

# East Robertson Elementary School

## Student Handbook 2023-2024



### At East Robertson Elementary School, we:

Expect students to

Respect and work to

Excel

Successfully in life.

## Mission Statement

Our mission at East Robertson Elementary School is to enable students to become lifelong learners and productive, responsible citizens by guiding each individual to reach his or her maximum potential.

## WELCOME TO YOUR SCHOOL

Welcome to a new school year at East Robertson Elementary School! We are so excited about another new year and look forward to welcoming back your child. We are here to serve you and want to work with you to make your child's elementary years full of learning and memories. Please follow us on Facebook for updates and other communication. You can also visit the Robertson

County School's website for links to other pertinent information and our school website. We are privileged to educate, nurture, and love the children of this community. We want you to feel welcome here. Our administration and faculty/staff are here to answer any questions you may have. We look forward to working with you and your student(s). Welcome to the ER family!

## Arrival and Dismissal

The doors open at 7:30 a.m. The car rider line forms around the back of the building. A bell will ring to signal for students to be released from the car and to enter the building. **Do not let children out before the bell rings and wait until school staff is present. Please refrain from using cell phones during arrival/dismissal.** Students will be held in the cafeteria until 7:35, then be dismissed to their classrooms.

All students should proceed directly to their room or straight to breakfast. The teacher will give permission should the student need to leave the room for any reason (bathroom, etc.).

Parents that bring students to school should pay careful attention to the **10 mph** speed limit. Please refer to the arrival and dismissal procedures sheet that is sent home separately. If a parent/guardian needs to enter the school building, an appointment must be made prior to arrival. **The tardy bell is at 8:00.** If your child arrives after 8:00, you will need to walk them in the front office to sign them in with the front office staff.

If you are picking your child up in the afternoon, we suggest not arriving to line up until after 2:35. School dismisses at 3:00 p.m. Please be patient as it takes time to get students to their dismissal locations. **There are NO WALK-UP DISMISSALS AT ERES.**

Students leaving before the dismissal of school must be signed out in the office by parent/guardian or other approved adult. Students will not be released to grandparents, brothers, sisters, aunts, uncles, neighbors, or friends without written or phone permission from the parent. **We will not dismiss students after 2:35,** except in the case of emergency. If students are needed for appointments around dismissal time, please arrange to pick them up before 2:35. When dental and medical appointments cannot be scheduled outside of school hours, a parent or legal guardian must send a note to the teacher that morning so that the student is prepared to leave school early. Students will not be sent to the office until parents arrive to check out the student. Please provide the school with verification of the appointment so that the absence can be excused.

**All students must be picked up by 3:15 p.m.**

## Release During School Hours

ERES will follow the county protocol for the release of students as outlined in the Robertson County School Handbook:

The following procedures will be observed with regard to dismissal:

1. No student will leave school prior to regular dismissal hours except with the approval of the principal and parent. Elementary students will be permitted to leave school prior to regular dismissal only in the company of a parent, guardian, employee, police officer, court officer, or a person designated by the parent in writing
2. No student will be sent from school to perform an errand or act as a messenger.
3. When dental/medical appointments cannot be scheduled outside school hours, a parent/guardian must send a signed, written request for dismissal or call for the student in person. Schools may require an official verification of the appointment prior to excusing the absence.
4. Students will be released only upon the written request of the custodial parent/guardian or to those authorized by the parent/guardian.
5. Schools shall not permit a change in the physical custody of a child unless the person seeking custody presents a certified copy of a court order and gives reasonable advance notice.
6. High School students may be released for jobs and training centers outside their home school only when it is a part of an approved program.

## **Breakfast and Lunch**



Car riders will be held in the cafeteria and bus riders will be held in the front foyer until 7:35 a.m. If a student is eating breakfast, he/she will report directly to the cafeteria before going to their classroom.

All students receive free breakfast and lunch for the 2023-2024 school year. There will be no visitors during lunch hours.

"Applications for no cost or reduced-cost meals may be obtained from schools at any time during the school year and are available on-line on the county website. Students who participate in reduced-cost meals will not be distinguished in any way from students who pay regular prices."



## **Discipline**

### CODE OF BEHAVIOR

"The Robertson County Board of Education is required by state law to make and adopt rules setting forth standards of conduct and behavior that must be met by all pupils. Each school, in accordance with Board policies, shall also develop a code of behavior and discipline that is appropriate for that school. The following regulations apply to any student who is on school property, on a school bus, or in attendance at any school sponsored activity. Additionally, the regulations apply to any student whose conduct has a direct and immediate effect on maintaining order and discipline in the schools.

ERES adheres to all school board policies regarding discipline. A brief outline of the policies can be found in the **Robertson County School Student Handbook which is online at [rcstn.net](http://rcstn.net)**. Parents desiring a more complete statement of policy may read the Robertson County Board of Education Policies which may be found on the Robertson County website.

**We have attached a district-wide code of conduct as well as a school-wide matrix for**

**behavioral expectations. Please look at the code of conduct and matrix with your child and go over the expectations in each of the school settings.**

Specific rules and procedures for special situations will be sent home separately.

### **Restorative ISS (Solutions Room)**

The Robertson County handbook states the following regarding ISS:

"In-School Suspension (ISS) Any principal or assistant principal may suspend any pupil from attendance in a specific class, classes, or school-sponsored activity without suspending such student from attendance at school. Good and sufficient reasons for such in-school suspension shall include but are not limited to:

1. Adversely affecting the safety and well-being of other pupils.
2. Disrupting a class or school-sponsored activity.
3. Being prejudicial to good order and discipline occurring in class, during school-sponsored activities, on the school bus, or on the school campus.

Students given ISS in excess of one (1) day from class shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area specified for study. Personnel responsible for ISS will see that each student is supervised at all times and has textbooks and class work assignments from his/her regular teachers. Students given ISS shall be required to complete academic assignments and shall receive credit for work completed. ISS personnel shall provide assistance as needed for students to successfully complete that assigned work.

Out-of School Suspension- see Robertson County Student Handbook.

Corporal punishment is not used in the Robertson County School System.

\*See attached Code of Conduct for level I-IV behaviors.

## **Attendance**

ERES will adhere to the county policy regarding attendance:

"Attendance is a key factor in student achievement and students are expected to be present each day school is in session. The State requires all children between the ages of 6 and 17, inclusively, to attend school. A child entering kindergarten shall be no less than 5 on or before August 15. No child shall be eligible to enter first grade without having attended an approved kindergarten program. A child entering a special education program shall be no less than three years of age.

### **Absences from School and Attendance-**

Absences shall be classified as either excused or unexcused by the Principal/Designee.

**Excused absences** may include, but not be limited to:

- (1) illness of student; after three (3) consecutive days, or repeated absences, a note from a physician may be required;
- (2) illness of an immediate family member which requires the student's help at home;
- (3) death of a family member;
- (4) extreme weather conditions;
- (5) religious observances;
- (6) college visits;
- (7) pregnancy;
- (8) School sponsored or school endorsed activities;
- (9) Summons, subpoena, or court order;
- (10) circumstances, in the judgment of the principal/designee, created by emergencies over which the student has no control.

Schools may require an official verification of any appointment prior to excusing the absence. Schools may limit the number of excused absences for appointments.

Unexcused absences shall include but are not limited to:

- (1) car trouble;
- (2) personal business (e.g. cleaning house, shopping, babysitting, errands, hair appointment, work in the private sector).

Students in grades K-5 will be allowed no more than 5 parent notes a semester or a total of 10 for the school year.

In order to receive any attendance credit, including credit toward perfect attendance, a student must be present for the majority of the school day in accordance with State Attendance Accounting policies.

Reasons for absences or tardiness and requests for early dismissals before the close of school must be requested by the custodial parent or guardian or those authorized by the parent/guardian to request release. Students participating in school-sponsored activities whether on or off campus shall not be counted absent.

All missed class work or tests may be made up. Reasonable effort must be made, and ample opportunities must be provided by school personnel. Grades may reflect less than full credit. (Exceptions include pre-announced tests and term assignments that will be due upon return.) School work and tests missed for suspensions may be required to be made up.

Students may be denied the privilege of making up work missed as a result of an unexcused absence or suspension. All schools will review students' attendance and refer students to the Student Services Supervisor.

An accumulation of **8** unexcused tardies/early dismissals will equal **1** unexcused day, which will contribute to the number of unexcused days that trigger truancy interventions. Such absences may result in referral to Juvenile Court."

Students arriving after 8:00 a.m. will be marked tardy. Upon their arrival, these students should proceed to the office to receive a tardy slip to avoid being marked absent. After the tardy bell rings, car rider parents must park and come in the front office to sign in the student. Please don't drop a student off at the front door without an adult walking them

inside the building.

\*ERES attendance policy will be sent home separately. Please sign and return.

## **Dress Code**

East Robertson Elementary will adhere to the county policy regarding dress:

### **Dress Code Policy 6.310**

"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, during the school day and any school events on school property. Any clothing that exposes underwear or body parts is prohibited. Specific guidelines appropriate for each level of school (elementary, middle, junior high and senior high) may be developed but include the following areas:

1. No head coverings, except for religious head coverings and coverings for medical reasons.
2. No bare midriff, revealing necklines
3. No shorts, or jeans or jeans with holes more than three and one-half (3.5) inches above the fold of the knee
4. No tube, tank, see through tops
5. No sagging pants
6. No attire promoting alcohol, tobacco, or drugs
7. No dusters or trench coats
8. No clothing containing advertising for objectionable causes or offensive language
9. No gang related clothing
10. Shoes/sandals must be worn at all times (tied/fastened)
11. Outer clothing which resembles lounge wear, pajamas, or underwear is prohibited
12. No spikes, chains, piercing, or other items that cause a safety concern

When a student is attired in a manner that violates the school dress code or is likely to cause disruption or interference with the operation of the school, the teacher and/or principal shall take appropriate action."

## **Medication**

ERES will follow the county protocol for all medications:

No school official/teacher will routinely dispense

medication to students except in unique situations in which a child's health is dependent upon medical aid. If under exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be present, only the trained principal/designee will administer the medication in compliance with the following regulations:

#### **All Medications must be:**

1. Stored in a locked box/cabinet in a secure area:
2. Brought to school by a responsible adult in a properly labeled pharmacy container (prescription), or unopened bottle (over the counter).
3. Accompanied by written permission from the parent/guardian.

#### **Emergency Medication:**

1. Epi-pens and glucagon injections may be kept with the student. Students carrying epi-pens must have a physician's order stating they are capable of using the epi-pen without supervision. This physician's order must be accompanied by written permission from the parent/guardian.
2. Inhalers and glucagon injections may be kept with the student if there is parent permission and a physician's order on file with the school nurse. The student must be responsible for carrying the inhaler and/or glucagon injection.

#### **Over-The-Counter Medicines:**

1. Must be brought to school in a new, unopened container and labelled with the student's name and reason medication is needed.
2. Shall be administered according to the manufacturer's recommendation.
3. Aspirin/aspirin containing products will not be administered without a physician's order.
4. Herbals, vitamins, and essential oils will not be administered at school.

#### **Prescriptions:**

1. All prescription medications require a physician's order.
2. Prescription narcotic pain medications will not be given at school.
3. Medications prescribed 3 times per day should be given at home (before school, after school, and at bedtime).

#### **Stock Medication/Supplies:**

- A limited amount of stock medical supplies (gauze, latex free bandages, isopropyl alcohol, hydrocortisone, peroxide, calamine lotion, wound cleanser, petroleum jelly, etc.) are maintained in nursing clinics for use with our students.
- If you do not wish your student to be treated with such items, please provide notice to the building principal in writing.
- No stock medications are kept in school clinics. All medications must be provided by the parents along with correct documentation.

## **Valuables**

Valuable items such as large sums of money, personal communication devices, cameras, electronic games, expensive jewelry, iPods, etc., should not be brought to school. Any money brought to school should be kept on one's person and not laid down. The school is not responsible for lost or stolen items. Buying, selling, and swapping items at school are not appropriate school activities.

## **Cell Phones/Personal Communication Devices**

Per board policy, "Students in grades 3-5 may possess personal communication devices and personal electronic devices so as long as such devices are turned off and stored in backpacks, purses or personal carry-alls. Such devices include, but are not limited to, wearable technology such as eyeglasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a

student permission to use such a device at his/her discretion. At no time shall a student operate a cellular device with video or picture taking capabilities in a locker room, classroom, bathroom, or other location where such operation may violate the privacy right of another person. Unauthorized use or improper storage of device will result in confiscation until such times as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action. The student who possess a cellular telephone shall assume responsibility for its use and care. At no time shall the school be responsible for preventing theft, loss or damage to phones that are brought on school property."

## Classroom Celebrations

ERES will have two school-wide celebrations- one for Christmas (before break) and one for the end of the year. Parents will be notified and invited to attend by their child's teacher.

Other Celebrations: Birthdays and other holidays are at the discretion of the individual teachers.

## Grading Scale

E – Excellent  
S - Satisfactory  
U – Unsatisfactory

In grades 3-5, the following scale is used:

90-100 A  
80-89 B  
70-79 C  
60-69 D  
0-59 F

Pre-k, K, 1<sup>st</sup>, and 2<sup>nd</sup> grade students do not receive letter and number grades. Student progress towards mastery of standards will be the means of communication for those grades.

## Visitors

The Robertson County Board of Education requires all visitors to "sign in" in the school's office. As always, we welcome visitors to ERES. However, we do ask that all visitors make an appointment with a teacher or administrator prior to visiting the building. Visitors must pass through the "Secure Vestibule" in order to enter the building. Upon entry, please ring the doorbell so that staff can assist you. All visitors must provide their driver's license in order to enter the building. Your license will be scanned and approved and a badge will be printed with your driver's license picture and your

location destination. All visitors are asked to report directly to their location and directly back to the office. Please **call** the school to set up teacher conferences. **You must have an appointment ahead of time.** When contacting a teacher, please send an e-mail or leave a dojo message. During the instructional day, teachers will not be called out of their room. We value instructional time and teachers may not have time to respond to you until their planning period or at the end of the day. Teachers aren't always able to respond during their planning period because of prescheduled meetings. The Robertson County Handbook states: "The principal/designee has the authority to exclude from the school premises any persons disrupting the educational programs, disturbing the teachers or students, or on the premises for the purpose of committing an illegal act. The principal/designee shall engage law enforcement officials when s/he believes the situation warrants such measures. Requests by students to bring visitors to school must be submitted and approved by the principal. In general, visitors are not allowed to observe in classrooms."

## Visitors at Lunch

We will not be accepting lunch visitors.



## Bullying Policy/ Student Conduct

We want every child to be safe and feel loved every day at our school! Our faculty and staff work hard to build relationships and take pride in helping solve student related conflict prior to it escalating. ERES follows county protocols in regard to bullying. See below.

"The Robertson County Schools Bullying, Hazing, and Harassment Procedure will be disseminated annually to all school staff, students, and parents via the Robertson County Student Handbook and/or 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 or 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).

Hazing is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her 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 situation created in connection with initiation or affiliation 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 through investigation that the policy has been violated, a report on the investigation will be delivered to the parents of the complainant and accused student(s) and to the Director of Schools (within the parameters of the Federal Family Educational Rights, and Privacy Act (FERPA) at 20 U.S.C. § 1232g). 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 for anyone who commits one or more acts of harassment, bullying, or other acts of violent behavior may range from the development of a behavior plan 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 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.

District Contact: Teresa Leavitt, Supervisor of Student Services Phone: 615-384-5588 Email: [teresa.leavitt@rcstn.net](mailto:teresa.leavitt@rcstn.net)

Website:  
[http://www.rcstn.net/departments/student\\_services](http://www.rcstn.net/departments/student_services)

### **Sexual Harassment of Students**

Sexual harassment activity toward any student by an employee or another student will not be tolerated. Sexual harassment is defined as

conduct, advances, gestures, or words of a sexual nature which:

1. Unreasonably interferes with the student's work or educational

opportunities; or

2. Creates an intimidating, hostile or offensive learning

environment; or

3. Implies that submission to such conduct is an explicit or implicit term of receiving grades; or

4. Implies that submission to or rejection of such conduct will be used as a basis of determining the student's grades and/or participation in an activity.

Victims of sexual harassment shall report these conditions to the appropriate school official. Confidentiality will be maintained, and no reprisals or retaliation will occur as a result of good faith reporting of charges.

In determining whether alleged conduct constitutes sexual harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The principal/designee shall be responsible for investigating the complaint. If a satisfactory resolution of the complaint is not reached, the student may appeal the matter to the Director of Schools and, ultimately, to the Board.

### **Racial Harassment**

Racial harassment activity toward any student by an employee or another student will not be tolerated. Racial harassment may include:

1. Oral/written statements having racially demeaning implications; or

2. Gestures or conduct rooted in racial prejudice, or factors or considerations that signal contempt toward others of any race; or

3. Evidence, suggestion, or implication that racial factors may be considered as a basis for academic or personnel decisions.

Any person who alleges racial harassment by a staff member or student may complain directly to a principal or other individual designated to receive such complaints. Filing of a complaint or otherwise

reporting racial harassment will not reflect upon the individual's status nor will it affect future employment, grades, or assignments.

The right to confidentiality, both complainant and of the accused, will be respected, consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when the conduct has occurred.

See the information below regarding student conduct:

### **Student Conduct**

"The staff is authorized to take reasonable measures to establish appropriate school behavior. Any employee shall have the authority to control the conduct of any student while under the supervision of the system. This authority shall extend to all school activities, including all games and public performances of athletic teams or other groups, trips and excursions. Such measures may include the use of reasonable force to restrain or correct students and maintain order. A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or at any school-sponsored activity, function or event, whether on or off campus. Neither shall he/she urge other students to engage in such conduct. A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent upon the severity of the offense and the offender's prior record, age and appropriate accommodation to meet individual differences. The protections of IDEA and Section 504 are required and will be followed for all identified eligible students."

### **Bus Conduct**

The school bus is an extension of the school and a privilege; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. 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 principal/designee determines that the behavior is such as to cause disruption on the bus or if s/he disobeys state or local rules pertaining to transportation. The Director of Transportation may issue disciplinary consequences for any conduct that impedes the safe operation of a school bus.

Any student who gets off the bus at any point between the pick-up point and the school must present the bus driver with a note of authorization from the parent and signed by the principal/designee of the school that the student attends. Any student wishing to ride a bus other than his/her designated bus must have written permission from the parent and approval of the principal/designee.

### **Bus Rules**

“Safe and dependable pupil transportation requires constant team effort from all those involved in the process. These rules are designed to describe for students and parents the behaviours, which will result in a safe and satisfactory school bus trip. It is of great concern to all of us that each child is safe every day. Teachers are requested to spend sufficient time during the school day to see that all pupils are thoroughly familiar with the school bus safety rules listed below. It is expected that students be at the bus stop prepared to catch the school bus ten (10) minutes before the bus is scheduled to arrive and note that the child may get picked up ten (10) minutes after the buses normal scheduled pick-up time.”

1. **ON TIME --** In order that drivers may meet their schedules, students must be at the proper location for boarding the bus on time. Running to the bus presents added danger.
2. **WAITING --** All students must stay well clear of traffic lanes while waiting for the bus. Running, fighting, or shoving must not be allowed. The lives and safety of students depends upon good order at this time.
3. **COURTEOUS --** Each student who rides a school bus is expected to demonstrate a courteous and cooperative manner to all personnel.
4. **GOOD ORDER --** Students must maintain reasonable order so that the driver may be alert for any traffic hazards, signals, or emergency vehicles.
5. **REMAIN SEATED --** All students are to be seated and remain seated for the entirety of the trip. The driver may assign any or all students to certain seats as they seek to operation the school bus in a safe manner and students are expected to comply to all directives from the driver and/or attendant.
6. **PROPER DESTINATION --** Students must ride to their proper destination. To get off elsewhere, the student will give the driver a dated note signed by the parent and the principal.
7. **NO SMOKING --** Smoking, eating, drinking, or profanity are prohibited on the bus.
8. **KEEP INSIDE --** No students are to put their head, hands, or arms outside the bus window.
9. **GETTING OFF --** If students must cross the road after getting off the bus; they shall walk across approximately twelve (12) feet in front of the bus. Make sure traffic has stopped in both directions and then cross upon a signal from the driver.
10. **STAY CLEAR --** Students must never play about the bus either when getting on or off. Pushing, kicking, horseplaying or slapping at or near the bus can be extremely dangerous.
11. **ELIGIBILITY --** A student shall become ineligible for transportation when their behavior is such as to cause dissension on a school bus, or when they disobey state or local rules and regulations pertaining to and/or impeding the safe operation of a school bus.
12. **RESPONSIBILITY --** It is the personal responsibility of the student and his parents to maintain eligibility to ride the bus.
13. **PAY FOR DAMAGE --** Students who are known to inflict damages to the bus will pay the cost of repairs. This may be part of the principal's disciplinary action.
14. **PRINCIPAL IN CHARGE --** The principal of the school which the student attends oversee student's behavior on the bus just as in the classroom. Drivers and/or attendants will report to the principal students who need correction. The Director of Transportation may issue disciplinary action for any conduct that directly impacts the safe operation of a school bus.
15. **PUNISHMENT --** The principal of the school will administer punishment for bad behavior as required. This punishment may include suspension form school. When suspended from the bus, a student is suspended from all buses.

16. **RAILROAD CROSSING --** Students must reduce the noise level and assist the driver in listening and looking in order for a safe crossing.
17. **PRE-K BOARDING --** Pre-K students always board and unload the bus first to facilitate sign-on/sign-off and ensure student safety.
18. **PARENT RESPONSIBILITY AT BUS STOPS:** Although we are committed to the safety of students on the bus and at the bus stop, there are situations that require your assistance and participation in order to ensure the safety of your children when walking to and from the bus stop. Sometimes, children can be exposed to a dangerous situation because of their own or others' behavior. Students are under the control of their parents/guardians during the time they walk to and from the bus stop. Robertson County Schools makes use of parent responsibility walk zones to ensure efficiency in operating routes. Generally Elementary age students are typically not asked to walk more than one tenth of a mile to their designated bus stop, Middle school students not more than two tenths of a mile, and High school not more than three tenths of a mile. Unsafe bus stops are evaluated by the Transportation Director before bus routes are modified. Please note that students must be at the bus stop if they wish to ride the bus. (Standing at the house, on the porch, or inside will result in your student not having a way to school). Drivers are instructed not to blow horns for students/parents not at the stop due to HOA rules and regulations around the district. Drivers are not required to wait until a parent is present when dropping off or picking up students. Pre-K students are the only classification of students who require an adult be present at the bus stop under the law.
19. **Cell Phones-** Students may possess cellular phones/tablets/laptops, so long as such devices are used in a safe, respectful, and responsible manner while on the bus. At no time shall a student operate a cellular device with video or picture taking capabilities in a locker room, classroom, bathroom, school bus, or other location where such operation may violate the privacy rights of another person. Students may use the personal communication devices to listen to music, work on homework, or watch/play games/movies that are age appropriate and do not violate student code of conduct. Note: If listening to music or watching a video/game the

student must listen with one ear bud in their ear and the other ear bud out in order for the student to hear any instructions provided by the driver/attendant. Students are expected to be respectful with cellular phones/tablets. Otherwise, the phones/tablets will be confiscated by the driver/attendant and will be given back to the student at the end of the route. Drivers may return the phone to the local school administrator if they deem that the use of said device was in clear violation of student code of conduct standards. If the cell phone/tablet is confiscated there will be disciplinary action for the student.

20. **SEAT BELT SAFETY-** Students who ride buses equipped with seat-belt restraint systems are required to wear them at all times while on the bus. Failure to adhere to this policy will result in disciplinary action.

**NOTE:** This list is not all inclusive and parents are encouraged to review the student handbook for additional safety expectations and consequences associated with violation of expectations.

## **ERES Valuables/Bus/Car Rider Policy**

Students should not bring valuables to school. Any personal items brought to school are to remain inside the backpack at all times including on the school bus.

## **Use of Technology**

All students signed an acceptable use policy upon registration. Please read the acceptable use policy of the Robertson County Handbook that outlines the rules/guidelines for the use of technology.



Statement of Non-Discrimination: 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.

