

## **Welcome to Robert F. Woodall Elementary**



## **Student Policies and Procedures Handbook**

300 Eden Way White House, Tennessee 37188

Phone 615- 672-7772 Fax 615- 672-7276 Cafeteria 615- 672-8931

School Website: [www.rfwe.rcstn.net](http://www.rfwe.rcstn.net) RCS Website: [www.rcstn.net](http://www.rcstn.net)

Principal, Dinah Maupin

Assistant Principal, Patricia Appleby

Director of Schools, Dr. Chris Causey

Assistant Director of Schools, Melanie Dickerson

Robertson County School Board Representative, Josh White

### **Our Mission Statement:**

The mission of Robert F. Woodall Elementary is to put the students' needs first, while empowering them to become responsible citizens and lifelong learners through educational and personal growth opportunities.

The Robertson County School System does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or marital status, in training, activities or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Acts of 1997 and 2004.

## **Daily Operations**

### **School Hours**

School begins at 7:15 a.m. and dismisses at 2:15 p.m.

Doors open for student arrival at 6:45 a.m. Free breakfast begins at 6:45 a.m.

Any student arriving after 7:15 a.m. MUST be brought into the building by an adult to sign in at the front office.

Any student arriving at school after 10:45 a.m. or that leaves school before 10:45 a.m., will be considered absent for the day.

### **Car Rider (Drop Off and Pickup)**

Please refer to the map and car rider tag information for car rider line instructions. Cars will form three lines for AM drop off and PM pick up. For student safety, place car in park once your vehicle has come to a complete stop. If at all possible, ALWAYS let your child exit and enter your vehicle from the curb side. Please practice buckling and unbuckling with your student. DO NOT exit your vehicle as this will inhibit arrival and dismissal. Our buckle-up zone is available in the auxiliary parking lot.

After 7:15, staff will no longer be outside to assist and the doors to the building will be locked. DO NOT drop off your child in the parking lots or at the crosswalk in front of the building. If you arrive after 7:15 a.m., please park, walk your child to the office, and sign them in to school.

All students will be issued car-rider tags. Display your tag on your visor or front dashboard when picking up students in the afternoon. Please stay in your vehicle and your child will be sent to you as their name is called. For the safety of our students, absolutely no movement of cars will be allowed until the staff has released you to exit. There is no smoking/vaping on school property. Please place your car in park and refrain from using your cell phone in the car-rider line. In efforts to expedite dismissal, three lines will form in order to fill the entire car-rider area during each load.

### **Bus Riders**

The school bus is an extension of the school day; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Please refer to the RCS bus conduct expectations.

Students are under the supervision and control of the bus driver while on the bus, and all reasonable directions shall be followed.

The principal/designee of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the student fails to meet the code of conduct expectations and the principal/designee determines that the behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules pertaining to transportation.

Any student wishing to ride a bus other than his/her designated bus must have written permission from the parent or approval of the principal. Should you have a need to speak to someone at the bus transportation office, you may do so by calling 615-384-4555.

## Attendance Policy

When your child has been absent from school, parents are required to send a note explaining the reason for the absence; even if you have called the office to let them know your child is sick.

Absences are classified as either excused, unexcused or suspended by the principal or his/her designee. Excused absences include, but are not limited to: illness of student (after 3 consecutive days or repeated absences, a note from a physician may be required), illness of a family member which requires the student's help at home, death of a family member, medical appointments which cannot be scheduled outside school time, religious holidays, or circumstances which, in the judgment of the principal, create emergencies over which the student has no control. Students participating in school-sponsored activities, whether on or off campus, shall not be counted absent.

### Tardiness and Early Dismissal Policy

As stated previously, all students must be in their classroom by 7:15. If you arrive after 7:15, you must escort your child into the building and sign them in at the front office. Do not drop your child off at the front door and allow them to enter unattended.

Issues such as traffic, car trouble, personal business, and alarm clock failure are non-excusable tardies. In order for a tardy to be excused for a doctor/dentist appointment, you must provide a doctor's excuse. Otherwise, the tardy is entered as unexcused until one is received in the office.

To sign your child out of the building during school hours, you will need to come into the front office with a government issued photo ID and sign them out. Office staff will then call your child to the front office to be released.

If anyone other than a parent or legal guardian is requesting a student to be released, that person must be on your child's emergency card.

Any student signing out must obtain a doctor's excuse in order for the early dismissal to be excused. All early dismissals are entered into the student's record as unexcused until a doctor's excuse is received in the front office. **No early dismissals after 1:45pm.**

Once your child reaches a total of 8 unexcused early dismissals and/or tardies, it is marked as an unexcused absence; which will contribute to the total number of unexcused days (5) necessary to file truancy with Central Office. Please note that our computer attendance program reflects early dismissals as tardies; therefore, all early dismissals will be added to and reflected in the tardy column on report cards.

### Changes in Transportation

At the beginning of the school year, you will inform your child's teacher as to how they will be transported from school daily. The teacher is to continue sending the student home in the same manner each day. In the event that you will need to make a change in their regular routine, you **MUST** send a signed note to your child's teacher instructing them otherwise. Without a note, your child's teacher is required to follow their regular procedure. For the safety of our students, we cannot accept phone calls to change transportation.

When you have a student going home with another student, or a student coming home with your child, a note must be provided by BOTH students' parents. These notes must be signed by the front office staff. The signed notes must be provided to the staff in the car rider pickup area or the bus drivers by each of the students.

### Visitors

All visitors entering the building are required to come into the front office with a government issued photo ID and sign in and obtain a visitor sticker.

Parents/visitors are not allowed during the instructional day. Family engagement activities will occur throughout the school year. Volunteers are vetted through the PTO board and/or school administration. When dropping off items for a student, please leave them in the front office and we will see that it is delivered.

### Lunch

Free lunch is available to all students. Each student is assigned an account number by the cafeteria manager. Please visit our school website <http://rfwe.rcstn.net> to view the menu.

### Birthdays

We believe that birthdays are special and should be recognized. Communication will be provided by your child's teacher for policies regarding celebrating your child's special day. No treats will be distributed in the cafeteria.

### Health/School Nurse

All students should keep a change of clothing in their backpack. If your child has an accident or becomes ill at school, the teacher will send him/her to the clinic. The school nurse will then contact the person listed on the emergency card. It is very important that you keep all contact information current. When you have an address, phone number, or contact change please send a note giving us the updated information.

ALL medications MUST be brought to school by a responsible adult.

**NEVER SEND ANY MEDICATION IN A CHILD'S BACKPACK**

Over the counter medications must be:

- In a new UNOPENED container
- Administered according to the label recommendations-If an amount above the recommended dose is needed, it requires a doctor's order
- Accompanied by written permission from the parent

Prescription medications must be:

- Brought to school in the original PHARMACY labeled container with student's name

- Accompanied by a completed doctor's order for the medication

**\*\*Aspirin/aspirin containing products, herbal supplements, vitamins, and essential oils WILL NOT be administered without a doctor's order\*\*\***

**\*\*Medication CANNOT be shared among siblings\*\***

### Dress Code

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school.

When a student is attired in a manner that is likely to cause disruption or interference with the operation of the school, the principal/designee shall take appropriate action.

- No Heelys or any other shoes with wheels are permitted.
- No rubber flip-flops (beach style)
- No hats/visors are permitted (except on hat or special dress-up days.)
- No pants with holes above the knee.

### Field Trips

Students must ride the bus to and from field trips. Parents/Chaperones may follow the school buses to their destination.

All field trips are aligned with curriculum standards.

### Withdrawing a Student/Changing Schools

If you plan to withdraw a student from our school, please contact the office by phone or note a few days prior to their last day. Prior notice will allow us the necessary time to clear all records and prepare for the transfer.

Parents then must come by the office the day of withdrawal to sign a withdrawal request. All library books and textbooks must be returned and any lunch charges or debts to the school office must be resolved before leaving.

### School Messenger (School Call-out Program)

In efforts to improve communication between parents and Robertson County Schools, we have implemented a messaging system. This will enable school personnel to notify all parents by phone or email within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service will also be used to communicate general announcements or reminders. We will continue to report school closings due to snow or weather on our local TV and radio stations and will use this system as an overlay to the public announcements.

## Emergency School Closings

The Board authorizes the Director of Schools to close schools in the event of hazardous weather or any other emergency that presents a threat to the safety of our students, staff members or school property.

As soon as the decision to close schools is made, the Director of Schools will notify each school so they can prepare for the emergency dismissal. They will also notify the local public media and request that an announcement be made. Announcement of closings are broadcast via radio, television, School Messenger, and may also be obtained from a local television station's website.

Please be sure that your child's teacher is aware of any change in transportation for emergency closings.

## Robertson County Schools' Bullying and Harassment Procedure

The Robertson County Schools' Bullying and Harassment Procedure will be disseminated annually to all school staff, students, and parents via the Robertson County Handbook and website. This policy is in effect while students are on school property, at any school sponsored activity, on school provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. These acts may also take place through electronic means. ("Cyber-bullying" is bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, websites, or fake profiles.)

"Bullying" is conduct that meets one or more of the following criteria:

1. Is an act directed at one or more students that is intended to harm or embarrass
2. Is repeated over time and
3. Involves an imbalance of physical, emotional or social power

"Bullying" can be conducted verbally and in writing (teasing, name calling, taunting, threatening to cause harm) socially/relationally (hurting someone's reputation or relationship), or physically (hurting someone or their possessions).

Other acts of violent behavior may include:

"Hazing" which involves any intentional or reckless act, on or off any property owned by Robertson County Schools, by one student acting alone or with others that is directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. ("Hazing" does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into of affiliations with any organization.)

## Reporting and Investigations

The policy requires the principal and /or principal's designee, at each school to be responsible for investigating and resolving complaints alleging violation of this policy. They are responsible for determining whether an alleged act constitutes a violation of this policy. They shall conduct a prompt, thorough, and complete investigation of each alleged incident. Once determined as the result of an investigation that the policy has been violated, within the parameters of the Federal Family Educational Rights, and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant and accused student(s) and to the Director of Schools. Documentation of all alleged violations of the bullying policy will be kept for historic reference.

All school employees are required to report alleged violations of this policy to the principal and/or principal's designee. All other members of the school community including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously; however, such complaints may affect the school's ability to issue formal disciplinary action.

## Preventions and Intervention Response

Consequences and appropriate remedial actions (correct the problem behavior, prevent other occurrences of the behavior; and protect the victim of the act) for anyone who commits one or more acts of harassment, bullying, or other acts of violent behavior may range from positive incentives up to and including suspension or expulsion, as set forth in the Robertson County Board of Education's approved code of conduct.

School administrators shall consider the nature and circumstances of the incident, the age and maturity of the student, the degree of harm, previous incidences or pattern of behavior, or any other factors, as appropriate to properly respond to each situation. Consequences for a student who commits an act of harassment, bullying or other act of violent behavior shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the Board of Education's approved code of student conduct.

## Reprisal, Retaliation, and False Accusations

The Robertson County Board of Education prohibits reprisal or retaliation against any person who reports or assists in any investigation of an act alleged in this policy. It prohibits any person from falsely accusing another of having committed an act of harassment or bullying as means of reprisal or retaliation. The consequences of appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.