

Coopertown Elementary 2023-2024 Student Handbook

3746 HIGHWAY 49 WEST SPRINGFIELD, TENNESSEE 37172

WEB SITE: www.ces.rcstn.net

PHONE (615)384-7642

FAX (615) 384-1176

PRINCIPAL- Ms. Tiffany Hyde

ASSISTANT PRINCIPAL- Mrs. Kristie Vertrees

Our **mission** is for all students to master grade level skills, communicate effectively, solve problems, make appropriate choices, and become productive, responsible citizens.

The **vision** of all stakeholders of the Coopertown Elementary School community is to respect the uniqueness and worth of each other, show passion for learning, be technologically current, and well equipped to meet the challenges of education, work, and life.

We hope this information helps answer some basic questions about our school. More detailed information on school board policies can be found in the RCS student handbook or on our board of education web site (www.rcstn.net). Our school web site is a great source of basic information, schedules, upcoming events, etc.

MORNING PROCEDURES

SCHOOL DOORS OPEN	6:45
FIRST BELL	7:05
TARDY BELL	7:15

When students enter the building, they have the option of going to the cafeteria for grab and go breakfast or going straight to their homeroom class. Car rider traffic will enter the campus from Ewell Elliott Road, the road behind the school. In order to make this process smooth parents are asked to select the left or right lane depending on how you will need to turn on to Old Coopertown Road. Students may only unload in the designated area. The front doors of the building will be the only doors unlocked. The front doors will be unlocked at 6:45 each morning. If your child arrives at school after 7:15, you will need to park and walk in to sign them in through the front office. Buses will unload on the Old Coopertown Road side of the building. No students are to be dropped off in this area.

AFTERNOON DISMISSAL 2:15

Students leaving by car will be taken to the front hall where they will stay in a designated area until their number is called. Please use the hang tags that we provide to show your child's number to the staff assisting with dismissal. Students will be loaded when all cars have come to a complete stop and all students have been escorted from the building. Cars will be dismissed after all students are in their vehicles. **Please remain in your car during dismissal.** Your child's safety is our top priority, so your patience is appreciated.

If your child is going home a different way, make sure you send a note. It will be checked by the teacher and signed in the office. **Transportation changes will not be made over the phone, or through email, Dojo or text.** Changes should be a rare occurrence and not on a daily basis.

ARRIVING LATE & EARLY DISMISSALS

Students arriving late or leaving early miss valuable instruction. If an emergency arises where this is necessary, students can be signed out through the front office. Parents should never go directly

to the classroom to pick up their child. Protecting the classroom from disruptions and maintaining safety is our top priority. An early dismissal will show up as tardy on their report card.

COMMUNICATION

All students should bring home a purple communication folder each night. Your child's folder should include a calendar of events and curriculum to be covered, as well as sections for papers to be left at home or returned to school.

INFORMATION

We ask that you please keep us updated on new phone numbers and contact information. Send a note with this update to your child's teacher and they will forward it to the office.

ATTENDANCE-EVERY DAY COUNTS

All absences must be explained with a note signed by a parent/guardian. Doctor's notes are preferred. Please include the student's first and last name and the date absent. Prior approval (in writing) is required for extended absences, such as family trips. In grades K-5 only 5 days absences per semester can be excused with a parent note. All other absences will require a doctor's note.

MEDICATIONS

Students can NOT transport medications. All medications (over the counter or prescription) should be brought to school by an adult and given to the nurse. Prescriptions must be in a labeled bottle. Over the counter medications must be in an unopened bottle.

CAFETERIA

Breakfast Free

Lunch Free

All students will have free breakfast and lunch daily. Students are expected to behave in the cafeteria as they would in a restaurant or at your family table.

Outside Food

1. Homemade items will not be allowed at school for sharing at parties, birthdays, or other class celebrations.
2. Items brought in for parties, birthdays, and other class celebrations must be store-bought and individually wrapped. Items must be in their original, unopened container.

BUS TRANSPORTATION (615) 384-4555

Please remind your students that the bus is an extension of the classroom, and they should choose their behavior accordingly. Riding the bus is a privilege.

GRADES (Pre-K, K, 1st, 2nd)

In the past, the format for reporting pre-kindergarten and kindergarten student progress has informed parents/guardians of their child's mastery of Tennessee's Academic Standards. In lieu of letter grades, this same format for reporting progress will now be used with students in pre-kindergarten, kindergarten, first and second grades. Student progress on each standard will be reported as Met Expectations, Approaching Expectations, or Below Expectations. Progress will be reported every 4 $\frac{1}{2}$ weeks.

GRADES (3rd, 4th, 5th)

Our goal is to keep you constantly informed of your child's progress. We will be sending home mid-progress reports along with report cards at the end of each 9 weeks. The Robertson County calendar is a quick reference for these dates. The grading scale is as follows: A=90-100, B=80-89, C=70-79, D= 60-69, F= 0-59

DISCIPLINE

The Coopertown Elementary Discipline Policy provides consistency, direction, and support for both students and teachers. The school-wide behavior plan focuses on teaching, modeling and practicing positive behavior throughout the school. As a school, we want students to feel safe and loved, and know they are in a caring environment. We also believe education is important and we want to maximize the learning experience. Our faculty has developed a school wide behavior plan-SOAR-Safe, Outstanding, Accountable, Respectful. Parents are encouraged to join Dojo as a means of monitoring their child's behavior.

Dress Code Policy

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 midriffs, revealing necklines
3. No shorts, skirts, 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 products, 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. No outer clothing which resembles lounge wear, pajamas, or underwear
11. No spikes, chains, piercings, or other items that cause a safety concern
12. Shoes/sandals must be worn at all times (tied/fastened)

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.

Please feel free to call if you have any further questions that we can answer for you.

We look forward to a WONDERFUL year with your child!

The Robertson County School System does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or marital status.