



Parent-Student Handbook

2024-2025

Jo Byrns Elementary School
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Cedar Hill, TN 37032
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JBES (Jo Byrns Elementary School) Website: jbes.rcstn.net

 @jobyrnselementary

Principal: Megan Keyes (megan.keyes@rcstn.net)
Assistant Principal: Alisa Holmes (alisa.holmes@rcstn.net)
Attendance Clerk: Dawn Edgin (dawn.edgin@rcstn.net)
Bookkeeper: Jamesa Hopson (jamesa.hopson@rcstn.net)
Nurse: Lindsey Given (lindsey.given@rcstn.net)
SRO: Deputy Heather Edwards (heather.edwards@rcstn.net)

Our mission is for all students to Journey Beyond Expected Success.

Our vision is to provide a supportive environment in order to impact the lives of every student, every day by providing an education that is safe, respectful, and facilitates a responsible learning community.

Doors Open: 7:30AM Tardy: 8:00AM Dismissal: 3:00PM

Attendance

- Jo Byrns Elementary follows the Robertson County board policy regarding attendance, tardies, and early dismissals. Students in grades K-8 will be allowed up to 3 parent notes that address up to 5 days total absences and must have doctor's notes for all other absences after those 5 days per semester. Once a combined total of early dismissals or tardies reaches 8 this will count as 1 day absent.

Electronics Policy

- All students will follow the Robertson County Schools policy on electronics. "All electronics must be off and concealed during the school day." Violation of this policy may result in confiscation of the device and other disciplinary actions. At no time shall the school be responsible for preventing theft, loss or damage to devices brought onto school property. (Refer to the Robertson County Student Handbook)
1st offense—Confiscation of device; return in 3 school days or \$10 fine.
2nd offense—Confiscation of device; return in 5 school days or \$20 fine.
3rd offense—Confiscation of device; return in 10 school days or at end of grading period, whichever is longer, or \$30 fine.
4th offense—Confiscation of device; return at end of semester or \$40 fine. Subsequent offenses will be treated under 4th offense guidance and may result in more serious discipline

Dress Code

- Students are expected to dress in a manner that is not distracting to the learning environment, including masks if a student chooses to wear one. If a student is attired in a manner that violates the dress code or is likely to disrupt or interfere with the operation of the school, the teacher and/or principal shall take appropriate action. The three-finger rule applies to any tank tops worn at JBES. (Refer to the Robertson County Student Handbook)

Class Dojo

- We will continue to use the app "Class Dojo" for communication. Please download the app and use the student code to be able to follow your child's progress daily. Instructions on how to do that will be sent home at the beginning of the year to any families not yet connected by your child's teacher.

Anti-bullying Policy

- The faculty and staff at JBES will not tolerate bullying. All parents/guardians and students are encouraged to report bullying to a teacher and/or administration. The following is a definition of bullying: Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.

Student Information Changes

- Please notify the school immediately if there is a change in your address, telephone number, custody, or person to contact in an emergency. These changes can also be made through PowerSchool.

Textbooks/Library Books/Communicators/Agendas

Parents/guardians shall accept full responsibility for the proper care, preservation, return, or replacement of textbooks, library books, and student-issued agendas. If a book that has been issued to students is unduly abused, mutilated, lost, or destroyed, it must be paid for prior to the issuance of another one.

Field Trips

In order for a student to go on a school-sponsored field trip:

- A permission slip must be signed and returned to school.

- All students will be required to ride the bus with the class to their destination. No student will be allowed to ride with parents in private vehicles to the destination.
- Students may leave the trip with a parent, guardian, or anyone on their pickup list. Students must sign out with the child's teacher. Student's cannot leave with any other person unless they are listed in their emergency contacts.
- Chaperones for these trips assume a great responsibility when supervising students. The full attention of adults in attendance is needed to ensure the safety of the students. **For this reason, we require that younger children, or children not assigned to the class, not be taken on field trips.**

Physical Education

Physical education is a required subject in Tennessee; therefore, every student is expected to participate. If your child has any condition such as allergies, asthma, diabetes, etc. that would limit physical activity, a note should be sent from a doctor. Except those who are medically excused, short-term excuses (limited) may be written by parents/guardians. Tennis shoes are required.

PowerSchool Access for Parents

- Robertson County uses a program called PowerSchool. PowerSchool Parent Portal allows you to view current grades and attendance information for your student. If you have internet access at home or at work, you can view the information on your student at any time. If you need instructions on how to get started, please contact the school office and we will get that information for you. Each student has a unique username.

School Messenger System

- In an effort to improve communication, a telephone broadcast system has been instituted. This system may be used by district and school personnel to contact parents and guardians for general and emergency announcements. You will be contacted via phone call, text message, and/or email.

Student Early Dismissal

- Attendance is vital for student academic success. The school doors will be locked at 2:15 daily. If appointments arise and you need to pick up your child after this time, a note will need to be sent in with the student to notify the school of the arranged pickup time that morning. For emergencies exceptions will be made. When you are buzzed into the school, when coming for an early dismissal, the student will be called to the office. Please be advised the school will not allow a phone call from guardians for students to be summoned to the office to be waiting on you for pickup. All transportation changes need to be in by 2:15. The front doors will be locked after 2:15. Students will need to be picked up in the car rider line after 2:15.

Car Rider Arrival

- Car riders will be dropped off in the circle drive on the Springfield side of the building as in previous years. Staff members will direct traffic as normal.
- PreK students will enter through Mrs. Cindy Allen's/Mrs. Bull's outside door at the front of the building. PreK siblings may also enter through Mrs. Allen's/Mrs. Bull's door.

Car Rider Dismissal

- All car riders will be dismissed from the normal location on the Springfield side of the building.
- All afternoon car riders will be issued car tags. Parents/guardians will be expected to have their child(ren)'s car tag in order to pick-up. Anyone without their car tag will be asked to drive around to the front office and enter the building for pickup. Two car tags per family will be issued in August. Additional tags will be \$5.00.

Bus Transportation

- Students will not be allowed to get off the bus except at their destination unless they have written permission from their parent/guardian. If a student is going home with another student, a note including the bus number and address is needed from the parents/guardians of each student and must be approved by administration or a designee.
- Students will sit with their siblings on the bus.

Visitors

- We will have events for multiple family engagement opportunities. Please lookout for information in your child's communication folders, school website, and social media for more information to come.
- Parents/guardians will not be able to walk their child to their classroom.
- Visitors for lunch will be on special occasions only. See family engagement opportunities announced or with visitor lunch passes given out for students of the month, house point leaders, perfect attendance monthly.
- Food for birthday celebrations should be store bought and prepackaged.
- Meetings with teachers and administrators should be pre-arranged.
- Parents/guardians will enter through the front doors and wait in the foyer.
- All visitor's must present a valid driver's license.
- Late arrivals will need to enter through the front doors.
- All transportation changes need to be in by 2:15. The front doors will be locked after 2:15. Students will need to be picked up in the car rider line after 2:15.

Cleaning

- All restrooms will be cleaned and disinfected thoroughly and as often as possible throughout the school day. Soap and paper towels will be checked routinely in order to ensure availability. Hand sanitizer will be made available in many locations.
- All desks will be wiped down at the end of each day or after each class depending on the grade level and the movement of students in and out of the room.
- At night, all rooms and high-touch points in the school will be cleaned and disinfected in preparation of the next day utilizing an enhanced cleaning option provided by the contracted cleaning service.

Byrns Bucks Behavior

- Byrns Bucks will be used this year by every teacher to enforce positive school behavior. Dojo will be used for communication and positive points for classroom rewards. You should not see negative points being removed from your student.
- Byrns Bucks will not be taken from your student unless bankruptcy occurs with a situation of theft. This will be investigated and dealt with on an individualized basis.
- A school wide store is being used once a month for students to spend their earned Byrns Bucks for positive school behavior. A price list will be advertised soon on a flyer coming home to introduce the students to this exciting monthly event.
- The students may choose to spend or save their Byrns Bucks each month.
- Pencil Pouches will be provided for your students to save their Byrns Bucks inside of to keep at school. These should not be brought home.
- This incentive will start Aug. 15th.

The School Day

- Breakfast: eat in the cafeteria
- Backpacks will be permitted in the classroom and placed at the provided cubbies or hook areas.
- Students should limit personal belongings to the absolute essentials.
- Recess will occur on the playground.
- Lunch will be in the cafeteria.
- In the beginning, teachers will focus on reviewing new procedures, providing time for building connections, establishing learning cultures, and creating trust in the new, challenging learning environment.
- Teachers will consider critical standards from the preceding year to ensure students do not have misconceptions or gaps in learning.
- Teachers will provide students with brain and body breaks.

Safety

Jo Byrns Elementary School is one of the safest places for students to be during most crises or natural disasters. The following emergency procedures have been established to keep them safe:

- In most cases, students will be kept at school until the emergency is determined to be over. For example, a chemical spill may delay student release when there is risk of exposure.
- Under certain circumstances students may be evacuated to another site. If this occurs, parents will be notified through the school website, school messenger phone calls/text messages, ClassDoJO, announcements on local radio and television stations, and through phone calls made to contacts found on the student's Emergency Care Card (ECC).
- We ask parents and guardians not to telephone the school and tie up the few telephone lines that will be needed for emergency use. The best place to get current updates is to visit the school's website which can be accessed at jbes.rcstn.net or ClassDojo...
- Students will be released to parents who come to get them. Once an all clear is given. Procedures for release to other authorized parties, however, will not occur unless pre-release is documented on the student's Emergency Care Card, which is filled out at the beginning of the school year. Parents must keep information on the ECC current.
- The family information center will provide up-to-date information on the incident, the status of their children and information on what parents can do to assist.

Thank you for partnering with us to ensure that your student has a successful and positive school experience!

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, 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.

I certify that I have read the above guidelines and agree to abide by them.

Student Name: _____

Homerroom: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____