

White Bluff Elementary School



Student Handbook

2020-2021

Andrea Beaubien, Principal

Glenda Sullivan, Assistant Principal

Mission Statement:

Our mission at White Bluff Elementary is to encourage the love of learning while preparing students for success in life.

Be Respectful! Be Responsible! Be Your Best!



White Bluff Elementary Student Handbook

Principal: Andrea Beaubien
Assistant Principal: Glenda Sullivan
615.740.5775

Dear Students and Families,

Welcome back to school! We are so thrilled to be welcoming students back to school after the unexpected closure last school year. We want the time spent at White Bluff Elementary to be a positive experience for your child and a place where social, emotional and educational experiences and relationships grow. We want your child to flourish in every way. We have high expectations for ourselves and our students and appreciate your support as we strive to accomplish our goals for this year. Please communicate with us so that we can all work together for the success of all.

This year we plan to focus on literacy. While all areas are important, every child needs to be able to read effectively and efficiently. Our state has given schools a goal that all students will be able to read fluently, on grade level, and proficiently by the third grade. White Bluff Elementary is ready to meet this challenge. After time away from the students due to the global pandemic, our staff is more committed than ever to get each student to achieve his or her best.

This handbook is provided to help answer many questions you may have about our school, policies and procedures. Our policies and procedures are in place to provide a safe and orderly environment for all students. While academics are of utmost importance at White Bluff Elementary, your child's safety supersedes even academics. Please help us by following the guidelines laid out herein and encourage your child/children to follow the rules, policies and procedures we have established. Please keep this handbook throughout the year to refer to as questions arise.

As you know, this year, possibly more than any other may throw some unexpected events our way. Please know that even if a topic is not explicitly stated in this handbook, we will keep you informed of changes or new information.

We appreciate your academic support very much. It is important to help your children at home by reading with them and encouraging them to read on their own. With the possibility of students participating in distance learning, parent support is more crucial than ever.

Thank you for all your support. By working together, we will all achieve our goals. Have a great school year!

Sincerely,

Mrs. Beaubien
Principal

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1. ADMISSION REQUIREMENTS

Students must live in the WBES zone to attend White Bluff Elementary School. In order to meet the criteria, the student must reside with the parent or legal guardian and have a 911 address that can be verified. Three proofs of residence are required, such as proof of home ownership, rental agreement, driver license, voter registration card, and current utility bills, (i.e. telephone, cable bills, etc.). If a student does not live in the WBES zone, the legal guardian must request special permission by completing an out-of-zone form. **Any student not in compliance with the Dickson County Board of Education out-of zone policy may be requested to return to his/her zoned school.** Further, if your child is attending WBES as an out-of-zone student, they must abide by all school policies to retain their out-of-zone status, including, but not limited to, a positive home-school relationship.

In order to enroll in school, a student must provide proof of immunization against DPT/DTaP, polio, MMR, varicella, hepatitis B, and hepatitis A. Evidence of a current (within one year) medical examination, signed by your health provider, must also be provided. Children entering school for the first time must also show positive proof of the child's date of birth and name, such as a birth certificate. The name used on the records of a student entering school will be the name shown on documents which are acceptable to the school principal as proof of date of birth, such as a birth certificate.

2. OPENING/CLOSING OF SCHOOL DAY/CAR RIDERS

The building will be open at 7:10 a.m. each school day. Students who arrive before 7:10 a.m. must be supervised in the before-school day care program and may be charged a drop-in fee. Under no circumstances should children be left unattended at the front entrance of the school before 7:10.

It is necessary for the school to have reliable information about how your child is to go home in the afternoon. You will be asked to provide this information when your child enters school. After that, any change in the regular routine (such as being picked up early, or by a different person, or riding a different bus, etc.) requires a note or call from the parent. **If we do NOT have a note, we will send your child home the regular way.**

Car riders will be dismissed from the building at 3:00 p.m. **For the safety and security of our students, parents of car riders must have a school-issued "car tag" in order to pick their child from the curb. "No Tag – No Child." Those without tags will be asked to come in, check with the office, and sign out their child or children.** Tags will be issued along with complete instructions at the beginning of the year. Additional tags may be requested as needed. This system enables the staff to dismiss all car riders normally by 3:20. Any student in the car rider room who is not picked up by the end of dismissal (3:20) will be sent to after school day care. There is a fee for this service.

3. EXTENDED CHILD CARE PROGRAM

A childcare program is offered before and after regular school hours and during the summer months for K - 5th grade students. The program provides educationally enriching quality care for students during the hours when there may be no adult supervision in the home. Children have the opportunity to engage in activities which benefit them emotionally, physically, and educationally. A special time is allotted for homework.

Hours during the school year are 6:00 a.m. - 7:15 a.m. and 3:15 p.m.- 6:00 p.m. Summer hours are 6:00 a.m. until 6:00 p.m. Information concerning applications and fees are available upon request. Melanie Christy is the WBES daycare director. 615.740-5777.

4. ATTENDANCE

In order for students to be successful, attendance at school on a regular basis is a necessity. Parents/guardians are urged to insure their child is at school, on time, each day possible. Parents should schedule vacations, out-of-town trips, doctor visits, etc. in such a manner as not to interfere with the education process, whenever possible. **Parents are asked to send a signed note with your child the day he/she returns stating the reason why the child was absent.** Calls explaining that students are absent and when they can return are also welcome. The student is excused for the day(s) of the absence, not the material covered in his/her classes. It is the responsibility of the student (not the teacher) for make-up of all subject matter covered during the absence within a reasonable amount of time. A note from a doctor may be required if students are habitually absent.

Unexcused absences are any absences that do not fall under the conditions provided for in the Board Policy on Attendance (referenced above). The following is the procedure for unexcused absences:

1. If and/or when a student accumulates his/her third (3rd) unexcused absence, a letter will be sent to the parent or guardian by the school in which the student is enrolled, and a parent conference with the school principal will be conducted to sign an attendance contract for the student. This is known as Tier One of the Progressive Truancy Intervention Plan.
2. If and/or when a student accumulates his/her fourth (4th) unexcused absence, that student's name will be reported to the Attendance Director for appropriate action.
3. If and/or when a student accumulates his/her fifth (5th) unexcused absence, the Attendance Director will send to the parent or guardian written notice that school attendance is required by law. The school will also verify with the Juvenile Court Liaison, Mrs. Cindy Sensing, concerning the violations of the Attendance Contract and/or additional unexcused absences after the Attendance Contract was signed. Mrs. Sensing will schedule a meeting with the parent and the student to initiate the individualized assessment required in Tier Two. The Juvenile Court Liaison will contact parents to schedule the assessment and make any appropriate referrals for counseling or services.
4. If, within three days after receipt of written notice, the parent or guardian fails to comply with the compulsory attendance law, the Attendance Director will report such unlawful attendance to the juvenile authorities. If Tier Two proves to be unsuccessful, then Tier Three will be implemented. Mrs. Sensing will notify the School Social Worker, the School Based Therapist or make contact with the Department of Children Services, as needed. These community based agencies will work with the family and implement any additional actions needed to correct the behavior and improve the school attendance. After the three tier process has been completed and no satisfactory progress is obtained, Mrs. Sensing will then petition the parent/guardian to court for truancy violation.

5. TARDINESS / EARLY CHECKOUTS

Recognizing that punctuality and the opportunity to learn affects the academic progress of a student at school, the Dickson County Elementary Division has adopted the following tardy and early check out procedure.

School begins promptly at 8:00. Any student arriving after the 8:00 bell is considered tardy. Students arriving after 8:00 will be issued a tardy slip. School ends at 3:00. **Students leaving before this time will be documented as checking out early.** Tardy and early checkouts slips are filed and maintained in the office. Excused tardiness and check outs will not be counted against a student.

The School Attendance Review Committee will meet to discuss excessive tardies and make recommendations to remedy the problem. The parent may be invited to attend this meeting. The principal should forward minutes of this meeting to the Board of Education. Students may be required to continue to recover unexcused time. The cycle starts over at the beginning of the second semester (January).

Acceptable reasons for tardiness and early check outs:

- Student's personal illness
- School nurse or school personnel request early pick up of student
- Death in immediate family or attendance at a funeral
- Proof of required court appearance of student
- Recognized religious holidays/organized cultural and educational activities
- Parent or guardian leaves or returns from active military service
- Physician statement related to the day of the tardy or early check out
- Prior principal approval due to family travel plans or parent business affairs
- Other reasons deemed acceptable by the principal

Tennessee law requires that all students leaving school grounds early be signed out in the office.

6. WITHDRAWING FROM SCHOOL

Any student withdrawing from school must be cleared through the office. A withdrawal form may be obtained from the office and should be filled out by the parent/guardian. All obligations must be cleared before a transcript of his/her records will be forwarded to the new school.

7. DRESS CODE - Basic Principle:

At White Bluff Elementary School, it is our belief that our dress should reflect one's self-dignity and that it should not be a disturbing influence on either the wearer or observer. **Parent and student dress should be appropriate, clean, and neat.** Proper dress and personal hygiene are essential elements for appropriate personal interaction in everyday life. Safety of the wearer is also a consideration when determining appropriate clothing. It is essential that all students abide by the dress policy. This policy is in accordance with the Dickson County Board of Education dress code policy. Parents are requested to set a good example for our students by following the school dress code when visiting.

Rules:

1. Students must remove hats upon entering the building.
2. Clothing selections must cover the midriff and back as well as being appropriate in length. No short skirts, dresses or short-shorts allowed. **Length can be no shorter than finger length when hands are held by the side.** Tank tops, biking shorts, tops with spaghetti straps, bandanas, and sweatbands are not acceptable attire for school. Sleeveless shirts and tops must have a shoulder strap of at least two (2) inches and fit snugly around the arm.

3. Clothing should fit and be worn properly – not excessively tight or loose, pockets in pants, right side out, etc. Students should not wear clothing that is obviously too large or small. At no time is it appropriate for any underwear to be showing on either male or female students.

4. No clothing or accessories will be allowed which advertise drugs, alcohol, sex, gang activity, violence, tobacco, or disrespectful attitudes. **Pants or shorts with wording on the backside may not be worn.**

5. **Any manner of dress or hair that may be a distraction** from the educational program at WBES is prohibited.

6. Footwear must be appropriate for physical educational activities and students must be able to navigate steps safely. For this reason, flip-flop type sandals are discouraged. **No shoes or backpacks with rollers or wheels are allowed.**

7. Parents will be expected to assist the school in dealing with any infraction of the school dress code and to follow the same rules when visiting the school.

Adults with inappropriate clothing may be requested to leave the building.

8. BEHAVIOR EXPECTATIONS

White Bluff Elementary incorporates into each day and into each class reminders to help students develop positive character traits. Students are chosen weekly and recognized as good role models for demonstrating good character.

CATS

Citizenship

Attitude

Tenacity

Success

Cues For Behavior at White Bluff Elementary

The cues listed below are used at White Bluff Elementary to assist students in remembering behavior expectations in certain places at school.

PLAYGROUND Cues: PLAY, PARTICIPATE, & BE PHYSICAL

1. Use all equipment appropriately.

No climbing of trees or swinging from tree branches. No pushing of swings. Only one student should slide **down** the slide at a time. No sliding down poles attached to slide, swings, etc. unless specifically designed for that purpose. The students should not mark on the sidewalks, building, etc. No balls are allowed on the playground area due to lack of adequate space.

2. Play approved games and play by the rules.

3. Include everyone and invite others to play.

4. Line up when called.

5. Stay where your teacher directs.

HALL Cues: STRAIGHT, SWIFT, SILENT

1. Walk in a straight line, with your class to your destination.
2. Be silent.
3. Keep hands, feet, etc., off walls, doorways and other people.

RESTROOM Cues: QUICK, QUIET, CLEAN

1. Get in and out as quickly as possible, no playing.
2. Wash hands.
3. Put paper towels/trash in its place. Leave it clean.

CAFETERIA Cues: GREET, EAT, BE NEAT

1. Use quiet voices to talk with friends at the table.
2. Eat your food.
3. Get all items needed as you go through the line the first time.
4. Raise hands for help.
5. Be neat and clean up your area when leaving.
6. Use good table manners.

MORNING BUS ROOM Cues: RELAX, READ, & BE READY

1. All grades will sit as directed.
2. Whisper quietly with friends and neighbors until 7:30 a.m.
3. Keep hands, feet, and objects to self.
4. All items other than a book to read should remain in a student's backpack.
5. Students should remain quiet and seated until their classroom is dismissed.
6. When leaving the bus room go down the right side of the hallway. No stopping at restroom, etc.
7. Students should not leave their classroom upon entering unless given permission by their teacher.

At 7:30 am. we will begin silent sustained reading in the bus room. Students are expected to sit and read quietly from 7:30 a.m. to 7:40 a.m. Students should bring a book to read while in the bus room each morning; books will be provided if necessary. This book may be his or her reading text, a library book or any similar book brought from the classroom or home.

AFTERNOON BUS ROOM Cues: SAFE, SEATED, CALM

1. Enter bus room in an orderly manner.
2. All talking should stop when requested by monitors.
3. Students are not allowed to leave the bus room without permission.
4. Remain seated until your bus is dismissed by the bus room personnel.

9. White Bluff Elementary School

Discipline Policy

2020-2021

The principal or assistant principal will use the following guidelines when disciplining students. All disciplinary actions taken will be a team decision between the teacher and principal. The principal has the right to change the consequence if needed. Each situation will be evaluated on an individual basis. The nature and degree of the offense may result in the skipping of steps. Additional offenses may result in the student being petitioned to the district Disciplinary Hearing Authority for placement at New Directions Academy, Charlotte, Tennessee.

Parents will be notified in writing at the end of the school day of each office visit and the reason. Please sign and return all notification letters.

Fighting will not be tolerated. Students may be suspended from school up to three days. Alternative consequences may include in-school suspension. **All threats will be taken seriously and dealt with appropriately regardless of student age.**

Disrespect to school personnel or school property will not be tolerated.

All threats, regardless of student age, will be taken seriously, investigated, and dealt with appropriately.

Weapons of any kind on school grounds may result in an immediate suspension from school. A behavioral plan may be implemented immediately upon the return to school.

White Bluff Elementary reserves the right to skip steps in consequences for more serious infractions and/or choose lesser consequences for lesser infractions. Lunch detention, no recess, and loss of related arts privileges may be used as alternative consequences when deemed appropriate by the administrator.

Grades K – 2

Possible Offenses

Disrupting class/disobedience
Not following school or classroom rules
Not completing assignments
Continually not following cafeteria rules
Profanity or unacceptable language
Hands/feet on others inappropriately
Throwing rocks or hurting others
Bullying
Disrespect
Inappropriate writing/drawing
Destruction of property

Consequences (Subject to seriousness of offense)

1st Offense: ½ hour In-school Suspension
2nd Offense: 1 hour In-school Suspension
3rd Offense: 1 ½ hours In-school Suspension
4th Offense: Quiet lunch for the number of days assigned
5th Offense: ½ day In-school Suspension
6th Offense: Conference with parents, a behavior plan created by the Guidance Counselor, student, and teacher with ½ day ISS
7th Offense: ½ to 1 day In-school Suspension
8th Offense: 2 After-school Detentions
9th Offense: 3 After-school Detentions, Referral to Behaviorist
10th Offense: Suspension from school grounds (Decision of Principal)
11th Offense: Petition to Discipline Hearing Authority

Grades 3 – 5

Possible Offenses

Disrupting class/disobedience
Not following school or classroom rules
Not completing assignments
Continually not following cafeteria rules
Profanity or unacceptable language
Hands on others inappropriately
Throwing rocks or hurting others
Bullying
Disrespect
Inappropriate writing/drawing
Destruction of property

Consequences

1st Offense: 1 hour In-school Suspension
2nd Offense: 2 hours In-school Suspension
3rd Offense: ½ day In-school Suspension
4th Offense: Quiet Lunch for the number of days assigned
5th Offense: 1 day In-school Suspension
6th Offense: 1 day In-school Suspension and conference with a Behavior Plan created by the guidance counselor, student, teacher, and administrators
7th Offense: 1 day After-school Detention
8th Offense: 2 days After-school Detention, Referral to the Dickson County Behaviorist
9th Offense: Suspension from school grounds
10th Offense: Petition to Disciplinary Hearing Authority

10. HOMEWORK/ASSIGNMENT POLICY:

There will be opportunities for students to receive homework support and assistance before school; students who are late bus riders are encouraged to use their time wisely while waiting for their bus. Students who fail to complete their assignments may be asked to complete them during recess under the supervision of a teacher. Teachers will contact parents of students who have a persistent issue with completing homework; a conference may be requested to discuss ways to support these students.

11. PERSONAL ITEMS/CELL PHONE

Personal items, including toys, cell phones, and pets, should not be brought to school. The school and its personnel are not responsible for any personal items (their damage or theft) brought to school. Where deemed necessary, the principal or his/her designee may grant a student permission to use a personal communication device at his/her discretion after the device has been registered in the principal's office. The device must be carried in off mode and kept in the student's backpack or other similar carry-all. At no time shall a student operate a cellular device with video or picture-taking capabilities at any place that might violate the privacy rights of another person. A student in violation of this policy is subject to disciplinary action.

12. PUPIL TRANSPORTATION

WBES students may ride only their assigned bus and will not be allowed to get off their assigned bus and onto another bus at another school. Visitors or friends going home with them will be allowed to ride a bus on a space available basis only and must have a note signed by the building principal or assistant principal.

The school bus driver and the principal are jointly responsible for the conduct of students on buses. The school bus driver will report any misconduct on the bus to the student's principal. **The transportation department provides both rules and consequences for misbehavior. A copy of bus information can be found on the district website at dcstn.org.**

Bus drivers will not put children off the bus going to or from school. However, with the approval of the principal, the driver may refuse service on the next regular trip and continue to do so until the pupil and parents have cleared the matter with the principal. The principal will notify the bus driver when the matter has been settled. **Misbehavior on the bus will be dealt with because it infringes on the safety of everyone on the bus.** All children should be encouraged to be aware of good conduct procedures and to follow them.

Students will not be allowed to get off the bus until they have reached their destination. This is for their protection and your (and our) peace of mind. Any type of glass bottle, container, or vase as well as balloons are not allowed on school buses. Additional regulations concerning bus service are provided on a separate page for students and parents. Refer to the Countywide Student Handbook for Disciplinary Procedures. (Policy 6.3080)

13. DAMAGE TO PROPERTY

Damaging property in any way will be met with suitable punishment, and the student will be expected to reimburse the school for whatever damage was done. Any property directly connected to the school, including school buses, is covered by this rule.

14. LUNCH / BREAKFAST SALES

Each class will be allowed thirty (30) minutes for lunch. Students will be expected to complete their meal in the allotted time and will not be allowed to take food or drinks out of the cafeteria without teacher approval. No glass-bottled drinks should be brought to school. If your child is allergic to milk, they may bring a drink in a thermos or other container.

All lunch monies will be paid to lunchroom personnel for lunch and breakfast. Please send your child's lunch or breakfast money on the first day of each week with their name (first and last), teacher's name, and their lunch number on the outside of the envelope. If your child is absent, credit will be given on his/her next week's lunch or breakfast. **No ala carte items will be charged.**

The cafeteria may offer extra items and ala carte items for sale at posted prices. **Breakfast will be served each morning from 7:40 a.m. until 8:00 a.m. in the classroom.** Information concerning the school lunch program can be found on the White Bluff Elementary website; questions should be directed to the Food Service Director for Dickson County (446-7571 - Ext. 15200) or Janice Taylor, WBES cafeteria manager.

15. CARE OF SICK /INJURED PUPILS – MEDICATION

White Bluff Elementary is fortunate to have an excellent full-time school nurse. Vital information is gathered when the student enrolls containing the following information:

- A. Name of parents/ guardian and home telephone number.
- B. Other telephone numbers where parents or guardian can be reached during the day. **It is vital that two alternate operating numbers are listed for each student. Please keep the numbers updated.**
- C. Names of relatives or friends (and phone numbers) who could be contacted if parent or guardian cannot be reached.

When illness occurs, parents (or persons listed on the student's information card) will be notified and the student will be made as comfortable as possible until someone comes to get the student.

- D. Students sent home because of fever must be fever-free for 24 hours before he/she will be allowed to return to school. Additionally, students sent home for vomiting and/or diarrhea should only return to school when this has not occurred for 24 hours.

WHEN AN INJURY OCCURS:

- A. First aid will be administered, if needed.
- B. Minor injuries will be treated and the student will remain in school under observation. If, in the judgment of school officials, medical treatment or consultation is advisable, parents, guardian, or other designated person will be notified as soon as possible.

SERIOUS INJURIES

A. An ambulance will be called to transport the student to the hospital. At the same time, the parents or guardian will be notified. If parents or guardian cannot be located immediately, the emergency room attendants in the hospital will call an available physician.

B. Teacher and principal will gather all information relative to accident or injury indicating time, place, witnesses, etc. and complete an accident report. This report will be sent to the office of the Director of Schools.

Medication shall be administered only when the student's health requires that it be given during school hours. **It is the parent/guardian's responsibility to bring the medication to school and remove any unused medication when treatment is completed. All prescription medication**

must be brought to school in the original container. The pharmacy label must include the following information:

Name of Student	Date
Prescription Number	Licensed Doctor's / Practitioner's Name
Name of Medication and Dosage	Pharmacy name, address, and phone #
Administration route or other directions	

All non-prescription medication must be brought to school in the original manufacturer's labeled container with the ingredients listed and the child's name affixed to the container. A note from the parent/guardian must be included to give specific information as to dosage and time. Students will self-administer the medication with assistance from school staff and should be competent to do so. School staff is not responsible for any side effects or complications that may occur as a result of taking this medication. Students will not be permitted to take any medication without a written note from parents.

The school nurse is available to take care of the needs of all sick or injured students while at school. Problems that occur outside of the school day should be addressed by the parent/guardian. The school nurse is available for consultation on medical conditions that may affect the child's performance while at school.

16. COMMUNICABLE DISEASES

It shall be the duty of school authorities to exclude from any public, private, or church-related school any child who is infected with or suspected of having any of the following diseases: measles, rubella, mumps, infectious hepatitis, chicken pox, pediculosis, scabies, and other illnesses designated by the local health officer as requiring exclusion.

If one of these diseases is suspected, the teacher or principal should refer the child to the school nurse. If the school nurse is not available, the child will be sent home with the recommendation that the child's physician be contacted for diagnosis and treatment. The child shall be excluded from school until school personnel have received satisfactory evidence that the child has been treated.

It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has pediculosis (head lice). A letter will be sent home with the child explaining the condition, requirements for readmission and deadlines for satisfactory completion of treatment. Upon exclusion, satisfactory evidence must be submitted to school personnel that the student has been treated for pediculosis (head lice). This evidence will include but may not be limited to:

- 1) Proof of treatment with a pediculicide product
- 2) Satisfactory examination by a school health official

Any subsequent incidents of head lice for that student during the school year will require submission of satisfactory evidence of treatment for head lice. **In addition, the student must be found free of nits by a school health official in the presence of a parent before being allowed to return to school.**

A student will be expected to have met all Board requirements for treatment and be back in school no later than one school day following exclusion for head lice. All days in excess of the allowable period will be marked as unexcused and referred to the attendance director at the proper time.

17. COVID-19 INFORMATION

Return to School Protocol

If a student or staff member has been **confirmed positive** or if a person living in the home of the student or staff member is confirmed positive for the Covid-19 virus, return to school is permitted only after:

- 10 calendar days have passed since the date of testing **and**
- Student or staff member is feeling well and with no fever without the aid of fever reducing medicine for 24 hours.

If a student or staff member **exhibits symptoms** such as unexplained fever or unknown cough a return to school is permitted only after:

- 14 days have passed since symptoms exhibited with the student/staff member feeling well and with no fever without the aid of fever reducing medicine for 24 hours **or**
- A negative (FDA approved) Covid-19 test issued by the local health department or medical provider **or**
- A release from a medical doctor.

If a student or staff member has been informed through **contact tracing** they have been in close contact with a confirmed Covid-19 patient, the student or staff member should not return until:

- 14 days have passed since last contact with the student/staff member feeling well and with no fever without the aid of fever reducing medicine for 24 hours **or**
- A negative (FDA approved) Covid-19 test issued by the local health department or medical provider **or**
- A release from a medical doctor.

Students or staff members who do not feel well or exhibit any symptoms related to the Covid19 virus should stay at home and not come to school.

18. PROVISION OF TEXTBOOKS

The parent agreement slip must be signed and returned to the teacher before books will be issued. Each student will be furnished a sufficient supply of textbooks for all his/her subjects. At the end of a unit of study, all books previously distributed to the students will be returned to the teacher. The teacher will examine the book, and if it has been in any way unduly abused, mutilated, lost or destroyed, a replacement charge will be required of the student.

19. REPORTING OF STUDENT PROGRESS

Each student will receive a report card four times per year. Report cards will be sent home after the end of each nine weeks grading period. Parents should take time to go over each area of the card and to give praise and encouragement to the child. The card should be signed and returned to school the following day.

In accordance with the policy as set forth by the Dickson County Board of Education, **White Bluff Elementary School invests the classroom teacher with the responsibility of deciding whether or not a student is to be promoted.** The teacher will consider each child's level of ability, achievement, and maturity in making his/her decision, but **the primary measure of the student's achievement will be the teacher's determination of the student's mastery of the basic skills as set forth by the Tennessee**

Department of Education and as supplemented by the local education agency. Board policy will be strictly adhered to in all cases.

Weekly and Mid-Quarter progress reports should be reviewed by the parent/ guardian, signed and returned (when requested). The teacher will notify both students and parents of the regular schedule for progress reports to be sent home in each grade level.

20. USE OF SCHOOL PHONE

White Bluff Elementary School provides a school telephone to be used for **business matters**. **If a student needs to go home in a different manner than usual, a note should be sent with the student.** Phone calls should not be used to communicate this information except in extreme emergencies due to the high volume of calls received daily by the school. Students will be called to the phone only in cases of an emergency. Teachers will not be called out of class to accept a phone call. Teachers welcome communication with parents during their planning time.

21. MESSAGES/SCHEDULING CONFERENCES

It is strongly recommended that messages be handled prior to the beginning of the school day. Interruption of classes will be held to a minimum. Parents who need to get a message to their child should call the office **prior to 2:00 p.m.** Parents desiring a conference with his or her child's teacher should schedule the conference during the teacher's planning time.

22. PHYSICAL EDUCATION

State law requires each student to take PE on a regular basis. Students will be required to wear proper shoes while in gym class. **Any student who cannot take PE because of medical reasons should supply his or her teacher with a note stating the reasons for excusing the child from PE.** The school reserves the right to require a doctor's statement for any student who does not participate in physical exercise on a regular basis. Students that do not participate will stay in an alternate location.

23. CUSTODY RESTRICTIONS

The school is interested in the welfare of every child and will seek to protect that welfare in any way possible. We realize there are difficult situations in some instances which result in one parent placing custody restrictions on another.

If there are custody restrictions, it is the responsibility of the parent to see that the school has a copy of the court order on file.

24. INSURANCE AND SUPPLIES

School insurance is offered through outside vendors on a voluntary basis. Please see brochure for prices, details, and coverage.

All students are asked to maintain appropriate supplies such as pencil, paper, crayons, etc. Individual teachers may recommend certain reasonable supplies for their classes. A backpack (without rollers) or book bag of some sort is strongly recommended. School vouchers are available upon request at the beginning of the school year for families who need assistance acquiring these items.

25. SCHOOL SAFETY

The safety and well-being of all students and staff is a priority. Monitoring devices are located throughout the building. **Visitors must make an appointment 24 hours in advance. All visitors are required to check in and out through the main office, answer health questions, have a temperature**

screening and receive a visitor's pass. Unauthorized persons on school property will be asked to leave immediately. Failure to do so will result in notification of proper authorities.

Entrance doors to White Bluff Elementary will remain locked in order to restrict entrance. All visitors must enter the building through the front door next to the office area by a remote unlock system that will be activated by office staff upon ringing of the doorbell.

Tennessee State Law delegates to teachers and principals the duty and authority for maintaining disciplined climates in their respective classrooms and schools (TCA 49-6-3401). Appropriate drills for maintaining order and promoting student knowledge of what to do during emergency situations will be conducted. These procedures are documented in the school's Crisis Response Plan.

26. DRUGS AND TOBACCO

A. The possession or use of alcoholic beverages, illegal drugs, marijuana or any pill, capsule or other similar substance which is not aspirin or a drug prescribed for the individual who is in possession thereof, in school or at school sponsored activities, will subject the student to suspension and the filing of a petition in juvenile court for Dickson County, Tennessee. A recommendation may be made by the administration to the Board of Education that the offender remains out of school for at least the duration of the semester.

B. The use or possession of tobacco products or vaping products by a Dickson County student while under the direct supervision of a school board employee will be in violation of the Board's policy and state law.

C. The use or possession of tobacco and/or tobacco products by a Dickson County student on any Dickson County school campus or bus will be in violation of the Board's policy. The appropriate action will be administered by the student's building principal.

