - 4:30 p.m.

Morrison Learning Compact

We, at Morrison Elementary School, are committed to working to provide a quality learning environment in which all children can learn and develop to their maximum potential. This compact is a voluntary agreement and a promise of commitment to help your child progress in school to the best of his/her ability. We believe this agreement can be fulfilled through team effort.

Parent/Guardian: In order for my child to reach his/her potential, I will:

- See that my child attends school regularly and is punctual.
- Support the school staff, and respect the cultural differences of others.
- Establish a time and place for homework and check it regularly.
- Have ongoing communication with my child's teacher about his/her behavior as noted in this agenda book.
- Monitor TV and movie viewing.

Parent Signature _____

Students: In order to do the best that I can, I will:

- Always try to work to the best of my ability, believing I can learn.
- Come to school every day on time, with my homework completed, and supplies I need for class.
- Show respect for myself, my school, other students, and teachers no matter the cultural and physical differences.
- Conform to the "rules of conduct" at my school.
- Ask for help when I need it, so I won't feel the need to cheat.
- I will not intimidate or "bully" any one. * ***Bullying is an on- going physical, verbal, or social mistreatment.***

Student Signature _____

Teacher: Students must be given the opportunity to succeed. Therefore, I will:

- Provide an environment conducive to learning.
- Use methods and techniques that work best for my class.
- Communicate effectively with my students and their parents in order to support student learning.
- Provide information to the parents and the student on the student's progress.
- Respect students, their parents, and the diverse cultures of the school.
- Have high expectations for myself, all my students, and my school.
- Seek ways to involve parents in the classroom for observation or participation in classroom activities.
- Involve stakeholders in planning the school improvement plan through the Advisory Committee and surveys.

Teacher Signature _____

Handbook Acknowledgement

My child and I have read and reviewed the handbook together. I, the parent, understand my obligation to have my child follow the guidelines in this handbook.

Student Signature

Parent Signature

AR Reading Log

Student Name: _____

Grade: _____

Quiz Number	Book Level	Title	Date Test Taken	Score	Points Earned	Teacher Initials

