

# Watt Hardison 2016-2017

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WHE Website Address:  
[whe.sumnerschools.org](http://whe.sumnerschools.org)

## Our Mission

We will prepare our students for life beyond the classroom by helping them become responsible, productive, and respectful citizens.

"If a child cannot  
learn in the way we  
teach, we must teach in a  
way the child can learn."

- Unknown



This student planner belongs to:

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

Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

# Welcome to Watt Hardison Elementary School

Welcome Back! It was such an honor to serve as principal this past year. What an honor it has been to return to the place where my career began as a 1<sup>st</sup> grade teacher many years ago. As we move forward to a new year, I anticipate a most successful year as my team and I support the academic, social, and emotional growth of your child here at WHE. Our objective is to focus learning on concentrated academic standards while helping students develop responsible behaviors and effective decision-making skills.

As a parent, you are a member of our team! Research shows that the more parents get involved in their child's education, the higher level of success that student can achieve. Parents are invited to serve as school volunteers, such as room parents, event planning and participation, chaperones on field trips, and more. Stay connected to school at home by asking your child questions, reading each night, and providing structures for completing assignments.

Our belief, at WHE is that communication is the key to a rich educational experience. Together, we will continue to improve our school community and provide sound learning opportunities for our children. Providing a quality education is a partnership between the school, students, parents/guardians, and community. All children will be more successful as we work as a team to achieve their educational goals.

I look forward to working together with you and your child. Please familiarize yourself with this handbook. It is intended to help you get to know our school, policies, and procedures. Contact your child's teacher via email or schedule an appointment if you have any questions regarding the content of the handbook or your child's progress. I am more than willing to support your family in any way that I am able.

Sincerely,

Phyllis Gilman, Principal  
Watt Hardison Elementary  
[phyllis.gilman@sumnerschools.org](mailto:phyllis.gilman@sumnerschools.org)  
615-325-3233

*Watt Hardison Elementary School is a member of the Sumner County Board of Education and is accredited by the Southern Association of Colleges and Schools.*

## School Policies

Watt Hardison Elementary School has certain rules and regulations. These standards will act as a guide for student safety and conduct. These regulations do not constitute all situations that may occur.

### ARRIVAL & DISMISSAL PROCEDURES

- ✓ Instruction Time: 7:40 A.M. - 2:40 P.M.
- ✓ No child should arrive at school before 7:00 A.M. Prior to this time, there is no supervision provided for students. Students cannot be dropped off at school before the school doors open and proper supervision is in place. Our front office opens at 7:20 A.M.
- ✓ Students eating breakfast must arrive by 7:15 and report to the cafeteria. All other students arriving between 7:00 & 7:35 should wait in the gym. During this time, students are expected to bring a book and read quietly.
- ✓ 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 7:35 A.M. No student should arrive to the classroom before his/her teacher.
- ✓ All children will be counted tardy after 7:40 A.M. If your child arrives after 7:40 A.M, please bring him/her to the front office to obtain a tardy slip.
- ✓ Car riders and bus riders will be dismissed at 2:40 P.M. Teachers/Assistants will release car riders to their parents' vehicle. 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 prior to 1:30 P.M.

### ABSENTEES

Effective for the 2015/16 School Year regarding Attendance

#### TENNESSEE COMPULSORY ATTENDANCE LAW

The compulsory School Attendance Law in Tennessee (TCA-49-6-3001) requires children (ages 6-17 inclusive) to attend school each day that school is in session. A student who has been absent for **5 unexcused days per year** (this means an aggregate of five days during the school year (not semester) and not necessarily five consecutive days) without adequate excuse is considered truant and may be

summoned to court for as few as **5 unexcused absences with in the school year** (TCA-49-6-3007).

<b>Verified Absences</b>	
Student's personal illness or hospitalization	Required Court Appearance
A death in the immediate family	Special recognized religious holidays regularly observed by a particular faith
Emergency circumstances	Approved school related activities

**TARDINESS & EARLY DISMISSALS**

- ✓ You will be counted Tardy after 7:40 A.M.
- ✓ You will be counted as Early Dismissal before 2:40 P.M
- ✓ Tardiness and Early Dismissals are detrimental to the educational process. Any student arriving late or being picked up early must be signed in or out by their parent/guardian at the front office.
- ✓ All visitors are required to sign-in the front office.

**SCHOOL RULES**

The following school rules are in effect for the safety of students. Our goal is for students to receive the maximum benefits from each school day. These rules apply to all students:

1. Every student in school will follow the instructions of all teachers and assistants at all times and in all places.
2. Students must not bring any items that are dangerous or appear dangerous. (This includes knives or any other weapon.)
3. **There will be no fighting of any nature at school. Fighting will result in out-of-school suspension.**
4. Students may not trade, sell, or purchase items, such as cards, from other students at school. (The school will not be held responsible if this rule is broken.)
5. Inappropriate restroom behavior will not be tolerated.
6. Students should not bring any type of TOY, ELECTRONIC GAMES, and CDs,/CD PLAYERS to school.

7. No cell phones/iPods, etc. If a student brings an electronic device, it will be taken up. Parents will be responsible for coming to school and picking up the item. If the item is not picked up by the end of the year, it will be donated or thrown away. We appreciate your support on this matter.

### **GYM AND PLAYGROUND RULES**

1. Elementary students must wear tennis shoes on your Physical Education class day.
2. If you have an illness/injury and cannot participate in P. E. class, please send a note signed by a parent or doctor
3. All playground equipment should be used as intended and should not be purposely misused. The classroom teacher will determine this.

### **SEARCH AND SEIZURE**

Backpacks, 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 for any property that does not belong to the student.

## **CAFETERIA RULES**

- ✓ Breakfast and lunch are served daily unless otherwise announced.
- ✓ Families may apply for free or reduced meal benefits at any time during a school year. Family Meal Applications are available in the cafeteria.
- ✓ Approval for free or reduced meals only applies for meals obtained after the application approval date each school year. Charges incurred before approved applications are to be paid by the parent or guardian.
- ✓ Students are expected to behave appropriately in the cafeteria and show good manners. Appropriate behaviors will be reinforced.
- ✓ Federal Law prohibits food to be brought into the school cafeteria from outside commercial food service establishments during school serving time.
- ✓ Due to Child Nutrition regulations, fast foods and soft drinks will not be permitted in the school cafeteria.

The school encourages students to pay for their meals by the week or by the month. Send your money on MONDAY of each week to the cafeteria manager. If paying daily, please put money in an envelope with the student's' name, teacher's name, amount enclosed, and purpose for the money.

We can only charge lunches for two consecutive days. This is a county policy. Please send this money promptly. You may contact our cafeteria staff at 325-5306.

## **BUS RULES**

All school rules apply on the bus. Students will also observe additional bus rules:

### **Be Responsible**

- Be obedient to the bus driver.
- Avoid excessive noise.
- Ride only in your assigned seat.
- Provide a written request from your parent/guardian regarding alternative locations/transportations.
- Leave food, drink, and gum off the bus.
- Ride only your assigned bus.
- Do not attempt to ride any bus during a suspension.

### **Use Respect**

- Provide assistance to peers when needed and is appropriate.
- Keep hands, feet, and objects to yourself.
- Report any offenses to the driver and principal.
- Follow instructions of bus duty personnel.
- Talk using appropriate tone, volume, and word choice.
- Avoid confrontations.

### **Stay Safe**

- Stay focused when walking to and from the school bus.
- Walk on the sidewalk, away from the road.
- Remain seated at all times.
- Keep hands, feet, and objects inside the bus.
- Wait until the bus comes to a full stop before attempting to enter or exit.
- Only exit the bus when directed by the driver or bus duty personnel. Students who must change buses, will remain on the first bus until such time as the transition bus arrives and the bus duty personnel signals for them to change buses.
- Wait until the bus driver signals you across the road and check traffic first.

### **Bus Infraction Consequences:**

**First Offense:** Informal Discipline, warning, detention, or 1-5 days bus suspension

**Second Offense:** Detention or 3-5 days bus suspension

**Third Offense:** 5 days minimum bus suspension, possible loss of all bus service, Parent/Principal Meeting.

**Fourth Offense:** 30 days minimum bus suspension, possible loss of transportation privileges for the remainder of the year.

### **Bus Suspension:**

Students who are suspended from riding the bus are still expected to attend school, except in the case of zero tolerance offenses or in cases where school administrators also suspend the student from school. In the case of bus suspension, parents are expected and required to transport their children to school. Failure to attend school during bus suspension may result in a petition to appear before the Truancy Board and/or petition to Juvenile Court. Students assigned to Alternative School are not allowed to ride the bus during the extent of the Alternative School placement. **Parents are responsible for transportation to and from Alternative School.**

**Please be aware that riding the bus is a privilege, not a right. Student transportation is a privilege extended to Sumner County students. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district. This may be done in order to provide a safe environment for other students on the bus. Drivers must demand their full attention be given to driving the bus.**

## **General School & Office Policies**

### **CARE OF SCHOOL PROPERTY**

School property is for the benefit of students (both present and future). Proper care of school property simply means a better education for you and others. Both students and parents are legally responsible for the abuse of school property.

### **VISITORS**

Parents and visitors are welcome to visit the school at any time. All visitors will report to the school office when entering and 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.

### **SNACK**

Students are permitted to have a working snack at teacher's discretion. We ask that parents send a healthy snack. Please do not send candy, cookies, or snack cakes. **No drinks** are to be brought for snack.

### **MEDICINE**

1. A prescription/non-prescription form by the parent or doctor giving permission must accompany the medicine. No medication will be given without the properly signed form.
2. Medicine must be brought to school by the parent in the original container.
3. A.M... Once a day medication must be given at home. Antibiotics that are 3 times a day will not be given.

All medications will be thrown away at the end of the school year that have not been used or taken home. The school is not allowed to keep unused medicine.

### **BIRTHDAYS and SPECIAL OCCASIONS**

Class parties will be held for Christmas, Valentine's Day and at the end of the school year. 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.**

### **CRISIS PLAN**

Watt Hardison Elementary School has a crisis plan on file in the office and in every classroom in the case of an emergency.

### **LICE**

Since the issue of head lice surfaces occasionally, we ask that parents routinely check your child's head, especially if you see the child scratching frequently. If you or the school determines that your child has lice, the nurse will determine according to policy whether your child needs to be sent home.

### **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. **Siblings will be unable to attend Watt Hardison fieldtrips. These school trips are designed for a specific grade level and should be used as opportunity for parents to bond with their child's class. If parents/guardians attend field trips with siblings, after being made aware that this is not allowed may result in their school age child actually being counted as absent as it will be assumed that you are actually on a family field trip. Please do NOT bring siblings to school field trips.**

### **POSTPONEMENT OF SCHOOL DUE TO SEVERE WEATHER**

If it becomes necessary to postpone school due to bad weather, or any other reason, the announcement will be made over the radio, television, and school messenger (often before we know it). Do not call the teachers or principal to confirm this announcement. In the event that school closes early during the school day, it is the parent's responsibility to notify the school if any transportation changes need to be made. Otherwise, students will be sent home as indicated on the inclement weather form.



## **PARENT CONFERENCES**

Sumner County provides two days for parent conferences. Teachers sometimes call for extra conferences. If you want to set up an additional conference, teachers will be happy to do so. Be sure to send a note or call the school office to arrange an appointment. **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.**

## **CUSTODIAL COURT ORDERS**

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.

## **MONEY**

Students should not carry money to school except to buy meals, pay for field trips or any other school sponsored event. Money should be sent in an envelope labeled with the child's name, teacher's name, and purpose. **THE SCHOOL WILL NOT BE HELD RESPONSIBLE FOR MONEY LOST OR STOLEN ON THE SCHOOL BUS OR ON SCHOOL PROPERTY.**

## **TEXTBOOKS**

Any textbook or library book abused, damaged, or lost must be paid for by the student. The office will notify you of the cost of the new book.

## **LOST & FOUND**

All lost and found items are to be turned in or claimed through the school's office. For the prompt return of misplaced items, we ask that you put your name and your teacher's name on textbooks, assignments, folders, book bags, jackets, lunch boxes, money envelopes, and any correspondence. If items are not picked by the end of the school year, items will be donated.

## **DISCIPLINE**

Any principal or principal-teacher of any public school in this state is authorized to suspend a pupil from attendance at such school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons.

Good and sufficient reasons for such suspension may include, but shall not be limited to:

1. Fighting of any nature.
2. Willful and persistent violation of the rules of the school or truancy.
3. Immoral or disreputable conduct or vulgar or profane language.
4. Violence or threatened violence against any person or any personnel attending to or assigned to any public school.
5. Willful or malicious damage to real or personal property of any person attending or assigned to said school.
6. Inciting, advising, counseling of others to engage in any of the acts, herein before enumerated.
7. Marking, defacing, or destroying school property
8. Possession of a knife, etc. on school property.
9. Possession of a pistol, gun or firearm on school property.
10. Assaulting a principal or teacher with vulgar, obscene or threatening language.
11. Unlawful use or possession of barbitol or illegal drugs.
12. Any other conduct prejudicial to good order or discipline in any public school.

## **TOBACCO**

- The USE or POSSESSION of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes, and associated paraphernalia by students or visitors will not be permitted anywhere on the school grounds or in buildings.
- The use or possession of tobacco in any form will not be permitted on county provided transportation.
- POSSESSION or USE of lighters or matches will not be permitted on school grounds, in buildings, or on county provided transportation.

State law has been revised so that it is a violation for anyone under the age of 18 to use or be in possession of tobacco. Violators may be cited to court (TCA 39-15-407-413). According to the 1999 Tennessee Tobacco Law, violators may be fined from \$10-\$50, and may be sentenced to perform up to 50 hours of community service. Violators may be required to attend tobacco/smoking classes.

## **MAKE-UP WORK**

Students will be allowed to make up all work missed, unless absence is a result of school suspension. Arranging to make up work missed is the responsibility of the student. Parents of elementary students may request their make-up work. Make-up work must be requested upon return from the excused absence and turned in according to the number of days absent (3 days per absence is allowed to turn in make-up work). Tests missed during excused absences will be taken during the regularly scheduled

class time or another time agreeable to the teacher and student. Students who receive out of school suspension (OSS) may not be allowed to make up missed work.

### **MULTI-HAZARD DRILLS**

Tornado, chemical spill, fire drills, and other such multi-hazard drills are held at announced and unannounced intervals. Each teacher will communicate the drill instruction and the route to safety for all students. For the safety of students drill specifications will not be communicated to parents. Students may not be checked out during drills.

### **REPORT CARDS/PROGRESS REPORTS**

Report cards are issued at the end of each nine week grading period. This report indicates all academic grades and other pertinent information. Please sign your child's report card and send it back to school the next day.

All teachers will send home 4 ½ week progress reports. Some may send home daily reports. Your child's teacher will give you that information at the beginning of the school year. You may also check your student's progress through **parent portal**.

**K-2<sup>nd</sup> grade students will receive standards based report cards this year.**

#### **3<sup>rd</sup> – 5<sup>th</sup> Grading Scale:**

A = 93 to 100

B = 85 to 92

C = 75 to 84

D = 70 to 74

F = 0 to 69

E = Excellent

S = Satisfactory

N= Needs Improvement

I = Improving

PT= Practice and Time Needed

### **SCHOOL ADMISSIONS**

Any student entering school for the first time must present:

1. An official birth certificate or officially acceptable evidence of date of birth, at time of registration. (TCA 49-6-3008 (b))
2. Evidence of a current medical examination. (TRR/MS 0520-1-3-08 (2) (a) There shall be a complete medical examination of every student enrolling in school for the first time. This applies to kindergarten, first grade, and other students for whom there is no health record.
3. No child can register without proper documentation of immunizations. Evidence of state required immunizations. (TCA 49-6-5001 (C) (1) The following immunizations are required for kindergarten entrance:
  - Diphtheria-Tetanus-Pertussis (DTap, or DT if appropriate)

- Hepatitis B (HBV)
  - Measles, Mumps, Rubella (1 dose of each usually given together as MMR)
  - Poliomyelitis (IPV or OPV) final dose on or after the 4th birthday now required
  - Varicella (2 doses or history of disease)
4. Two proofs of residency must be established in the school zone in which you are attempting to enroll your child OR/AND the student must have been approved as a non-resident student. Proof of residency can no longer be a photo ID, such as a driver license. It MUST be identification such as electric bill with the address in which the student resides. There will be a 3 day period to provide this information after registration.

A student shall be enrolled in the name that appears on the student's official Birth Certificate or Certificate of live birth by adoption. Name changes will be entered upon receipt of appropriate documentation.

## **SUMNER COUNTY SCHOOLS** **STANDARDIZED DRESS CODE FOR ELEMENTARY** **SCHOOLS**

**The following shall NOT be worn to school:**

1. Biker shorts
2. Cut-off jeans that are frayed or pockets showing
3. Saggy/Sagging pants
4. Spandex or body shirts
5. Leggings and leotards unless with an appropriate length top or dress
6. Suggestive slogans, pictures or advertisements for tobacco or alcoholic products on clothes. No clothing will be allowed that suggests violence or sex.
7. Caps, hats, scarves or bandanas
8. Strapless dresses or blouses
9. Spaghetti strap dresses
10. Bare midriff, halters or tank tops
11. Clothing related to gangs
12. Extreme hair color
13. Shoes with cleats
14. Flip-flops or flip-flop style shoes
15. Shoes with heels
16. Short skirts, short shorts or any clothing that is too short is not allowed. (The length of shorts or skirts is determined by placing the arms down by each side and having fingertips fully extended, touching material.)

**In addition, the following guidelines shall be enforced:**

1. Mesh may only be worn with T-shirts.
2. Garments must cover the entire shoulder.
3. Jewelry must not be distracting, disruptive, or unsafe
4. No body piercing other than ears.

**PENALTIES**

**Change or go home**

**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.

**Watt Hardison Parent Organization – WHAT YOU CAN DO FOR YOUR CHILD**

Our parent organization offers you the opportunity to work more closely with your child's teachers, principal and school officials in order to provide the best possible education for your child as an individual. **We need at least one parent from each grade level represented in this organization.** Please contact Mark Estes for more information about how you can become involved with our parent organization.

Becoming a part of this organization provides the opportunity to voice your ideas and opinions concerning our local school system. We welcome suggestions for improvements in our children's education. With your involvement, we can help make our school system a stronger program.

Finally, you will be able to assist in our fundraising drives. As you may know, the proceeds from the drive stay in our school and in our children's classroom. We have been able to purchase playground equipment, books, computers, classroom supplies, etc... **All children benefit from the fundraiser; therefore, your participation is very much needed and appreciated.**

## WAYS PARENTS CAN HELP

1. Let your “Yes” be yes and your “No” be no. Do not give in or wear down to pleading. You are the parent and you know what is best for the child. Ask yourself, “Who rules at your house?”
2. Show interest in your child’s learning at school and at home. TALK TO YOUR CHILD. Ask his or her opinion. Watch the news together. Talk about things of interest at the dinner table.
3. Ensure regular attendance, and that arrival is on time each day.
4. Talk with your child’s teacher regularly – even if no problems are apparent.
5. Ask the teacher for specific suggestions regarding what you can do at home for your child.
6. Read to your child regularly. Research indicates that this is the single best predictor of school success.
7. Provide a quiet, orderly place for homework, away from the TV. Better yet, turn off the TV for a quiet time for everyone each evening.
8. Go places as a family where your child can be an active learner.
9. Praise your child’s success.
10. Set a reasonable bedtime and STICK TO IT!
11. Be a learner yourself. Parents who love to learn are the best examples to pass on the love of learning to a child.
12. See that your child is in good health. Have eyes and ears checked by a professional.

# Student/ Parent/ Guardian Notification

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Student Name (printed)

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

My parent has read & reviewed this handbook with me. I understand the school rules as set forth in the handbook.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Any and all regulations in this handbook may change in accordance with state and/or local federal law or policy. Regulations are also subject to review and modification by Sumner County Schools.
- Schools are not bound to the same legal standards of proof as required in courts of law. Our school handbook code of conduct is applied to student behavior in a fair and consistent manner as we impose consequences to those situations in which it appears more likely than not that misconduct has occurred.
- Behavior rules and infractions are not all inclusive; principal's discretion may be applied.
- School administrators are not allowed to discuss student discipline except with the legal parent/guardian of a given student. School administrator cannot tell a parent how they have disciplined someone else's child.
- Even though schools and buses may have video-taping surveillance systems, the tapes are to be viewed by school system or court personnel only. Privacy laws (HIPPA and FERPA) prohibit parents from viewing the tapes when students other than their own are in view.
- If there are problems or questions concerning school personnel, discipline issues, or any problem originating at the school level, then those problems should be addressed following the proper procedure: 1) the child's teacher, 2) a school administrator, 3) the appropriate Central Office Supervisor, 4) the Director of Schools, and 5) Sumner County Board of Education. Each level of contact should be notated and documented before moving to the next level in the hierarchy.

**I have reviewed & understand the information contained in the handbook.**

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Parent/ Guardian Signature

Date

Please sign and return to your child's teacher by Monday, August 22, 2016.