



Campus School Handbook

“A legacy in teaching and learning”

923 E. Lytle Street
MTSU Box 4
Murfreesboro, Tennessee 37132
Phone: 615.895.1030 Fax: 615.904.7502

Principal: Dr. Sherry King

School Website: www.hpc.rcschools.net

CAMPUS SCHOOL MISSION STATEMENT

*Our mission is to create a community of leaders
who pursue opportunities to be T.R.U.E.*

- TRUSTWORTHY
- RESPECTFUL
- UNDERSTANDING
- EXCEPTIONAL

CAMPUS SCHOOL VISION STATEMENT

*Our vision is to cultivate a LEGACY of leaders
through excellence in teaching and learning.*





*A legacy of excellence in
teaching and learning!*

Homer Pittard Campus School

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Dr. Sherry L. King, Principal

Dear Campus School Families:

I'm delighted to welcome you to Campus School! We are proud of our legacy and happy that your family is becoming a part of it! A remarkable team of dedicated and talented staff members are prepared to partner with you for an incredible school year.

Campus School strives to create an environment conducive to high levels of learning through increased academic rigor with an emphasis on leadership and service to others. We seek to inspire in our students a desire to succeed through effort, diligence, and hard work. We promote an unwavering commitment to the development of good character and pursuit of service opportunities. We challenge our students to discover and follow their dreams for the future.

Congratulations on becoming a Blue Raider! As the university's laboratory school, we are extremely proud of our partnership! You'll find the TRUE BLUE theme is a part of almost everything we do. Students are asked to wear their MTSU / Campus School polo every Friday, on field trips, and for other special occasions to show their TRUE BLUE school spirit!

The Campus School holds the distinguished reputation of a high performing school. The greatness of our students stands out! Campus School has received the distinction of Reward School by the Tennessee Department of Education multiple times. Our Campus School alumni go on to pursue careers and opportunities that truly make a difference in, and a positive impact on, our society and community. We look forward to playing a role in the legacy your child will create as he/she begins the Campus School journey.

Yours truly,

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ABOUT CAMPUS SCHOOL

The Campus School was created as a training school for Middle Tennessee State University by an act of the General Assembly in 1911. The school met in several locations until finding permanent residence in the current Lytle Street building built specifically for this purpose in 1929. The intent of the Campus School program was to enhance instruction for the initial training of university students majoring in an area of education. Today's Campus School faculty continue to serve dually as MTSU adjunct professor and classroom teacher. The Campus School role has evolved to provide an observation site for Elementary Courses EESE 1010 and EESE 1011 and the preferred host for Residency I placements, a major component of the teacher preparation program. Residency I Candidates are placed at the Campus School two full days a week each semester in a Monday Wednesday cohort. Our Campus School faculty model innovative strategies and best practices in instruction for these teachers in training to learn from and transfer successfully to Residency II and eventually to a classroom of their own. Residency candidates plan, implement, and facilitate lessons under the direct supervision of Campus School faculty and their university supervisor. Both faculties work collaboratively to support candidates in the planning and implementation of lessons and provide guidance and constructive feedback to continually strengthen and improve their instructional practices. The benefits of our MTSU partnership are reciprocal and contribute to enriching the learning environment for all. Campus School even works in partnership with the MTSU Confucius Institute to incorporate the study of the Chinese culture and language for all students. We are proud to have partnered with MTSU for over 100 years!



CAMPUS SCHOOL POLICIES

ARRIVAL AND DISMISSAL INFORMATION

Arrival: The cafeteria side entrance door is open to admit students from 6:45-7:15. Students enter the school through the front door beginning at 7:15. Students should be in their classrooms prepared to start their day before the 7:30 bell rings. Any child entering school at the 7:30 bell is late and will need to sign in at the office to receive a tardy slip for admission to class.

Dismissal: After school care busses and vans will pick up in designated areas in the front and rear parking lots of the school. Students are dismissed from the side cafeteria door. All families are provided with a name strip of their student(s) to display in their vehicle or show to the caller for walk-ups. The name strip is on yellow card stock for all students in Kindergarten or with a sibling in Kindergarten. If you do not have a name strip to display, park in the parking lot and go to the front office to show photo ID to pick up your student(s). Dismissal begins at 2:30 p.m. All students should be picked up before 2:45 p.m. Students are sent to the lobby area once there are no cars in the pickup line and the parent will need to come inside to sign the child out on the late pick up form.

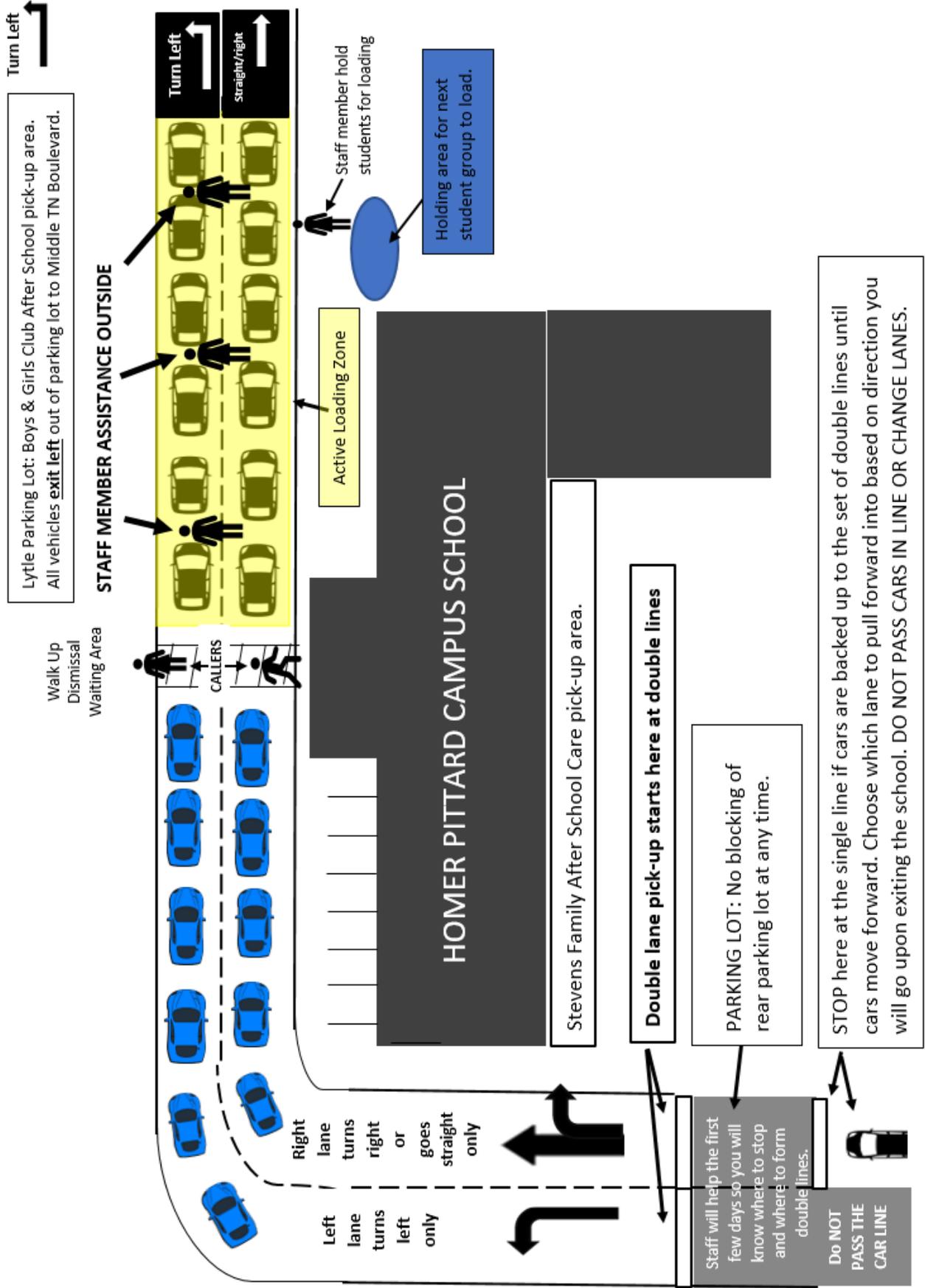
Dismissal Procedures: *See map insert on next page. Walkers and walk-ups will be dismissed first. Walkers will exit at the bell. The walk-up dismissal location is at the sidewalk across from the front steps of the school. Please show your name strip to the staff member calling the names of student walk-ups. When leaving the grounds, please exit the parking lot and **turn left** towards Middle TN Boulevard to avoid creating a traffic jam with car dismissal.

Car riders are picked up in the front drive using **both lanes** for pick-up. The single white line on the roadway becomes a double lane for pickup **when you reach the second set of white lines**. If the double lane is backed up to the two white lines, **wait at the single white line until traffic moves forward**. All traffic in the left lane is required to turn left. All traffic in the right lane is required to turn right OR go straight onto Cherry Lane. For safety reasons, there are **no lane changes** allowed from the roadway or school zone. Twelve cars (6 in each lane) are loaded, then directed to exit simultaneously. The next twelve cars will then pull forward for loading. To keep the dismissal process moving quickly and smoothly, minimize wait time, and promote student safety, please **remain in your vehicle** and our staff will assist your child in finding your car and help him/her get in if needed. Practice at home with your child if he/she cannot open the door, get in, and buckle him/herself until he/she is able to do so independently. **Do not pull forward until you are signaled to do so**. Please note that it is a Class C misdemeanor to use a hand-held mobile telephone to text, make, or receive a phone call while driving a motor vehicle in a marked school zone and punishable by \$50 fine.

Transportation Changes: **The school must be notified of transportation changes in writing or by phone no later than 2:00 p.m.** to allow enough time to communicate this change to the student. **It is recommended that you do not rely on email to communicate a change in transportation.** Students will be called to the office to receive a “transportation change” tag prior to the start of dismissal. Transportation changes will not be accepted by word of mouth from a student. Unless otherwise communicated by the parent, **the child will be dismissed the same way as usual.**

Good Neighbor: Campus School prides itself on being a good neighbor to the community. Please assist us in being courteous to our neighbors by adhering to the speed limit. Driveways and mailboxes **cannot be blocked** while waiting to drop off or pick up students.

CAMPUS SCHOOL DISMISSAL MAP



ATTENDANCE INFORMATION

Campus School students are expected to be present and punctual every day that school is in session. With high expectations for learning, an accelerated curriculum, and a state accountability grade based on attendance, **our students simply cannot afford to miss any instructional time.** Students who are habitually late and tardy to school suffer academically and cause disruption to the learning of the other children in the class. Please make all appointments outside of school hours and do not take vacations when school is in session. **As a school of choice, we will exercise the option to place a student on probationary status or return a child to their school of zone due to excessive absenteeism, tardiness, and/or early checkout.**

Absences: A student who is absent from school is required to bring a note from the parent/guardian with a doctor's note (as applicable) upon their return stating the reason for the absence. Parents may also email notes directly the attendance secretary, Mrs. Kim Wilson at wilsonk@rcschools.net. A parent note is accepted for up to **EIGHT (8) accumulated days** within the school year. After 8 absences, a doctor's note is required. Always send a doctor's note if the child saw a doctor. Absences are designated excused or unexcused. Student absences are excused for the following:

1. Student illness.
2. Death or serious illness within the student's immediate family.
3. Religious observances as allowed by state law.

After **five (5) unexcused** absences, an Attendance Referral is made and a notification letter is sent to parents and the truancy officer. *Refer to ADM 2-3 for more information regarding attendance and the school district Progressive Truancy Intervention Plan.

Early Departure: To leave early, students must be signed out by the parent/guardian or emergency contact on the registration card. If an appointment must take place during school hours, **please check your student out after 9:45 or return the child to school to avoid incurring an absence.**

CAFETERIA INFORMATION

Ala Carte: Ala carte items are on sale during breakfast and lunch daily.

Birthday Ice Cream Party: You may buy ice cream for the whole class for only \$15. Send check (payable to McFadden) or cash a week in advance with your child's name and "ice cream party" written on the envelope to place the order.

Breakfast: Breakfast is served **from 6:50 a.m. until 7:10 a.m.** daily. The cafeteria **will stop serving** breakfast at 7:10 a.m. Breakfast and lunch are NOT served on two (2) hour abbreviated school days.

Charges: Students are allowed to charge a cafeteria meal. The cafeteria manager will mail or send home a charge sheet to make you aware of any charges made. Please **pay any charges the following school day** and do not allow student's charges to accumulate.

Outside Food: Parents may bring outside food for their student. Staff will not deliver outside meals, or hold money in the office to pay for meals to be delivered to students, i.e. Jimmy Johns, etc.

Payment: Payments may be made on-line at <https://www2.mypaymentsplus.com>, by check made payable to McFadden, or by sending cash in a sealed envelope. Meal costs are provided below:

Students

Breakfast \$1.50 / Lunch \$2.75

Guests

Breakfast \$2.25 / Lunch \$3.75

Visitors: Families are welcome to eat lunch with their child. You may sit at the class or visitor's table. All guests are expected to adhere to the T.R.U.E. BLUE expectations for our cafeteria.

OTHER SCHOOL POLICIES

Birthdays: Contact your child's teacher to make arrangements in advance to send in birthday treats.

Classroom Assignments: Students are assigned to classes based on a number of factors that are carefully and thoughtfully taken into consideration. **Requests for teachers will not be honored due to the impact on class demographics and small size of our school.**

Change of Registration Information: It is imperative that we are able to reach parents during the day. Please notify the school if there is a change in home or email addresses or phone number.

Communication Devices: It is highly recommended that students do not bring any device to school. If a student chooses to bring a personal communication device **it is to be turned off and stored in a backpack or purse.** **The school will not be liable for the loss or damage to any student's personal communication device.** A teacher may allow students to bring a device for instructional or reward purposes **in his/her classroom only** with a completed and signed BYOD form. Students must adhere to the RCS Acceptable Use Policy. Unauthorized use of a device **will result in a verbal warning for the first offense and confiscation of the device for any future offense.**

Discipline: Students are expected to adhere to the expectations detailed in the school wide T.R.U.E. BLUE Plan. Parents are asked to review the plan, discuss the importance of acceptable behavior with their student, and sign and return the acknowledgement page.

Dress Code: Students are expected to dress in a neat and appropriate manner. Students will receive a verbal warning from the teacher for violation of the dress code below. Continual violations will result in disciplinary action being taken. The final determination for the appropriateness of dress will be that of school administration.

1. Pants and shorts must be worn properly at the waist (i.e. no sagging).
2. All shorts, skirts, and dresses must meet the tip of the middle finger of the individual when standing in a relaxed position.
3. Leggings may be worn with shirts that are long enough to cover the child's rear end. No writing on the backside of pants.
4. Clothing made of see-through material is not permitted without an appropriate undershirt.
5. No tank tops, racer-back, halter-tops, or sleeveless tops with straps less than 2 inches width or sleeveless shirts with large arm openings. Athletic jerseys must be worn with a T-shirt.
6. Tennis shoes or sneakers are required for all students participating in physical education classes and are preferred daily due to travel up and down the stairs and outside play.
7. Hats should be removed when in the school building except for special events as approved by the school administration.
8. Clothing and accessories bearing slogans that depict or insinuate drugs, alcohol, sex, obscenities, gang-related symbols, drug paraphernalia, or violence may not be worn.

Field Trips: All students are asked to purchase and wear **the Campus School polo** as representatives of Campus School on field trips. Parents are welcome to attend field trips as chaperones to assist in the supervision of students. Field trips are reserved for Campus School students only. **Older or younger siblings of students or other children in your care may not attend a field trip.** Chaperones may ride the bus with students providing there are available seats. All funds and permission slips must be received by the deadline for the child to participate. Please direct any request for assistance with funding to Dr. King. Students with repeated unsatisfactory behavior or difficulty in following directions are considered a risk to safety and may not be allowed to participate. Campus School reserves the right to cancel any trip if there are not enough paying students.

Grades, Progress Reports, and Report Cards: Grades are based on assessment of student mastery towards a standard. Students who have not mastered a concept or skill will receive supporting instruction and reassessed for mastery. Progress reports are sent home midway through each grading period. Report cards are sent home quarterly based on a nine-week grading period. Students do not receive a grade for their participation in music, art, library, guidance, or physical education classes. Kindergarten through second grade student progress is reported on a standards-based report card aligned to a rubric. Third through fifth grade student progress is reported using numerical values corresponding to letter grades for each subject area.

Inclement Weather: School cancellation, delay, or early closing is communicated using the primary telephone number and email listed on the student registration card. School delay and closing may also be accessed on the district website, Facebook, or Twitter accounts, or local television and radio.

Items Not Allowed at School: Students may not bring toys or any item to school that would interfere with the safety of others or disrupt learning. The teacher will notify parents of special occasions or exceptions in which it is acceptable for students to bring a game or toy to class.

Lost and Found: Please label coats, jackets, lunchboxes, etc. with your child's name. Lost items that are found will be placed in the lost and found area close to the elevator on the bottom floor and are more easily identified by the student or parent if labeled. Parents and students should check the lost and found area frequently for any missing items. All unclaimed lost and found items will be donated to a local charity at the end of the school year.

Medication: Students may not bring medication to school. Parents must complete a medicine authorization form and check in the medication personally with the school nurse or office staff. Medicine must be in the original container and will be stored and dispensed in our clinic area only.

Parent Teacher Club: All families are members of the CS Parent Teacher Club. We encourage you to share your talents by serving on a Campus School Committee. Your email address is provided to the PTC for their membership directory. The PTC will communicate with you regarding events, meetings, and opportunities to participate and play a role in the support of our school and students.

Parking: All visitors are to park in the parking lot in front of the school off Lytle Street. Do not park in the parking spots by the steps in the front of the building or in the rear staff parking lot.

Physical Education: All students should wear tennis shoes and appropriate clothing in order to participate comfortably. A doctor's excuse is required for nonparticipation.

Protecting Instructional Time: Uninterrupted instructional time in the classroom is essential to student success. Please help us ensure that this valuable time is protected and honored. The following are ways families can help protect and respect the teacher, their child, and other students.

- Be sure your child arrives to school **no later than 7:25 a.m.** with needed items each day.
- Do not schedule outside appointments for your child during school hours.
- Plan family vacations and other trips or activities to take place when school is not in session.
- Do not ask to conduct a conference, even a brief one, with teachers during arrival/dismissal, class time, lunch, or at a school gathering or class party. Instead, schedule the conference with the teacher in advance to take place during his/her planning period.

Response to Intervention and Instruction: The RTI² Framework provides additional levels of support for students based on data generated from a universal screener in ELA and Math. Families are notified if their child has been identified in need of TIER 2 or TIER 3 support and will receive periodic reports regarding their child's progress.

School Calendar: Families are encouraged to check the school calendar on our website frequently to stay informed and up to date regarding upcoming events and activities. The school calendar is updated frequently and dates are subject to change.

School Safety: Safety and preparedness is a top priority. We will conduct announced and unannounced drills throughout the school year. Please speak to your child in advance to alleviate any anxieties he/she may have regarding school drills. The school counselor is also available to speak with and reassure your child should you have any concerns.

Student Deliveries: Students receiving a delivery, i.e. flowers, balloons, etc. will be called at the end of the school day to pick up the item. The school is not responsible for deliveries that arrive damaged or too late in the day to be given to the student.

Visitor Guidelines: For school safety reasons and to adhere to district expectations with regards to safety, all persons entering the school must enter through the front doors and sign in at the office – **no exceptions to this rule will be made.** Handicapped guests may enter at the handicapped ramp and are expected to proceed directly to the office by way of the elevator to sign in. If there will be a deviation from the original purpose or destination, return to the **office prior to going elsewhere in the building to revise the sign in sheet and receive an updated pass.**

- Be prepared to indicate your purpose and destination as well as provide a photo ID.
- Every effort is made to protect teaching and learning time. Forgotten articles, lunch, snack, assignments, etc., are to be left at the office. The student will be called to the office to come pick it up or a staff member will deliver the item to the classroom.
- You must wear the office issued pass at all times regardless of how well you are known.
- Prior to signing out and leaving the building, the office pass is to be returned to the office in exchange for your photo ID.

Volunteer Policy: We welcome you to volunteer your services to assist your child's classroom teacher and/or provide support at school events. To minimize disruptions to classroom instruction or MTSU Residency Candidates teaching time, volunteers will be given assignments that fit the individual needs of the classroom teacher. Some examples are placing take home readers or student work in take home folders; listening to students read sight words or leveled readers; filing paperwork; making copies; removing student workbook pages; decorating bulletin boards; etc. When volunteering to help the classroom teacher, please arrange mutually convenient dates and times in advance. The office staff will contact the teacher prior to issuing a front office pass or sending a volunteer to the classroom to confirm that the teacher is expecting the volunteer.

Volunteers are held to the same standard as employees to protect student privacy and right to confidentiality. Volunteers should not discuss students' academics or behavior with other parents or members of the community or through any form of social media. Volunteers may **never** correct or discipline other students.

Every volunteer is required to sign and return the Rutherford County School District School Volunteer Application and Confidentiality Agreement form BEFORE coming to the school to perform any volunteer work. Please read over it carefully, complete, and submit the form to the office along with your picture ID. Your ID will be copied and attached to the application.

This handbook contains information on policies and procedures specific to Campus School. The teacher will share procedures specific to the classroom. Please refer to the Rutherford County Schools Student Handbook and Code of Behavior and Discipline for more detailed information regarding RCS policies and procedures.