



5177 East Robertson Road, Cross Plains, TN 37049

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# **PARENT-STUDENT HANDBOOK**

*“A Tradition of Excellence”*

## 2024-2025 WELCOME LETTER

Dear Parents and Students,

On behalf of the faculty and staff of East Robertson Elementary School, we would like to say welcome to our new families and to those who are returning. We hope you had a fun summer vacation and are looking forward with enthusiasm to the new school year. It is our goal that your years with us will be educationally profitable to you. We anticipate your involvement and cooperation in making this year successful.

This handbook has been prepared to help answer many questions students and parents have concerning the activities, procedures, and guidelines for the successful daily operation of East Robertson Elementary School. Students will be expected to maintain regular attendance, be active participants in their learning, and behave in a way that leads to a respectful and kind environment for all. East Robertson Elementary School's staff looks forward to supporting students in these expectations to promote a positive school year.

Everyone at East Robertson Elementary School believes that working together produces the best results for our students. We would like to encourage parents, teachers, support personnel, students, and the community to work together to ensure our students become high achieving, respectful, and contributing members of our school and community. Parent involvement is critical to student success, and we look forward to partnering with each of you.

Our hope is that you will feel East Robertson Elementary School is a wonderful place to be every day. It is our desire to prepare students for success in school and in life. We hope this year will be your most successful year ever.

Sincerely,

*Amy Shapton*  
Principal

*Kecia Young*  
Assistant Principal

## East Robertson Elementary School

**At East Robertson  
Elementary School, we:**

**E**xpect students to

**R**espect and work to

**E**xcel

**S**uccessfully in life.

### School Hours

School begins at 8:00am and dismisses at 3:00pm

7:30 Doors open for student arrival

8:00 Tardy bell rings

- All students **MUST** be in their classrooms by this time.

### 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/d 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 a 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.**

## **Bus Riders**

The school bus is an extension of the school; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Please see bus brochure for a list of bus rules. Students are under the supervision and authority 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 causes disruption on the bus, or if he/she disobeys state or local rules pertaining to transportation.

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

“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 from 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.

Should you have a need to speak with someone at the bus transportation office, you may do so by calling 615-384-4555.

### **Changes in Transportation**

At the beginning of the school year, you will need to inform your child's teacher as to how he/she will be transported home from school daily. The teacher will continue sending your student home in the same manner each day. If you need to make a change in his/her 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. **WE WILL NOT ACCEPT PHONE CALLS TO CHANGE TRANSPORTATION!!** Emails and/or faxes for transportation notes will only be accepted in an **EMERGENCY SITUATION due to safety protocols**. Also, if you must change your student's mode of transportation, please do so before 2:00 p.m. If you need to pick your student up early, please do so **BEFORE 2:35 p.m.** This will help to ensure that the buses have access to the bus loading area.

When a student is going home with another student, or a student is coming home with your child, a note must be provided by **BOTH** students' parents. These notes must be signed by the administration/designee. The signed notes must be provided to the staff in the car rider pick-up area or the bus driver by each student.

### **Tardies/Early Dismissals**

If a student arrives at school after the 8:00am bell rings, they will be required to obtain a tardy slip to be admitted to class. **If a faculty/staff member is not present during morning drop-off, the doors have been locked and you MUST bring your child to the front office to be signed in.**

If you need to pick your child up early, please do so BEFORE 2:35pm. This will help to ensure that the buses have access to the bus loading area.

Any student signed out before dismissal must bring a physician's note to school the following day to be excused. All dismissals are entered as unexcused until this is obtained.

When a student accumulates 8 unexcused tardies/early dismissals combined, it will convert to 1 unexcused absence. (Per Robertson County Handbook).

### **Emergency Information**

Please notify the school immediately if there is a change in your address, telephone number, person to contact in an emergency, or person(s) allowed to pick up your child. Also, if you have any type of court or custody papers that relate to your child, please make sure that we have the most recent documents.

### **Emergency School Closings**

The School 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.

You will receive a form from your child's teacher requesting transportation information for Emergency School Closings. When you receive this form from the school, we ask that you complete the information regarding how your child should go home and return it to their teacher as soon as possible. It is important that you list only one method of transportation for your child and that you remember your selection (we suggest taking a picture of the paper before returning it to school).

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 to request an announcement be made, and the School Reach will be activated. **PLEASE DO NOT CALL THE SCHOOL**, as we will need to keep our phone lines open for further instruction and emergency purposes. Announcements of closings are broadcast via radio, television, and may also be obtained from local television station websites.

### **Parking**

Parking in the front of the building is limited. There are only a few parking spaces located along the front of the building. Please do not park in the Fire Lane or Disabled Parking spaces (unless proper tag is displayed in your vehicle).

### **Visitors**

Any parent/visitor entering the building is required to sign in using the School Check-in computer and obtain a visitor's sticker. The sticker should always be worn. A valid driver's license is **required** for entrance to the building. Please return the sticker before you exit the building.

During the school day, parents/visitors are not allowed to go to classrooms unless prior arrangements have been made with the teacher and office. **Visitors will not be allowed to eat in the cafeteria with students due to the lack of adequate space. The opportunity to eat with your student will be provided during certain celebrations.** If you have items for a student, please leave them in the front office, and we will see that they are delivered.

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."

**NO photos may be taken of other students by parents/visitors at any time during school activities. This includes, but is not limited to, cafeteria, field day, classroom activities, and field trips.** You may take photos of your own student only.

### **Cafeteria**

Each student is assigned an account number for the cafeteria. Breakfast will continue to be free for the 2024-2025 school year, but lunches will return to \$2.25. Paperwork for free or reduced lunch will be sent home and is also available on the Robertson County Schools website under School Nutrition.

**Please do not bring food from outside restaurants for breakfast or lunch.** These items are not allowed in the cafeteria. When bringing lunches from home, **do not send carbonated drinks.**

### **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.

**Attendance Policy** (See Robertson County Policy for more information.)

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.

Elementary age students will be permitted up to 5 days each semester of excused absences with a parent note. After the 5 days, a doctor's note will be required for each absence, or the absence will be unexcused.

All missed class work or tests may be made up when the excused absence is verified by a note or contact with the parent and the student makes the request immediately upon returning to school. Students who have received excused absences will have time equal to the number of days missed plus one day to make up any assignments.

### **Excessive Absences**

When a student accumulates 10 excused absences, they will receive notification that a doctor's note will be required to excuse any further absences. When a student accumulates five unexcused attendance events, the student's records are reviewed. If a problem is noted, the Attendance Committee will meet with the parent to develop a plan of correction.

When a student accumulates eight unexcused attendance events, the student's records will be reviewed by the Truancy/Grade Review Advisory Board consisting of a school supervisor, a juvenile court representative, and any other relevant person. Should this review indicate a problem, a truancy complaint will be filed against the student, requiring the student and parent appear before the Board to develop a plan of correction.

### **Health/School Nurse**

If your child has an accident or becomes ill during the school day, the teacher may send them to the clinic to see the nurse. The school nurse will evaluate his/her condition and contact the person listed on the emergency contact list, if necessary. **It is particularly important that you keep the office updated of any changes to your contact information on the emergency section in PowerSchool.**

No school official/teacher will routinely dispense medication to students, except in the unique situations in which a child's health is dependent upon medical aid. If under the exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be present, only the 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.

\*\*If you have any questions, please call the school nurse at 615-654-3874.

**Behavior/Discipline Policy**

“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.”

Please review Robertson County Board of Education discipline policy in the handbook. 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.**

Classroom teachers may also send home classroom rules and expectations.

**The following behaviors are considered severe and will be addressed by administration:** weapons, fighting or aggressive physical contact, aggressive language, threats, bullying, harassment of students or teachers, continuance of disobeying classroom and school rules, vandalism, and social media actions that impede the school learning environment.

Consequences for misbehavior referred to the office will depend on the severity of the infraction and the pattern of behavior and may include the following:

- Conference with student
- Parent phone call
- Note home to parents (sign and return)
- Isolated lunch
- Loss of free time
- In-School Suspension

- Parent Conference
- Out of School Suspension
- Solutions Room\*

#### \*Solutions Room

Restorative ISS (R-ISS), or as we like to call it, the Solutions Room, will be used at East Robertson Elementary School to help reteach appropriate school behaviors as needed. This room is a location where students can go to regulate behaviors, calm themselves if necessary, and return to class as quickly as possible. Students can be assigned to this room by administration or their teacher. Students can also request to go to this room (within reason) if they feel a break is needed. Our goal is for students to learn to manage their own behaviors instead of behaviors getting to the point where an office/discipline referral is needed.

#### 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.

East Robertson Elementary School students must adhere to the following dress code:

- No head coverings, except for religious head coverings and coverings for medical reasons
- No bare midriffs, revealing necklines
- No shorts, skirts, or jeans with holes more than three and one-half (3.5) inches above the fold of the knee
- No tube, tank, see through tops
- No sagging pants
- No attire promoting alcohol, tobacco products, or drugs
- No dusters or trench coats
- No clothing containing advertising for objectionable causes or offensive language
- No gang related clothing
- No outer clothing which resembles lounge wear, pajamas, or underwear
- No spikes, chains, piercings, or other items that cause a safety concern
- Shoes/sandals must be worn at all times (tied/fastened)

#### Field Trips

All field trips are aligned with curriculum standards. Students must ride the bus to the field trip destination. Parents/chaperones may follow the school buses to the destination. A student may be dismissed from a field trip ONLY to a parent/guardian (no grandparents, aunts, uncles, etc.). Please remember that no photographs should be taken of students that are not your own.

#### 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.

Please see Board Policy 4.600 for additional information regarding the grading scale.

Students may be given the opportunity to re-do assignments to improve their grades, especially if the student scored below 70%. This will only be done for standards that represent the major work of the grade level and will not be available for all assignments. Students will have to complete additional practice before their re-do assignment so that they can provide evidence of their mastery of the standard.

### **Lost and Found**

If your child has lost an item, please remind them to check lost and found the next school day. Label your child's belongings – it is the best way to ensure the items are returned quickly.

### **Parental Support**

We passionately believe that a strong home and school partnership, along with consistent communications, will help our children achieve excellence at East Robertson Elementary School. We thank you in advance for supporting your student in the following ways:

- Check your child's folder daily and look for any unfinished work in folders/binders.
- Review your child's weekly newsletter.
- Mark progress report/report card dates and other important dates on your home calendar.
- Download the PowerSchool app to check your child's assignments and progress.
- Set up notifications in PowerSchool to contact you when teachers update grades in PowerSchool.
- Communicate with your child's teacher frequently if you have questions and/or concerns.

### **Teacher Conferences**

If you need to conference with your child's teacher, please call or write a note to make an appointment. Remember that teachers are to be with their students throughout the school day and cannot be called from the classroom to receive phone calls, nor can they conduct conferences while supervising students in the classroom. Conferences will need to be scheduled with teachers during planning time or on days they are not assigned to morning or afternoon duty. Parent-teacher conferences will also be scheduled twice during the school year, once in the fall and once in the spring. **If you would like a conference with an administrator, please ensure that you have already met with your child's classroom teacher prior to requesting a meeting with an administrator.**