

2025-2026  
Parent/Student Handbook  
ALTRURIA ELEMENTARY SCHOOL  
6641 Deermont Drive  
Bartlett, TN 38134  
901-373-2600



## Home of the Tigers

“Anything is possible, all I have to do is work hard, be respectful, and make good choices!”

### Helpful Information

Bus Number: \_\_\_\_\_ Bus Driver: \_\_\_\_\_

Cafeteria Account Number: \_\_\_\_\_

#### MAPS/Schedule:

Monday: \_\_\_\_\_ Teacher: \_\_\_\_\_

Tuesday: \_\_\_\_\_ Teacher: \_\_\_\_\_

Wednesday: \_\_\_\_\_ Teacher: \_\_\_\_\_

Thursday: \_\_\_\_\_ Teacher: \_\_\_\_\_

Friday: \_\_\_\_\_ Teacher: \_\_\_\_\_

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## **Introduction**

Welcome to Altruria Elementary School! Our administration, faculty, and staff are dedicated to loving and supporting your children. We believe learning is a lifelong journey and should guide all decisions. Our goal is to create a positive, caring environment where every student feels valued and respected.

We know students thrive in a nurturing atmosphere that embraces cultural, social, and academic growth. Our teaching is child-centered and data-driven, offering diverse learning activities to meet each student's needs. We expect students to be respectful, cooperative, and eager to learn and succeed.

Parents play a key role by ensuring their children arrive on time and ready to learn. Together, we all share the responsibility of advancing our school's mission.

## **Mission**

Altruria Elementary School's mission is to deliver high-quality, child-centered instruction that fosters students' academic, social, and cultural growth. We strive to help every student improve achievement, become lifelong learners, and develop skills to be responsible, tech-savvy, and contributing members of society. In partnership with families and staff, we create a positive, respectful environment where every child feels valued and ready to succeed.

## **Vision**

The vision of Altruria Elementary School is to serve as a learning community that academically challenges all students in order to produce life-long learners. We envision and strive for our students to be proficient in the use of technology, decision-making, and critical thinking skills which will support the future successes of our students.

## **Beliefs**

We believe learning is a life-long process and should be the primary focus of all decision making.

We believe that students thrive in a positive learning atmosphere rich with cultural, social, and academic challenges.

We believe instruction should be child-centered and data-driven.

We believe varied forms of assessment should be used to evaluate student learning and be aligned with local, state and national standards.

We believe that it is vital for all stakeholders to share in the responsibility for the development and advancement of the school's mission.

## Communication

At Altruria, we aim for communication to be consistent, helpful, and informative. Our goal is to keep parents and students informed of expectations and provide information to support a positive, successful school year.

You can reach any Altruria Elementary teacher by calling the school at 373-2600. Please leave a message with your phone number; teachers will return calls as soon as possible. Teachers can also be contacted via their Bartlett City Schools email.

## School Hours

School hours are 8:00 A.M. to 3:00 P.M. Students can enter the building at 7:45 A.M. each day. **Do NOT drop off students earlier than 7:45 A.M.**

Students who are eating breakfast should report to the cafeteria at 7:45 A.M. **Breakfast will end at 8:00 A.M.** Please ensure that students are in class and ready to begin school on time.

## Opening

Each school day in Altruria begins with a moment of silence, as required by Tennessee law (TCA 49-6-1004). Afterward, students have the opportunity to recite the pledge and listen to the morning announcements.

## Dress Code

At Altruria Elementary, we believe appearance reflects behavior, so students should dress comfortably,

cleanly, and with good hygiene. Pants must fit properly and be worn at the waist. Headwear like hats or hoodies should not be worn indoors unless for religious or medical reasons. Footwear is required, must be safe for all activities, and flip flops are not allowed. Clothing can't display offensive language, images, or advertise products students can't buy legally.

Shorts and skirts must be at least four inches above the knee, and tight clothes like spandex are not allowed. Spaghetti straps must be covered. Shirts and dresses must cover the abdomen and back fully, and tops must cover the waistband with no midriff showing. Properly sized sweaters, sweatshirts, and jackets may be worn indoors for warmth.

The dress code is enforced through the Altruria Discipline Plan. Parents will be called to bring appropriate clothing to the student if the student is not appropriately dressed in clothing that adheres to dress code.

## Supplies

Pre-packaged school supplies can be bought online, and the deadline will be communicated. The school bookstore is also open daily from 7:45 A.M. to 8:00 A.M., where students can purchase supplies in person. All students are to bring book bags or regular backpacks to school (no rolling backpacks are allowed for any students). Rolling backpacks are a safety hazard for students.

## Visitors and Volunteers

Parents, guardians, and community members are always welcome at our school. For safety, all visitors must sign in and out at the office, present a valid state-issued ID for entry into our visitor tracking system, and obtain a visitor's pass. This system helps protect campus safety by alerting staff to potential risks. Visitors are not allowed in classrooms without authorization.

Parents may sit with their child(ren) at designated lunch tables only; all other tables are for students. Please only bring your own child(ren) to the back tables. Lastly, parents, please dress appropriately when entering the building to help serve as positive role models for our students. Thank you!

## Student Checkout

Students will only be released to their parent/legal guardian(s) or other persons designated on their registration form. A valid state issued ID is required to identify these persons. All students must be signed out in the office. **Please avoid checking students out after 2:30 P.M.**

## School Closings

In poor weather, teachers will follow the inclement weather forms on file. If it's unsafe for students to attend or stay at Altruria Elementary, the superintendent will promptly notify local TV and radio stations of school closings. A phone message will be sent via the BlackBoard Connect RAPTOR System. Please have an inclement weather plan on file with

your child's teacher for early dismissals. Do NOT call the school, as lines must remain open for emergencies. You will receive phone alerts if school closes early. Also, check our website and Facebook for updates.

## Student Withdrawal

Parents must notify the school as soon as possible if they are withdrawing their child from Altruria in order for withdrawal paperwork to be completed. Parents/guardians must come to the school with their ID to pick up the withdrawal paperwork for their child. **Please provide at least 24-hour notice for the school to complete the necessary paperwork.**

## Parent Concerns

Parents wishing to raise concerns may do so in writing or by calling to arrange a conference with the appropriate staff. To foster positive parent-teacher relationships, parents should first address issues directly with the involved teachers before involving administration.

Administrative staff are available to assist as needed.

## **Parent Conferences**

At the beginning of the school year, informational meetings are scheduled for each grade level. Parent conferences are scheduled twice a year after school hours. Information will be sent home to schedule a time to meet with teachers on conference days. In addition to the opportunities, if parents have concerns, they may request to schedule a conference with the teacher and/or administrators. Due to privacy concerns and student confidentiality, student conferences, phone calls, phone calls, and/or meetings will be held only with custodial parent(s) or guardian(s).

## **Student User Agreement**

During registration, students will complete a User Agreement, agreeing to follow the Acceptable Use rules and communicate appropriately online while respecting laws. Parents will grant or deny permission for their child's Internet access, online publication of their work and image, and media coverage.

## **Social Media**

If your child is allowed to use social media, please monitor this privilege. If issues arise at school, based on social media from outside the school setting, this will be handled with disciplinary action. Any form of Cyber-bullying will be addressed according to BCS Policy (6022). If it is discovered that a violation occurs, disciplinary action will be taken.

## **PowerSchool**

The parent portal in PowerSchool is available to keep parents up to date on their child's academic progress in grades K-5. Teachers will post grades weekly.

## **Progress Reports**

Parents can check student's academic progress online through PowerSchool beginning in early September. Report cards are not issued, but in PowerSchool for parents to view.

## **Retention**

Many factors are examined when determining if a student should be retained. The State of TN has issued new guidelines, including creating an individual promotion plan, before retention is decided that must be followed. Additionally, third grade students may be in jeopardy of retention if they do not score proficient on the reading portion of TCAP. If you have questions about an individual promotion plan, please reach out to the teacher or an administrator.

## **Make-Up Work**

Time allotted for make-up work is equal to and may not exceed the length of the absence. Students who are absent are responsible for getting and returning all missed assignments. Extreme circumstances can be discussed individually with the teacher.

## Homework

Homework is assigned to reinforce the skills and concepts taught during the school day. To support student success, parents are encouraged to check that homework is satisfactorily completed. At the elementary school level, homework should take approximately ten to sixty minutes to complete. Timely completion and submission of homework positively impact students' skills and learning.

If a child is absent and the parent requests make-up work, please notify the office by 8:30 A.M. Parents and/or students may not return to the school after dismissal to obtain homework materials.

## Testing

Altruria Elementary administers standardized tests to diagnose student needs, guide instruction, and support educational and career decisions. Students in Grades 3-5 take the TNReady Achievement and Writing Assessments. Second graders are also tested with grade-appropriate assessments.

Additionally, regular classroom tests monitor mastery of daily skills and concepts.

## Library

The school library offers books for fun and supports classroom learning. Students must take good care of borrowed books and return them on time. Families will be charged for lost or badly damaged books, following the same rules as for textbooks.

## Textbooks

Bartlett City Schools provide textbooks to students to support learning. Upon issuance, a "Textbook Form" will document the book's condition. This form is used when collecting textbooks to determine any fines.

Per TCA Amended Section 49-3-210, parents are responsible for the replacement cost of lost or damaged textbooks, minus reasonable depreciation. If payment is refused, sanctions will apply, including withholding grades, report cards, progress certificates, or transcripts, and withholding additional textbooks until payment is made.

## Counseling

Counselors support students and teachers through individual and group counseling. They help parents build positive relationships with school staff and assist families in resolving issues affecting academic success. Parents must sign a consent form each year for ongoing counseling services.

## Drug-Free Environment

Students are prohibited from possessing, using, buying, or selling drugs, tobacco, and alcohol on school property or at school events. Violations will be reported to law enforcement. Student records are kept confidential in compliance with federal and state laws. Parents and guardians may access their child's records by following proper procedures.

## **Lost and Found**

Clothing found in the school building or on the grounds should be taken to the lost and found in the designated room. Parents, please label any loose items (water bottles, jackets, etc).

## **PTO**

The goal of our Altruria PTO is to encourage a strong and positive relationship between parents and teachers in order to support our school's instructional program. Our PTO purchases and provides numerous resources and support through volunteers and expressing appreciation of our teachers and staff in special ways throughout the year. All parents, grandparents, and friends of our school are encouraged to join PTO and become actively involved. Our PTO has 4 general meetings during the school year, which begin at 6:00 P.M. Please join our PTO as soon as possible.

## **Fundraising**

The PTO leads fundraising projects each year to support the school by purchasing materials and equipment that enhance learning and school spirit. The school and its groups may also raise funds through approved activities. Students may not solicit funds for non-school causes without permission. Altruria School will again participate in the 2K Tiger Walk as the PTO fundraiser.

## **Field Trips**

Field trips are planned to support the curriculum and have strong educational value. Students must behave responsibly and follow safety rules. The school provides transportation for students only. Fees will be determined based on each field trip. Field trip payments are non-refundable once sent to the organization or facility. Field trip privileges require conduct of Satisfactory or above in ALL classes.

## **Teacher Requests**

Careful consideration is given to student placement by staff. We will not be able to honor parent requests for student placement in specific teacher's classrooms due to demographic information that must be considered for every classroom due to state mandates. Teacher placement may change according to enrollment and/or staffing needs.

## **Celebrations**

Classroom parties and treats follow the PTO/School calendar. Teachers, with help from room parents, manage all arrangements. For birthdays, store-bought treats should be brought to the office to be distributed at a teacher-designated time. Always contact the teacher before sending treats or planning party events to ensure consistency.

## Cafeteria

Cafeteria Rules:

- To ensure a safe and pleasant lunch environment for all students, please follow these guidelines:
- Use a quiet, Level 2 inside voice.
- Go through the lunch line only once. Remain seated until finished eating. Raise your hand if you need assistance.
- Keep your table and surrounding area clean.
- Be respectful and cooperative with monitors and classmates.
- Food must stay inside the cafeteria.

Parents may use designated tables to eat with their child; these tables are for parents and their child only.

**Parents are encouraged to come eat lunch with their child beginning the Tuesday after Labor Day!**

The school-wide RTI-B behavior plan is in effect during lunch.

## Breakfast and Lunch Program

Altruria Elementary offers nutritious, balanced meals daily. Students can purchase full meals or a la carte items.

Lunch costs: \$2.75 for students, and \$0.40 for reduced-price lunch.

Breakfast costs: \$1.50 for students and \$0.30 for reduced-price breakfast.

Menus are published monthly and will be provided. Lunch money can be added to student accounts anytime.

## Lunch Charges

There are no school funds to cover lunch charges. Please ensure your child has money or a prepaid account balance. No student will be denied a meal.

## Extracurricular Activities

Students are encouraged to participate in the various extracurricular activities offered at Altruria Elementary. As programs and interests change from year to year, activities may change.

## Physical Education

Students must participate in Physical Education to develop skills, coordination, and sportsmanship. Tennis shoes are required for class. To excuse a child from activity, send a note to the PE teachers. State law mandates PE twice weekly, with 30-minute sessions each.

## Illness and Accidents

If a student is injured or becomes ill at school, parents will be notified promptly. **Students with a fever must be picked up immediately and should remain fever-free for 24 hours before returning.** The school has a Health Room to support student care. Please provide up-to-date emergency contact information and notify the school office immediately of any changes during the year. Students must have a current doctor's statement on file indicating if there is a food or milk allergy.

## Child Protection

If there are restrictions concerning who may contact or pick-up a student, the school should be notified in writing. Copies of court orders or other legal documents should be provided for the school's file. **Any person picking up a student must be on the authorized pick-up list done at registration and indicated in our Student Management System (PowerSchool).**

## Family Life

The Family Life Curriculum is taught during the spring. This curriculum has been approved by the Bartlett Board of Education and conforms to guidelines of the Tennessee Department of Education. Parents who want their students excluded from the Family Life Curriculum should submit a written request to the principal.

## Medication (BCS Policy 6011)

If your child needs to take prescribed medication during school hours, parents must bring the medication in its original container and complete an authorization form. School staff cannot administer any medication without this form on file. Per state law, students are not allowed to bring medication to school themselves.

## Attendance (BCS Policy 6047)

Regular attendance and being on time are important for your child's success and required by Tennessee law. We keep detailed records of absences, tardies, and early

checkouts. After 5 unexcused absences or tardies, a letter will be sent home. If absences continue, the case may be referred to the attendance supervisor. **Students returning to school after an absence must bring a note from a parent or guardian stating the reason for the absence and any other pertinent information within two days of the absence. Late notes will not be accepted as absences are automatically submitted to the state within 2 days of absences. The school can no longer excuse any absences with backdated notes.**

## Absences

Only the following reasons will be considered for excused absences: Illness of student, death or serious illness within the student's immediate family, official representative of school in school sponsored activity, special and recognized religious holidays regularly observed by persons of his or her faith, legal court summons not as a result of the student's misconduct, extenuating circumstances created by emergencies over which the family has no control as approved by the principal. Verification may be required from a doctor, official, or other source to justify absences.

## Unexcused Absence

Absences resulting from truancy, out of school suspension, or other reasons not cited above shall be classified as "unexcused."

## Tardiness

Instruction begins at 8:00 AM. Any student who enters school after that time must be accompanied by a parent or legal guardian to sign the tardy sheet in the main office.

Excused/Unexcused tardy students follow the same guidelines as absences.

A total of five unexcused tardies will equal one day unexcused absence. Five unexcused early check outs will also be equal to one day unexcused absence. If you check in from a doctor or dentist visit, you must present an excuse form from the doctor or dentist in order for the late check in to be excused. If you check out for a doctor or dentist appointment in the afternoon, an excuse form from the doctor or dentist must be turned in to the teacher the following morning in order for that early check out to be excused. If an excuse form is not received from the doctor or dentist office, the absence will be considered unexcused.

## Truancy

Unauthorized absence from school is considered truancy and will be treated as such. This includes absence from any class or activity during the school day for which the student is scheduled. Continued violations may lead to suspension with re-admittance only through the Superintendent and referral to Juvenile Court for possible prosecution of violation of the compulsory attendance law.

## Transportation

**Any changes to your child's transportation must be submitted in writing.**

Dismissal starts at 2:45 PM. Students must enter and exit through designated locations and know their daily way home.

## Car Riders

Unloading cars begins at 7:45 AM under teacher supervision, with all students entering the building through designated locations by that time. For safety, no one should cross the driveway or enter the parking lot except at the crosswalks. Students arriving after 8:01 AM are considered tardy and must enter with a parent through the front doors. Dismissal pickup starts at 2:45 PM, and parents must exit their vehicles and proceed to designated areas to pick up their children. Students should be picked up by 3:10 PM; if parents arrive later, they will be required to come inside to sign their child out. Please make every effort to arrive on time for pickup.

## Walkers & Bike Riders

Students who walk to and from school are expected to follow rules of safety both on and off the school campus. Crossing guards assist students crossing the street in the mornings and afternoons.

**Students who ride bicycles to and from school MUST wear helmets and follow all safety rules or risk**

**suspension of riding privileges.** Bike riders should cross the street with the crossing guards. Administration

reserves the right to withdraw bicycle privileges if students do not follow the policy/procedures or if the student's behavior poses a safety concern.

## **Bus Riders**

Bus transportation is offered to students living 1.5 miles or more from school. All students will ride the bus at some point, even for field trips. The bus is an extension of the school, so students must follow safety and behavior rules. Violations may lead to office referrals and loss of bus privileges. **Students must ride their assigned bus only and get on and off of the bus at their assigned stop.** Kindergarten and first grade students must be met at the bus stop by a responsible person (adult or older sibling).

## **BCS Bus Riding Rules**

- Observe the same conduct as in the classroom.
- Students may **only** ride the bus which serves their home address and may only board or get off the bus at their assigned stop.
- Students should be at their assigned bus stop 5-10 minutes before the scheduled pickup time.
- Cooperate with the driver. Students will board, depart, and cross the roadway as per instructions from the bus driver.
- Students must remain in their seat; aisles must be clear. Keep hands, feet, and head inside the bus at all times.
- Bus driver is authorized to assign seats.

- Be courteous, use no profane language.
- Keep the bus clean, do not eat or drink.
- Student will keep items on the bus with them.
- Backpack size is limited to one the student can pick up and hold in their lap.
- No food on the bus.
- Students must have cell phones, and other electronic equipment put away in backpacks.

## **Accessibility**

The school makes every effort to accommodate students with disabilities. The school building is designed to assure full accessibility at all entrances to the building as well as to restrooms and other areas.

## **School-Wide Discipline Plan**

At Altruria Elementary, we foster a safe and orderly environment where students behave respectfully and responsibly. Each student is accountable for their own conduct. School rules, taught and displayed throughout the building, guide behavior. Disciplinary actions follow Bartlett Board of Education policies and are administered fairly, preserving student dignity and self-esteem. RTI-B supports student behavior districtwide.

A student's conduct grade reflects behavior across all settings, including classrooms, cafeteria, art, music, PE, library, guidance, and during arrival and dismissal.

## School Rules

- Use hands, feet, objects, and unkind words to yourself.
- Respect yourself, others, and property.
- Listen and follow directions.
- Remain quiet in the hallways at all times, to respect others.
- Be respectful to all adults and students in the building.

## Rewards and Consequences

At Altruria Elementary, positive behavior is encouraged through praise, positive notes, phone calls, office visits, free time, extra privileges, homework passes, stickers, treats, and other rewards.

Consequences for misbehavior may include time out, lowered conduct grades, teacher notes or calls to parents, school service related to the offense, loss of privileges, office referrals, and suspensions (both in-school and out-of-school).

All disciplinary actions follow Bartlett Board of Education policies and are applied fairly to maintain a safe, respectful, and orderly learning environment. Students may be suspended or expelled from Bartlett City Schools in accordance with the regulations prescribed by the Bartlett City Board of Education and the laws of the state of Tennessee (TCA 49-6-3401). The principal and assistant principal have the authority to suspend or expel students from school in accordance with Bartlett City School Policy.

The infractions of school discipline in the Bartlett City Schools are listed in categories according to the seriousness of the offense. These categories are listed in the Bartlett City Student Handbook and the Bartlett City Policy and Procedures Manual. The BCS Student Handbook is provided to all students at the beginning of school. Students and parents should review this document carefully and keep it for future reference.

## Personal Possessions/Cell Phones (BCS Policy 6023)

The school provides no safeguards and assumes no responsibility for personal items brought to school by students. Due to the possibility of theft and disruption to the learning process, cell phones, radios, iPods, electronic toys, cards, games, balls, toys, etc. are encouraged to remain at home. Unauthorized use or improper storage of a device may result in confiscation until such time as the device may be released to the student's parent or guardian.

**Any items not picked up by the parents at the end of the school year will be donated.**

## Harassment, Intimidation, Bullying (BCS Policy 6022)

All Bartlett City Schools strive for a learning environment for students free from sexual, racial, ethnic, and religious harassment, intimidation or bullying. It is a violation of BCS policy for any employee or any student to harass a student through disparaging conduct or

communication that is sexual, racial, ethnic, or religious in nature.

Guidelines related to this policy are available in the Bartlett City Schools Policy and Procedures Manual online. If a student feels that this has occurred, he/she should report the incident to a teacher, counselor, or administrator. The incident will be investigated by the administration and/or school counselor. After completion of the investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action will be initiated. A school representative will advise the student making the complaint and his/her parents the findings of the investigation and whether corrective and/or disciplinary action has occurred. Findings will also be given to parents in writing.

### **School Pride**

At Altruria Elementary, every student is expected to help keep our school clean and welcoming. This includes maintaining tidy grounds, hallways, classrooms, restrooms, desks, and the cafeteria. By working together, we ensure our school remains a place we can all be proud of. Throughout the year, students will take part in programs that support this goal. **If a student damages school property, parents are responsible for any costs incurred for repair or replacement.**

### **School Assemblies and Programs**

Attendance at Bartlett City School events is a privilege. Students are expected to listen and show respect to all performers and speakers, be welcoming to all guests, react politely by not booing, stomping or making disrespectful noises, and exit quietly in an orderly way.

### **Calendar**

The school calendar is created in May, some events may change, but only if necessary. Monthly lunch menus and lunch schedules can be found online.

### **Before/After School Care**

The YMCA of Memphis and the Mid-South provides before and after school care on our campus from 6:30 A.M. until school begins and from dismissal until 6:00 P.M. when school is in session. YMCA is not provided when school closes due to inclement weather, and those students must be picked up at the early dismissal time. Any discipline issues arising at YMCA should be addressed with the YMCA staff. YMCA of Memphis and the Mid-South contact information is below-  
Phone: 901-505-0959  
Website: [ymcamemphis.org](http://ymcamemphis.org)  
(Find more information and register online).

**PLEASE SIGN AND RETURN THIS TO YOUR  
CHILD'S TEACHER**

I have received, read, and understand the policies, procedures, and rules explained.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher Verification: \_\_\_\_\_

Date: \_\_\_\_\_