

Watt Hardison Elementary

2023-2024 Student Handbook

School Office: 615-325-3233
School Fax: 615-325-5305
Sumner County BOE: 451-5200
Transportation Department : 452-1520
School Website: www.sumnerschools.org
Sumner County Schools Website:
www.sumnerschools.org
Sumner County Transportation Website:
www.sumnerbus.org
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Watt Hardison Mission Statement

Watt Hardison commits to support lifelong learners and leaders through collaborative, quality instruction and building relationships to empower students to become respectful, responsible, and successful citizens.

School Hours

7:00 A.M. – Doors open – Supervision Begins in Cafeteria
7:00-7:30 A.M. – Breakfast Served
7:25 A.M. – Students dismissed to classrooms from the gym In order to ensure student and faculty safety, all car-riders MUST be dropped off on the gym side of the school. Students will be sent to class from the gym at 7:25 A.M. No student should arrive to the classroom before his/her teacher.
7:40 A.M. – School Day Begins – Students should be in classroom
After 7:40 – Must Sign in office for a tardy slip
Before 2:40 – Must sign out of office if leaving

2:40 P.M. – School Day Ends-CAR TAGS WILL BE REQUIRED FOR ALL CAR-RIDERS. *If you misplace a car tag, report to the front office to be issued a new one. Identification will be required. **All transportation changes must be made by an authorized parent or guardian in writing or prior to 1:00 P.M.**

Entrance

A child entering kindergarten shall be five years of age by Aug. 15. Any child entering first grade shall be six years of age on or before September 30. He or she must also be screened for first grade if he/she did not attend kindergarten or moved to Tennessee from another state.

A parent registering a child for the first time shall be required to furnish:

1. The child's birth certificate.
2. A complete medical examination and proof of immunization shall be required of every pupil entering school for the first time.
3. Proof of residency

Student Attendance

Recognizing that absenteeism is a hindrance to education and that the progress of students depends to a great extent on regular attendance, the Sumner County Board of Education adopts the following policy rules and regulations:

Tennessee Compulsory School Attendance Law

Every parent, guardian, or other person residing within the state of TN, having control or charge of any child between the ages of six and seventeen years, both inclusive, shall cause such child to attend public or

non-public school, and in the event of failure to do so, shall be subject to the following penalties.

Penalty for Violation: Any parent, guardian or other person who has control of a child or children, and who shall violate the provisions of this part shall be guilty of a class C misdemeanor. Each day's unlawful absence shall constitute a separate misdemeanor.

Definitions

Present: defined as a student in attendance at the school or class to which he/she is assigned. Three hours and 16 minutes constitutes being present for a full day of school for financial/accounting purposes.
Absent: defined as a student not in attendance at the school or in the class to which he/she is assigned. Missing more than half a day or a class counts as an absence. There are two categories of absences, which follow:

Excused Absence: absence tolerated by the school system under the law because the cause benefits of the absence outweigh the benefits, which would have been achieved by attending school.
Parents are allowed 5 parent notes per semester for an absence to be considered excused. The sixth absence and thereafter will be unexcused unless verified. After a total of 6 unexcused absences for the year, the student will be reported to the county truancy department. After a total of 10 tardies and early dismissals for the year, a student will also be turned into the truancy department. A doctor's note must be presented to verify absences beyond the 5 parent notes. Any time after 7:40 is tardy and prior to 2:40 is an early dismissal. Documentation of all absences is expected in a timely manner. Adequate reasons for absences include the following:

1. Student's personal illness, medical appointment, or hospitalization verified by a licensed physician, dentist, or health agency.
2. Death of a family member.
3. Special recognized religious holidays regularly observed by a particular faith. A parent note must be submitted to the school principal prior to the student being absent for a religious holiday.

4. Required court appearances.
 5. Approved school related activities.
- Unexcused absences:** absences which are not verified or which do not meet valid reasons for absences. All out-of-school suspensions are unexcused. If a student is not present for the day, they cannot participate in extracurricular activities for that day.

An excessive number of absences during the school year will subject the student to possible retention. In accordance with state law, the principal and teacher will make the decision to promote or retain the pupil; the principal and teacher may defer to the parent's wishes and place this documentation in the student's file. The final decision lies with the principal.

If your address changes, you need to notify the attendance clerk.

The law states that each district shall implement progressive truancy interventions for students who violate the Compulsory Attendance Law. See summercountyschools.org for district policies on attendance.

Behavior and Discipline

At WHE, we strive to promote positive behaviors through our 3 Core Values

1. I Am Respectful
2. I Am Responsible
3. I Am Safe

Furthermore, students will be expected to take responsibility for all their actions and to treat others as they themselves would want to be treated.

At WHE our goal is to motivate students intrinsically and provide opportunities for students to practice procedures and do the right thing even when no one is watching.

However, when necessary, students will be issued a consequence for unacceptable behaviors.

Security

School Security is taken very seriously at all Sumner County Schools. All visitors must sign in and out of the main office through the Kiosk and must have their photo taken. The playground area is part of the school grounds and may not be used during the school day unless permission has been granted. Visitors must also wear a visitor badge. The safety of our children is our first priority. Please remember that students are only allowed to leave with persons indicated on their registration card. All students must be released from the office and will only be released with a valid ID and that name must be on the registration card. Students will not be released with anyone under the age of 18 unless authorized by parent/guardian.

Visitors

Parents and visitors are welcome to visit the school. All visitors will report to the school office when entering and sign-in on Lobby Guard to receive authorization and a visitor's badge before you visit elsewhere in the building. Please be respectful of our students so we do not interrupt class or take away the teacher's attention from our students.

Lunch Visitors: Visitors are welcome to eat lunch in our cafeteria. Only family members will be allowed to eat with a student.

- Students will not be allowed to eat with other students' parents. There are guest tables designated for students with visitors.
- **FEDERAL GUIDELINES PROHIBIT OUTSIDE RESTAURANT ITEMS FROM BEING BROUGHT INTO THE CAFETERIA.**
- Please refrain from taking pictures of students in the cafeteria.

Bullying/Threats

Serious threats, forms of harassment, and bullying are not tolerated. Repeated incidents are to be reported to school officials. Parent conferences, suspensions, and other appropriate consequences will be considered.

Report Cards / Grading Scale

Report cards can be found every 9 weeks on **Skyward**. Progress reports are available every 4 ½ weeks

All elementary grades K-2 will be using the standards based report card grading scale of a 1, 2, or 3 for all academic subjects.

The basic grading system for students in 3rd-5th grades will have subject area grades expressed by the letters "A", "B", "C", "D", and "F", with corresponding numerical values as follows:
A 90 – 100; 80 – 89; C 70 – 79; D 60 – 69; F Below 60.

If you would like to schedule a parent conference, please schedule ahead of time with your child's teacher. Although guests are always welcome in the building, please understand that instructional time is dedicated to student learning and conferences should be scheduled instead of impromptu.

Physical Education, Art, Music and Guidance

Art, Music, Guidance, and Physical Education are viewed at Watt Hardison as quality programs. Many of our children excel in these areas. We are fortunate to have very qualified teachers in these areas. These teachers expect children to be prepared for their classes as they would prepare for an academic class. Please send necessary materials for students in art and music classes

Please have your child bring a note, signed by you, stating why your child cannot participate in physical education for that day. The physical education teacher can ask for a doctor's statement if he feels it's necessary. The regular classroom teacher will need a note on days when he/she takes the children outside for free play.

Please dress your children appropriately for the day's activities.

Dress Code

We want very much to have our students dress comfortably and modestly. **If children are dressed properly for school, they will be mentally dressed for the day's activity.** We consider proper dress as reasonable length shorts. (knee length or at least no more than halfway between the knee and the top of the thigh), NO short-shorts

Standardized Dress Code

See Summer County Dress Code Policy

Click the link below and search dress code.

<https://go.boarddocs.com/tn/scstn/Board.nsf/goto?open&id=9CCLKY534F34#>

Penalties

The parents or guardian will be contacted when infraction occurs. Tee Shirts and shorts/pants will be provided if possible or the student must go home.

Breakfast and Lunch

Breakfast will be served from 7:00 till 7:30 A.M. Students should arrive early enough to finish eating by 7:30 in order to get to class on time. Parents/guardians are welcome to eat lunch with your child.

Breakfast: Student - \$2.00

Lunch: Student - \$3.00

Adult - \$5.50; special events \$7.00

Federal Regulations prohibits food from outside establishments being brought in the

cafeteria during serving times. This includes carbonated drinks such as (Coke, Pepsi, etc.). A fruit drink is acceptable.

Titan Meal Plan

Manage your child's accounts at <https://family.titank12.com/?identifier=JTHTBK> or visit summerschools.org for more information.

- Check account balances online
- Make payments to student's lunch account
- Monitor lunchroom purchases
- Receive email reminders when student's balance is low
- Set up auto-replenish payments.

Field Trips

When field trips are taken, parents may be asked to attend to help chaperone students. If students ride the bus to the field trip destination, they must ride the bus back to the school. Poor student behavior may prohibit a student from participating in a field trip. Poor, disruptive, or destructive behavior (to be determined by the teacher) during a trip may result in parents being called to come get the student from the trip. Inappropriate behavior on a trip may also result in consequences of not attending the next trip. Field trip costs for transportation and pre-paid events are not refundable.

All adult chaperones must provide their own transportation and may follow the buses. **All chaperones must report to the school and sign in on the Kiosk.** Siblings will be unable to attend field trips. These school trips are designed for a specific grade level and should be used as an opportunity for parents to bond with their child's class. Please do NOT bring siblings to school field trips.

Bus Transportation

The school bus is an extension of school activity,

therefore, the Board expects students to conduct themselves on the bus in a manner consistent with the same standards of safety as classroom behavior.

Bus discipline is the primary responsibility of the bus driver. The bus driver must have obedience from the children in order to transport all children safely. Students with bus discipline problems on the bus will be warned by the driver. If the behavior continues, the driver will give a detailed report to the building principal for corrective procedures. The parents will then be notified by the school principal.

Any student who gets off the bus at a different location must present the bus driver with a note of authorization from the parent or the principal.

Any student wishing to ride a bus other than his/her designated bus must have written parental permission and approved by the principal or her designee. This note will remain on file in the school office.

Students will not be allowed to ride a bus to a different location (friend's house) without a note or phone call from the parent/guardian.

Classroom Parties

Classroom teachers will communicate information regarding class parties. We do allow students to receive flowers and balloons on birthdays. If you choose to send these items to your child, he or she will need to be a car rider on that day. **They may not take balloons and flowers on the school bus.**

Personal Items / Toys

All toys should remain at home unless authorized

by the teacher for presentation purposes. Such items included but not limited to are: Pokemon cards, spinners, rubix cubes, electronic games, cell phones, etc.

Cellular Phones / Smart Watch Policy

School board policy now dictates that student possession and use of cell phones is prohibited during the school day. Phones will be secured in the office until the parent can pick it up.

Emergency Dismissal Plan

In the event of an early dismissal, all students will be sent home the way they are scheduled. Check local TV/Radio news, the county's Facebook page, and the county's website at www.sumnerschools.org. School Cast messages will also be sent out by the district.

Medications

WHE has a nurse on staff all day. Our school only provides basic first aid. If your child shows symptoms of illness, please keep him/her at home.

All students must have the medication form completed before the school can administer medication to the student. Non-prescription medication forms are to be completed and signed by the parent/guardian.

1. Prescription medication forms are to be completed and signed by the physician and the parent/guardian.

*** NO MEDICATION WILL BE GIVEN WITHOUT**

THE PROPERLY SIGNED FORM.

- * **DO NOT SEND MEDICATION WITH YOUR CHILD AND INSTRUCT THEM TO TAKE THEIR MEDICATION ON THEIR OWN. ALL MEDICATION MUST GO TO THE OFFICE.**
- 2. All prescription medication must be sent to school in the pharmacy labeled bottle with the student's name and instructions. This bottle must match the signed physician orders.
- 3. Non-prescription medication will only be given by the package directions unless accompanied with a physician's order. All non-prescription medications must be received in an unopened bottle with the student's name on it.
- 4. **Any medication remaining at the end of the school year should be picked up within two weeks or it will be disposed of appropriately.** If this presents a problem, please notify the school to make other arrangements.
- 5. Please make sure all medical conditions, including allergies, are noted on the student's registration card along with emergency contact numbers and names of adults who are allowed to pick your child up from school.

Custodial Court Papers


The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of the child.

A copy of any current court papers or custody orders must be filed in the student's cumulative record at the school. It is the custodial parent's responsibility to bring an updated copy of any changes to court papers or custody order to the school. The school will only honor the orders currently on file. 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.

Additional Rules Disclaimer

The items outlined in this handbook represent most of the important rules and regulations that help govern Watt Hardison Elementary School. These rules and regulations will be reviewed and revised on a periodic basis. Other problems or matters not covered in this handbook will be handled in a manner the administration and faculty deem appropriate or necessary. New School Board policies may override rules and regulations stated in this handbook.



 **IT IS A GREAT DAY TO BE AT WATT HARDISON**