



Student and Parent Handbook

2025-2026

Principal- Michelle Bardos

Assistant Principal- Gina Bennett

Assistant Principal- Shane Inman

School website- <https://ees.bartlettschools.org>

Bartlett City School website- <https://bartlettschools.org>

Private Facebook Group- <https://www.facebook.com/share/g/14qCfmvYeV/>

Ellendale Elementary School
6950 Dawnhill Rd, Bartlett, TN 38135
Phone- 901-373-2636

Ellendale Staff Information:

Principal.....	Michelle Bardos	mbardos@bartlettschools.org
Assistant Principal.....	Gina Bennett	gbennett@bartlettschools.org
Assistant Principal.....	Shane Inman	dinman@bartlettschools.org
Instructional Facilitator.....	Sherrie Johnson	sjohnson@bartlettschools.org
School Counselor.....	Elaine Johnson	ejohnson@bartlettschools.org
Attendance Operator.....	Julie Lott	jlott@bartlettschools.org
SPED Clerical.....	Becky Sykes	rsykes@bartlettschools.org
Finance Secretary.....	Heather Pendino	hpendino@bartlettschools.org
Receptionist.....	Alisabeth Wilson	lwilson@bartlettschools.org
SRO.....	Ashley Bryant	abryant@cityofbartlett.org
School Social Worker.....	Wendi Stec	wstec@bartlettschools.org

Welcome to Ellendale Elementary School!

We are thrilled to have you join our family for the 2025-2026 school year. The Ellendale Student and Parent Handbook provides important information regarding our programs and services, as well as our policies and procedures. Please take the time to review and discuss the contents of this handbook with your child.

Arrival and Dismissal:

The school day begins at 8AM. Students arriving after this time are considered tardy and must be signed in at the front office by an adult. The doors to the building open for students at 7:45AM. Students will not be supervised prior to this time, except for those attending YCARE or a before-school sponsored activity. School ends at 3PM. Dismissal for walkers begins at 2:50 and the car line will begin at 2:55, once all walkers have left campus.

Bike/Scooter Riders:

All bikes/scooters should be dismounted and walked on and off campus. They should be secured at a bike rack with a lock.

Bus Riders:

Bus riders must follow all bus rules. Per Board Policy #6039, students may not ride any bus other than their assigned one and they may only exit at their assigned stop.

Car Riders:

All car riders must be dropped off and picked up in the car line that flows into the parking lot facing Luther. Cars may not park in the teacher parking lot (facing Luther) or in the front visitor lot (facing Dawnhill) to drop off or pick up their student. All cars in the car line must have a car tag, provided by the school. All students must exit and enter their vehicles on the sidewalk side of the car line. School staff will supervise and assist with car line protocol.

Check-outs:

To ensure a safe dismissal for all of our students, we ask for no check-outs or transportation changes after 2:30 pm.

Release of Students to Appropriate Parties:

Students will only be released to individuals that are identified as the guardians or are authorized for pick up in PowerSchool. If someone else is checking out your child, we must receive this information from you in writing. IDs are required for anyone to check out a student. For security reasons, please keep dismissal as consistent as possible.

Walkers:

All walkers must stay on the sidewalk and are to enter the building either through the cafeteria or the annex. A staff member will be present at each point of entry. During dismissal, walkers will be escorted by a teacher to their designated exits. 2nd and 3rd grade will exit the building using the annex doors facing Dawnhill Road. Kindergarten and 1st grade walkers will exit out the front doors. Kindergarten and 1st grade students will not be dismissed without the presence of an older sibling or an adult. 4th and 5th grade walkers will exit out of their hallway exit door. Walkers and bike riders must cross the street with a crossing guard. Students will not be allowed back on campus once they left for the day.

Attendance:

We ask that punctual attendance to be a priority for your family. However, we do understand that illness and emergencies happen. When a student is absent from school, the parent should send an email to our attendance operator, Mrs. Julie Lott, at jlott@bartlettschools.org. Please provide the date(s) absent and the reason(s) for the absence. Be sure to include the child's first and last name and the teacher's name on the note or email. If a note or email is not received within 2 days of returning to school, the absence is recorded as unexcused. After a student has 10 absences, a doctor's note must be provided for any absences to be excused. Please refer to BCS Policy 6047 for a full explanation of attendance protocols.

Birthday Treats/Party Invitations:

Birthday treats should be arranged in advance with the teacher. All treats sent to school must be store-bought with all ingredients posted on the package. Birthday party invitations must include all students in the class to be passed out at school.

Breakfast:

Breakfast will be served each morning. The cost of breakfast is \$1.75. For those students who qualify for reduced breakfast, the cost is \$0.30. Payments can be made in advance. You are encouraged to set up an account through LINQConnect at <https://www.LINQConnect.com> and pay online. Breakfast is served from 7:45 – 8:00 a.m.

The only students who will eat free breakfast this year are those who qualify based on their approved free/reduced lunch application for the 25-26 School Year. The application link for free/reduced meals is: <https://linqconnect.com>

Bullying/Conflict:

Ellendale takes allegations of bullying seriously. What we have found is that many times when these allegations are made, bullying is not taking place, it's conflict between the students. To report alleged instances of bullying, students or parents need to first make the teacher aware or contact our school counselor – Ms. Elaine Johnson.

Communication with School:

Effective communication between the school and home is vital to the successful academic, emotional and social well-being of students. To keep parents informed, the school will utilize weekly principal emails, teacher emails, our school website, social media pages, the agenda book, telephone calls, PowerSchool, and parent conferences.

We ask that all parents reach out via email to the teacher, as email is checked throughout the day. If you call or email a teacher, please allow 24 hours for the call to be returned. If you need to reach someone sooner, call the school at 901-373-2636. The district sets 2 parent conference nights, 1 per semester; however, teachers will gladly schedule conferences with parents, as needed. If you need to change how your child will be going home, please email our Receptionist, Mrs. Wilson, at lwilson@bartlettschools.org before 2:00 pm.

Parent Concerns:

When parents have questions or concerns about Ellendale, we want to know. We are glad to listen to all parental concerns. If you have concerns that you would like to share, you may contact your child's teacher through email, written note, phone call, or agenda book.

Please:

1. Talk with the teacher first. Most concerns can be addressed through a conversation with the teacher.
2. Talk to the administrator assigned to that grade level: Mr. Inman K-2, Mrs. Bennett 3-5
3. Ask for a conference with the teacher, Assistant Principals, and/or Principal.

Dress Code:

Students' attire should be clean, neat and appropriate for a safe learning environment. Apparel or appearance that tends to draw attention to an individual rather than to a learning environment should be avoided.

Ellendale adheres to the guidelines set forth by the BCS Policy. (BCS Policy #6040). Students may not wear pants or shorts that show skin above mid-thigh, this includes pants with holes.

The school administration reserves the right to determine whether the student's attire and appearance are within the acceptable limits. In matters of opinion, the judgement of the principal/designee shall prevail.

Emergency Drills:

We will practice the following emergency drills throughout the school year: Fire, Soft Lockdown, Lockdown, Get Inside, Shelter-in-Place, Drop, Cover, and Hold, Evacuation, Room Clear.

Food Deliveries for Students:

Bartlett City Schools will not allow outside food deliveries from any company for students while in the care of Bartlett City Schools. *Examples of food delivery services (not limited to): Door Dash, Uber Eats, Chick-fil-A Delivery, Etc.*

Report Cards and Interim Reports:

Interim Reports and Report Cards will be issued each nine weeks. During the fifth week of the nine-week period, an Interim Report will be available in PowerSchool Parent Portal. The purpose of the Interim is to let parents know how students are doing in school. Review the Interim with your child and contact the teacher if there are any questions. Report cards are available in the PowerSchool Parent Portal at the end of the nine-week period. We encourage parents to check grades throughout the nine weeks using the PowerSchool Parent Portal. For issues in accessing PowerSchool Parent Portal, please reach out to Mrs. Lott

jlott@bartlettschools.org.

Grading Scale (Grades 1st-5th)

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

The kindergarten report card is based on skills mastery.

Health Guidelines and Medications:

Our school is staffed with a full-time nurse. Our goal is to keep your children and the school environment as safe and healthy as possible. Students must stay at home for 24 hours if they have one or more of the following symptoms in the past 24 hours:

* Diarrhea/Vomiting

* Lethargy

* Ringworm

* Severe sore throat

* Pink Eye

* Skin Rash

* Communicable disease

* Fever of 100° or higher

If a student becomes ill during school hours, our school nurse will assess the child's well-being and notify parents if it is necessary, i.e. if contagious, or feels too sick to stay at school. In the event a parent cannot be reached, it is imperative that the names and numbers of other family members or friends who may be contacted are accessible through PowerSchool. For more in-depth info refer to BCS Student Health Guidelines on the BCS website.

Honor Roll/Awards:

Principal's Honor Roll: All A's and E's in behavior.

Teacher's Honor Roll: No "N" or "U" in any class for the nine weeks. All A's and B's.

Citizenship: All E's in conduct.

End of year awards will be given to those students that have maintained honor roll all year.

Medications:

The school administers medication only when necessary and only under the conditions in the Bartlett City Schools Policy Manual. (Policy # 6011) For the proper protocol for the administration of any medication at school refer to BCS Policy Manual. Medicine is not to be brought to the school by the students. If students require medication throughout the day, this must be handled through the school nurse.

Inclement Weather/ Emergency Dismissal Plan:

In the event school is dismissed due to inclement weather or other emergency situations, the school will follow procedures and take appropriate actions that are in the best interest of the students. Tune in to local television stations or check the Bartlett City Schools' website for information on school closings. This is the quickest way to get information. You will also receive automated calls and emails with updates and information if you are signed up for this service. Y-Care and all other after school activities are canceled when there is an early school dismissal. School personnel will rely on contact information on file with the school to communicate with parents in an emergency. It is crucial to notify the school when a phone number previously provided to the school has changed. All families should have an "Early Dismissal Plan" in case of early closures.

Instructional Fee:

All students are requested to pay a \$25 student fee for the 25-26 school year. Instructional materials and student supplies will be purchased with these funds.

Lunch:

The cost of student lunch is \$3.00 for a full meal. Reduced lunch price meals are \$0.40. Payments can be made in advance. You are encouraged to set up an account through LINQConnect at <https://www.LINQConnect.com> and pay online. Snacks are not included in the price of lunch and will be extra. Please monitor your child's lunch account to ensure they have money each day. Students who do not have lunch may be allowed to charge lunch. A la carte items are not permissible when a student has charged a lunch. Repayment is required. The only students who will eat free lunch this year are those who qualify based on their approved free/reduced lunch application for the 25-26 School Year. The application link for free/reduced meals is: <https://linqconnect.com>

Parent Teacher Organization:

Ellendale Elementary has an active PTO. Please help support our school by joining our PTO. All funds will remain at Ellendale and will be used for our students and teachers. For information on how to be involved please contact the PTO at ellendalepto@gmail.com.

Parent Volunteers:

When you volunteer at your child's school, you're doing more than just lending a hand—you're showing your child that their school life matters to you. Whether it's helping out at a class party, cheering on field day, or

organizing a fun event, your time and energy make a big difference. Children love seeing their parents involved, and it helps build a stronger, happier school community for everyone. No matter how big or small the task, your support means the world! To be an Ellendale volunteer, see Mrs. Wilson at the front desk for more information.

Personal Items:

Please write your child's name on coats, hats, sweaters, purses, lunch boxes, water bottles, etc. If your child is missing a garment or item, have him or her check in the Lost and Found. Unclaimed items will be donated to a local charity at the end of each semester.

Water Bottles:

All student water bottles must be closed without open straws on top. Students should only have water in their water bottles.

Physical Education:

Our PE program increases endurance, strength, and coordination. Athletic shoes or tennis shoes are required for participation. A doctor's excuse is needed if students cannot participate. All students will have P.E. twice a week for the 2025-2026 school year.

RTI²:

Ellendale Elementary is committed to having all students succeed. We have many ways to help children who are struggling to learn and who need additional supports to be successful. Response to Instruction and Intervention is one form of support. For more information, go to

<https://www.bartlettschools.org/departments/teaching-learning/rti2>

School Breakfast and Lunch Program:

The cafeteria serves breakfast and lunch daily. Payments can be made in advance. You are encouraged to set up an account through LINQConnect at <https://www.LINQConnect.com> and pay online.

Breakfast is available for all students before school beginning at 7:45 AM. Students eating breakfast must enter through the cafeteria doors. Only late bus riders will be allowed to receive breakfast after 8AM.

We welcome you to join your child for lunch. Please be reminded that other classmates will not be permitted to join your child at the parent table. We are requesting that parents not come to lunch until the Tuesday after Labor Day, thus giving us time to get the lunch schedule and expectations in place. Also, we request that parents not come during TCAP testing. Please be aware that lunch schedules may be altered because of a program or other special activity. All parents are to sit at the designated parent tables during lunch. Please no photos or videos of other students while you are visiting for lunch.

School Programs/Clubs:

Ellendale offers a variety of extra-curricular activities and clubs during the year to help develop a well-rounded individual and to encourage involvement in our school. All students will have an opportunity to participate in a club of their choice during school hours for the 25-26 school year.

School Technology:

Students are expected to adhere to the guidelines and expectations set forth in the Acceptable Use Agreement for technology. When students fail to use their device appropriately, the teachers will take corrective action including warnings or collecting the student's device during class time. If a student is found to have damaged a device, the appropriate fee will be assessed.

Security:

During the school day all exterior building doors are kept locked for the safety of our students and staff. After 8:00 a.m. all students are required to exit and enter through the front entrance doors. All building visitors are required to sign in at the main office and receive a visitor's badge. All staff members possess BCS identification badges.

Students should never open doors for visitors. They should alert the teacher immediately if someone is trying to enter the building.

Student Behavior:

We have 4 basic school rules: Be Respectful, Be Responsible, Be Safe, Be Prepared. If a student is struggling with any of these rules, staff will always use positive reinforcement and redirection to help the student remember our rules. If the misbehavior continues or heightens, the behavior will be documented, and parents will be contacted. Some situations will require administration intervention. Possible consequences, depending on the situation, may be a conference, a guidance referral, time-out, supervised study, in-school suspension, and out-of-school suspension. Students will be given an opportunity to complete all class assignments during ISS and turn them in for a grade. Misbehavior in ISS or failure to complete ISS assignments may result in additional consequences including extended time in ISS up to OSS.

Rewards for positive behavior will include: Fun Friday, Rewards Room, and Extra Recess for example. Students attending Ellendale on a transfer must uphold the transfer contract guidelines, which are strictly enforced. We follow the Capturing Kids Hearts program for building positive relationships with our students

<https://capturingkidshearts.org>.

Tardies:

School hours are from 8:00AM-3:00PM. Students may arrive at 7:45AM for breakfast and unless they are here for Y-CARE, no student should be on campus before 7:45AM. Instruction begins at 8:00 am every day. Students who enter the building after 8:00 must be accompanied by an adult and check in at the office. Students are considered tardy if they arrive after 8AM. 5 unexcused tardies will result in an Unexcused Absence and count towards truancy. Students attending Ellendale on a transfer must uphold the attendance contract guidelines, which are strictly enforced.

Telephone Calls/Student Cell Phones:

School telephones are not available for student use unless there is an emergency or sickness. Please make sure your child has lunch money, homework, etc. each day. Also, make certain that your child knows how to get home daily. This minimizes classroom interruptions and helps to develop student responsibility and organization. Please remember to call, send in a note, or send an email if there is a change in your child's transportation.

Students are not allowed to have cell phones on their person at school or school events. All cell phones must be turned off and placed in their backpack. See BCS Policy #6023.

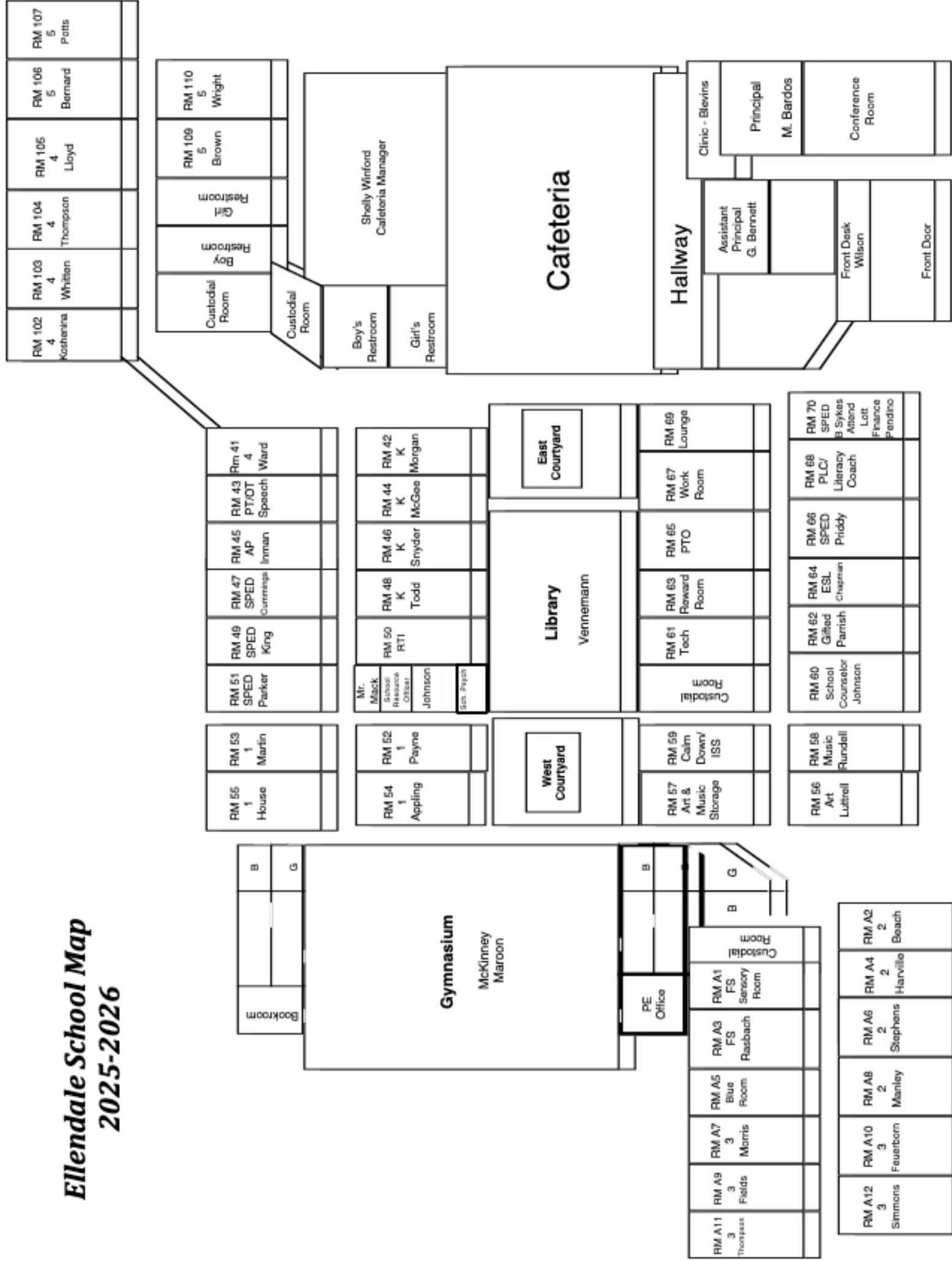
Truancy:

Your child is expected to be present at school. When your child is out, an excuse note must be provided within 2 school days of their return. When your child obtains 3 Unexcused Absences, the Truancy process begins. An Attendance Contract meeting will be required after 5 Unexcused absences. Continued Truancy after that may result in: Involvement of Student Services, Loss of Transfer (if applicable), and/or Referral to Juvenile Court. To avoid this, please email all notes to Mrs. Lott jlott@bartlettschools.org within 2 days of returning to school.

Visitors:

Parents, guardians, and other members of the community are always welcome at our school. For safety reasons, we require all visitors to sign in at the office upon arrival to obtain a visitor's pass. You will be required to show a valid driver's license or ID. All visitors should visibly display an Ellendale visitor's badge throughout their visit. Students/Parents are not allowed in classrooms before/during/after school without an administrator or teacher present. All school personnel are instructed to stop anyone in the building without a visitor's badge. The school is committed to a safe campus without interruption of the instructional process. Visitor parking is available in the front parking lot (located on Dawnhill Road).

Ellendale School Map 2025-2026





BEAR PLEDGE

I will be respectful at all times, by treating others the way I want to be treated.

I will be responsible with my belongings and my school work.

I will do my best to be safe and keep others around me safe.

I will be prepared when I come to school and when my teacher is ready to teach.