



Richland Elementary School

Reaching Every Student

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Student Agreement to Comply Statement

I understand that computer, network, and internet use in Giles County Schools is a privilege and not a right and that my use of this privilege may be revoked at any time for any reason. As a condition of my use of the computers, networks, and Internet, I will abide by the above Terms and Conditions for Technology/Internet Use at Giles County Schools, and by any future terms or conditions that may be developed. I understand disciplinary action will be taken if I am found abusing my computer, network, or Internet privileges.

Additionally,

I understand that Giles County Schools will provide computer, network, and Internet access, for educational purposes only, to qualified students, teachers, administrators, and staff through its individual schools.

Giles County School System does not condone and specifically forbids the unauthorized duplication of software.

I will abide by copyright law.

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According to U.S. copyright law, unauthorized reproduction of software is a federal offense. Offenders can be subject to civil damages of as much as \$100,000 per title copied, criminal penalties, including fines up to \$250,000 per work copied, and imprisonment up to five (5) years per title copied.

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User signature: _____

Date: _____

As a student of Richland Elementary School, I understand the policies outlined in this handbook and understand that it is my responsibility to be aware of and follow all school policies at all times.

Signature of student: _____

Signature of parent/guardian: _____

Date: _____

School Policies for Students

1. We take great pride in our beautiful school building at Richland Elementary. It is your responsibility as a student to take pride in your school and help maintain the beauty of the school as it is. Any student found damaging the building will be subject to disciplinary action.
2. School starts promptly at **7:55 a.m.** Any student who arrives after this time should go to the office to obtain a permission slip to enter class. An adult should accompany the child to the office to properly sign in the student.
3. Any student who leaves the building before 3:00 p.m. must be signed out in the office by a parent or guardian. Due to the large number of parents who wait in the car line, you will not be able to sign your child out after 2:30. You will need to go through the car line and pick up your child at the gym doors.
4. Students will be counted absent for the entire school day if they are not at school for 3 hours and 15 minutes during the day. Excessive tardiness and absenteeism will be reported to the attendance supervisor. Early sign out will count against attendance.
5. A student should have a WRITTEN EXCUSE any time he/she is absent from school. The teacher should be notified if the student will be absent for several days at a time. Classroom discussion is used to help determine the final grades and since the dialogue that takes place between the teacher and the students cannot be duplicated, attendance for the entire day is important.
6. If toys are brought to school, they should be appropriate and played with only during free play. NO TOY GUNS OR TOY WEAPONS ARE TO BE BROUGHT TO SCHOOL.
7. The chewing of gum is not allowed at any time.
8. For safety and order, there will be no running in the halls. Students should also be reasonably quiet in the halls.
9. Foul language and the drawing of indecent pictures are not acceptable.
10. The throwing of rocks, dirt, sticks or any other object is prohibited.
11. Knives, guns, liquor and abusive drugs will not be tolerated on school property and any student guilty of this will be subject to dismissal from school.
12. Fighting is not appropriate at any time. Since play-fighting often leads to real fighting, it will be discouraged and dealt with as fighting.
13. Students are not allowed to place any stickers, to write, or draw on Chromebooks. Any student placing a sticker and/or defacing his/her Chromebook in any matter will be subject to disciplinary action.

Greetings from the Principal

Dear Parents and Students,

Hello! My name is Dr. Bethany Farrier, and I am ecstatic to be a part of the Raider Family. As a resident of the Richland community for the past 10 years, I am thrilled to serve the community in this capacity. Throughout my career in education, fostering pathways to success for all students has been — and remains—my passion. I look forward to getting to know each of you.

The faculty and staff of Richland Elementary School extend our warmest welcome to you and your child. We are excited to have your student(s) at RES, and we are looking forward to a wonderful school year. RES serves students in grades pre-Kindergarten through fifth grade. Our mission is to reach all of our students academically and socially in a safe and supportive environment.

As parents and guardians, your role in your child's education is paramount. Our faculty and staff want to work alongside you to help your child(ren) reach their full potential. Please take time to review the rules and policies in this handbook with your child(ren). This handbook contains vitally important information regarding the function of our school.

During the school year, if you have any concerns regarding your child, please reach out to your child's teacher by email or through the School Status app. If you have any administrative concerns, please contact me by email or phone to schedule an appointment. Due to the high volume of meetings held daily for various educational and administrative purposes, I respectfully request that all parent meetings be scheduled in advance.

Go Raiders!

Sincerely,

Dr. Bethany Farrier

Principal, Richland Elementary School

bfarrier@gcboe.us

Phone: (931) 527 - 0663

Fax: (931) 527 - 3279

Richland Elementary School Mission Statement

The mission of Richland Elementary School is to reach every student both academically and socially in a safe environment.

Richland Elementary School Beliefs

Reaching Every Student requires...

- Providing opportunities for perseverance in a caring, creative, positive environment.
- All teachers provide student-centered instruction.
- A partnership of communication between school, family, and community stakeholders.
- High expectations that promote a daily quest for excellence.
- Data-driven, research-based instruction designed to meet the individual needs of our students.
- A safe, clean, and healthy environment in which students will thrive.

allowed. Water bottles must be clearly labeled with the student's name. Students are allowed to refill their water bottles at times appointed by their teacher. During instructional times, students are to keep their water bottles in their cubbies or backpacks.

Withdrawal of Students

The school should be notified at least two (2) days in advance of a student's impending withdrawal. The student will receive a withdrawal form and instructions from the office. All textbooks, library books, lunch payments, and fines must be cleared before the student secures a transfer record to another school.

Zero Tolerance Policy

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated on school grounds at any time or off school grounds at school-sponsored events: possession of a dangerous weapons or firearms, possession of any controlled substance or legend drug, or committing battery upon any teacher, principal, administrator, any employee of the school, or the school resource officer. Any of these offenses result in expulsion for a period not less than one calendar year. The director of schools has the authority to modify the expulsion on a case-by-case basis.

Student Directory Information Procedures

Student directory information is restricted under FERPA guidelines. If you do not want the Giles County School System to disclose the types of information designated below as directory information from your student's education records without your prior written consent, you must notify your student's school in writing within two (2) weeks of receipt of notification of these provisions. The designation shall remain in effect until said student changes schools or until it is modified by the written direction of the student's parent(s) or legal guardian(s).

The GCSS has designated the following information as directory information:

- Student's name
- Student's address
- Telephone listing
- Major field of study
- Dates of attendance
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received

Student directory information for 11th and 12th grade students shall be made available upon request to persons or groups that make students aware of occupational and educational options, including official recruiting representatives of the military forces of the state or the United States, unless otherwise stipulated by the parent(s), legal guardian(s), or eligible student.

school property or at school functions. A student in violation of this policy is subject to disciplinary action.

The following disciplinary procedures may be taken when a student is found to be in violation of this procedure:

- The principal or designee will take the cell phone or device and keep it until the end of the school day. The parent/guardian or student will be able to pick up the phone or device at the end of the school day. Return of the phone will be documented by the student's signature of receipt. Upon additional violations, the principal may add additional disciplinary actions.

Any student who refuses to relinquish his/her phone will be subject to a five day suspension from school.

If other disciplinary offenses occur related to cellular phone usage (i.e., cheating), the student will be subject to additional disciplinary action.

The student who possesses a cellular phone shall assume responsibility for its care. At no time shall the school or school system be responsible for preventing theft, loss or damage to cell phones brought onto school property.

Visitors

Parents and guests are welcome to visit the school during lunch and designated activities (limited during times of high illness). **We require that ALL VISITORS sign in at the office upon entry into the building and receive a visitor's pass. All visitors must present their driver's license in order to be scanned into the Visitor Monitoring System.** All parents who wish to talk with a teacher need to make an appointment to do so during the teacher's planning time to avoid disturbing the classroom. You are welcome to visit and eat lunch with your child, but we ask you to please wait for your child in the lobby rather than disrupting the class. Parents are not allowed to accompany their child back to their room.

Volunteers

Volunteer work is encouraged. Volunteers have talents and abilities that strengthen the educational process of our children. You are encouraged to participate in the program. If you are interested in serving as a volunteer, please contact Dr. Farrier or Dr. Pinson by calling the main office. All volunteers are required to wear an identifying name tag for the duration of time they are on campus and are required to sign in at the main office. Teachers may assign volunteers certain areas of the building in which to work.

Water Bottles & Refill Stations

All students are allowed to bring a refillable water container to school. These containers should be of a clear or transparent color and made of plastic. No metal containers or glass containers are

Richland Elementary Office Staff

Beth Jones - School Secretary (bjones@gcboe.us)

Anna Cunningham - Bookkeeper (acunningham@gcboe.us)

Jarred Hasting, School Resource Officer (jhasting@gcboe.us)

Jennifer Hood, School Counselor & 504 Coordinator (jhood@gcboe.us)

Mary Jane Pinson, Assistant Principal (mpinson@gcboe.us)

Bethany Farrier, Principal (bfarrier@gcboe.us)

Phone Numbers of Interest

Director of Schools, Dr. Vickie Beard – (931) 363-4558

Transportation Department (Bus Garage) - (931) 363-4598

Richland Elementary School Office – (931) 527-0663

Richland Elementary Cafeteria, Kim Adams – (931) 347-0175

Richland Elementary School Fax – (931) 527-3279

Richland Middle/High School – (931) 527-3577

2025/26 Academic Calendar

Giles County Schools

July 2025							August 2025							September 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	Sa
		1	2	3	4	5					1	2	1	2	3	4	5	6		
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													

October 2025							November 2025							December 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	Sa	S	M	T	W	T	F	S
			1	2	3	4						1	1	2	3	4	5	6		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

January 2026							February 2026							March 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				

April 2026							May 2026							June 2026						
S	M	T	W	T	F	Sa	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4					1	2	1	2	3	4	5	6		
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

*Pending TOOE Approval
 Calendar Summary: 180 Instructional Days*, 5 In-service Days, 3 BOE Discretionary Days (Teacher Work Days), 2 Teacher Parent Conference Days, 10 paid Vacation Days. *In accordance with TCA 49-6-3004: 176 student contact days plus four (4) days due to the seven-hour daily schedule. Under this calendar, Giles County Schools may cancel up to nine (9) instructional days due to inclement weather or serious outbreaks of illness before any makeup days are required.

Legend: In service days: ■ PIT Conference ■ Teacher Work Day ■ School Holidays ■ PID Days ■

Students Contact Days: ■

- not** do so at the **front door**. Cars will enter by way of the south drive and continue across the front parking lot into the gym parking lot. They will pick up/drop off at the gym doors and then exit by the paved drive. **Buses will always have the right of way over cars.**
- In the afternoons, students will be called as follows: **First**, car riders will be called to the gym to begin loading. **Second**, first bus riders will be called to the bus ramp. **Finally**, second bus riders will be called to the bus ramp.
 - Any car picking up a child must have the student's car rider tag number prominently displayed in the front windshield of the car.** If, for some reason, the car does not have this tag, the driver will be asked to park and go into the office to verify that permission has been given to pick up that child. All families are given two car tags at the beginning of the year. Additional tags will cost \$0.50.
 - No car riders will load from the front door of the building in the afternoons.** All car riders will exit the building from the gym. No one will be allowed to exit his/her vehicle when in the car rider line. Teachers outside the building will use their walkie-talkies to communicate with those inside the building to locate children by using their assigned car rider numbers.
 - Students **cannot** be dropped off in the mornings before 7:15 AM. No staff member is on duty to monitor students before 7:15 AM. Students cannot be picked up after 2:30 P.M. If your child has an appointment or needs to leave early for any reason, please pick him/her up by 2:30 P.M.
 - Please remember that all school zones are **HANDS FREE CELL PHONE ZONES**. Citations may be issued by a law enforcement officer for violating this state law.

TRANSPORTATION CHANGES

Due to the high number of transportation changes that we receive on a daily basis, we require **all transportation changes to be submitted in writing by a handwritten note or by email to our School Secretary** (bjones@gcboe.us). **Transportation changes must be received by no later than 2:00 P.M.** In addition, if your child's transportation changes on a weekly or daily basis, this must be communicated to your child's teacher through a handwritten note, an email, or a message on School Status (**No Exceptions**). Our goal is to always get your child home safely and by the correct method. We appreciate your assistance and cooperation in this matter.

Use of Personal Communication and Electronic Devices

Possession of a cellular telephone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. At the discretion of the principal or his/her designee, a student may be granted permission to use a personal communication device.

Student cell phones and electronic devices (mp3 players, iPads, tablets, smart watches, etc.) must be off when on the school bus. They must also be turned off in the school buildings upon arrival in the building. Phones are not to be used on buses unless given permission by the driver in the event of an emergency.

Use of cameras on personal communication devices during school hours is strictly prohibited on

cooperatively with the school to enhance the school's programs. The following businesses have made generous contributions to the school in the past and we would like to thank them for all they do for the students: Roger's Group, Frito Lay, Adient, and Valley Packaging. These businesses have provided monetary assistance or supplies for many of the school's programs and projects.

Special School Services

School-wide TITLE - Title I is a federally funded program that offers students extra help in reading and or math. Funding from Title I allows for us to have interventionists who are able to provide students with direct services based on our tri-yearly benchmark testing.

Special Education

The special education program provides direct services for students with identified disabilities according to the criteria set forth by the State of Tennessee Department of Education. If you have concerns or suspect your child may have a disability that impacts his/her learning, please notify his/her teacher.

Speech and Language Services

Speech and language services are provided to qualifying students as part of the special education program. To qualify for speech and language services, a student must be identified through a formal evaluation process.

Title IX Compliance Statement

The purpose of Title IX is to ensure that no person in the United States shall, on this basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal assistance.

In compliance with the framework and substance of the Title IX Act of 1972, the Giles County School System has adopted policies which ensure that the Board and/or schools they govern shall not discriminate in its educational programs or employment practices.

Transportation:

Traffic Plans for Richland Elementary School

1. Buses will load & unload at the rear of the building, and the students will remain in their classrooms until they are dismissed by the teacher. **Students that are dropped off in the mornings will unload five cars at a time.** Students **should not** be dropped off at the front door. If a parent chooses to walk a student into the building, the parent **must** sign in at the office with their driver's license.
2. Parents picking up children in the afternoons or dropping them off in the mornings, **will**

2025-2026 Giles County Schools Calendar
Pending TDOE Approval

July 24 (Thursday)	First Day for Teachers-In-Service - General Sessions
July 25 (Friday)	In-Service Day
July 28-30(Monday-Wednesday)	In-Service Day
July 31 (Thursday)	Teacher Work Day (Discretionary Day)
August 1 (Friday)	Student Registration (Full Day of school)
September 1 (Monday)	Labor Day-Holiday
September 3 (Wednesday)	Progress Reports
October 3 (Friday)	End of First 9-weeks Grading Period (44 days)
October 6-10(Monday-Friday)	FALL BREAK
October 16 (Thursday)	Report Cards Due for First 9-weeks Grading Period
October 23(Thursday)	Parent/Teacher Conference (students dismiss at 2:00)
October 23(Thursday)	Parent/Teacher Conference 2:30-6:30
November 10 (Monday)	Professional Development Day (Stockpile Day) (Student Holiday)
November 11 (Tuesday)	VETERANS DAY HOLIDAY (Observed)
November 12 (Wednesday)	Progress Reports
November 24-28	THANKSGIVING HOLIDAYS
December 19(Friday)	End of Second 9-weeks Grading Period (46 days) (Abbreviated Day)
December 22-January 1	CHRISTMAS/NEW YEARS HOLIDAY (9 days)
January 2 (Friday)	Teacher Work Day (Discretionary Day) (Student Holiday)
January 5 (Monday)	First Day of Second Semester for Students
January 8 (Thursday)	Report Cards Due for Second 9-weeks Grading Period
January 16 (Friday)	Professional Development (Stockpiled Day) (Student Holiday)
January 19 (Monday)	MARTIN LUTHER KING, JR DAY HOLIDAY
February 11 (Wednesday)	Progress Reports
February 16 (Monday)	PRESIDENTS' DAY HOLIDAY
March 12(Thursday)	Half Day Instructional (students dismiss at 11:30)
March 12(Thursday)	Parent/Teacher Conference 12:30-6:30
March 13 (Friday)	End of Third 9-weeks Grading Period (47 days)
March 13, (Friday)	Professional Development Day (Stockpile Day) Student Holiday)
March 16-20 (Monday-Friday)	SPRING BREAK
March 25 (Wednesday)	Report Cards due for Third 9-weeks Grading Period
April 3 (Friday)	GOOD FRIDAY HOLIDAY
April 15 (Wednesday)	Progress Reports
May 5 (Tuesday)	Professional Development Day (Stockpile Day) Student Holiday)
May 21(Thursday)	Teacher Work Day (Discretionary) (Student Holiday)
	Giles County High School Graduation
May 22(Friday)	Last Day of school (abbreviated day) End of 4 th 9-weeks Grading Period (43 Days) Pick up Report Cards
	Richland High School Graduation
May 25 (Monday)	Memorial Day Holiday

Calendar Summary

- 176 Student Contact Days (excludes four (4) stockpiled days earned through extended hours)
- 5 Scheduled In-Service Days
- 4 Professional Development Days (Stockpiled Days)
- 2 Teacher-Parent Conference Days
- 3 Discretionary Days (Teacher Work Days)
- 10 Vacation Days
- 200 Days Total for Teachers

Under this calendar Giles County Schools may cancel up to nine (9) instructional days due to inclement weather or serious outbreaks of illness before any makeup days are required.

Anonymous Reporting

(931) 363 - 3505 - Call 24 hours a day, 7 days a week to anonymously report acts of violence, selling of drugs, possession of weapons, or acts of vandalism.

Attendance

Attendance Policy: 6.200

The education of your child is of the highest importance. Learning is hindered when students are absent or arrive late or need to leave early. Please have your child at school and on time. If it is necessary for your child to miss school, please notify the office before 8:00 a.m. that morning.

Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include:

1. Personal Illness; Injury, Hospitalization, Homebound
 - a. Only five (5) days, whether consecutive or not, can be excused by a parent note;
 - b. All absences due to an illness must be accompanied by a medical note.
 - c. After a student has five (5) days, not necessarily consecutive, of illness related absences excused by a parent note, or urgent care facility; any future illness related absence must have a medical note stating that the absence is medically necessary.
 - d. All parent and medical notes must be turned into the school within five (5) days of the student returning to school.

Parents are responsible for ensuring notes are turned into the school.

2. School sponsored activities. This includes any absence occurring as a direct result of a class, school club, or other activity integrally related to the school goals of increasing the student's abilities in a variety of ways, including leadership capacity, and physical, intellectual, or skills development.
3. Required in-court appearances
4. Extreme weather conditions
5. Religious observances
6. School sponsored or school endorsed activities
7. Summons, subpoena; or court order
8. Verifiable medical reasons

School Fees

Students are asked to pay a school fee. These fees are requested but not required to be paid. No student will be denied from participating in any school activity if the parents choose not to pay the fee. The fee is \$25.00 for all grades. The fees are used for Assembly programs, educational supplies, and copy machine expenses to help enhance the learning environment of the students. The fees are requested to be paid at the beginning of the school year.

School Searches

Lockers and other storage areas, containers, and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons, or any property which is not properly in the possession of the student. Vehicles parked on school property by visitors are also subject to search for drugs or drug paraphernalia or dangerous weapons. The principal or her designee, having reasonable suspicion, may search any student, place, or thing on school property, or in the actual or constructive possession of any student during any organized school activity off campus including: buses and vehicles of students or visitors.

School Service Organization (PTO)

The Richland Elementary PTO ptorichland@gmail.com is composed of parents, guardians, teachers, and community members that care about the school. The PTO is a vital component of the school. The PTO provides many activities for the students at RES. Meetings are held on the second Monday of each month or as needed. The PTO sponsors several fund-raising events throughout the year. The funds are used to purchase equipment, extra supplies and services for the students, and provide field trips. All parents are urged to support this effort.

The officers for this year are:

President - Mrs. McKenzie Bub

Vice-President – Jordan Frizzell

Secretary - Tabettha Childress

Treasurer – Misty Moore

Parliamentarian - Lauren Sulcer

School Status

Richland Elementary has a phone and messaging system called "School Status" which has the capacity to call all parents at the same time in case of school emergencies. **Please make sure the school has the appropriate phone numbers where you can be reached.** If you would like for the system to call your cell phone instead of the home phone, please notify the office and we will make that change, otherwise it will call the home phone or first number listed on the Student Data Sheet. **In case those numbers change, please call and make corrections.**

School Sponsors

Several businesses or industries in Giles County have taken the opportunity to work

Rehabilitation Act

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute which prohibits discrimination against a person with a disability or anyone who has a record of having a physical or mental impairment which substantially limits a major life activity, such as learning, walking, seeing, hearing, speaking, breathing, working, caring for oneself and performing manual tasks. If a teacher or parent suspects that a student would come under the 504 policy, please contact the school counselor at Richland Elementary.

Report Cards

Report cards indicate the student's progress and will be sent to parents four times during the school year. It is important that parents thoroughly understand every grade and level on the report cards, and are encouraged to communicate with teachers if they have any questions or doubts about the student's progress or grades. Please plan to attend the Parent/Teacher conferences in September and February.

Returned Checks

When writing a check to the school, please make sure that you have the proper funds in the bank to cover the check. We will charge a \$30 service charge for returned checks.

School Bank / First National Bank

Students can open his or her savings account at school, on a School Bank day. Every few weeks, local bank employees will visit the school and students can make deposits to their accounts at the teller window managed by the bank employee. Each student who opens a child savings account is issued a savings book. Students are asked to keep track of their savings books and bring them to the teller window. Students can only make deposits into their accounts. All withdrawals must be done at a bank office. School Bank deposits are strictly voluntary.

School Schedule

7:15 a.m.	Gym doors are opened to students and not before that time due to teachers not being on duty until the designated time (7:15).
7:35 - 7:55	Breakfast is served in the classrooms for grades PK - 3.
7:55 - 3:00	School is in session.
10:45-1:00	Lunch is served.
2:55	First bus riders are dismissed to the cafeteria.
3:00	Car rider dismissal begins.
3:05	Second bus riders dismissed.

9. Death in the family

Tardies and early checkouts accumulate into days absent. Three (3) tardies is considered an absence. Three (3) unexcused tardies or early checkouts equals one (1) unexcused absence.

Grades K-8: For purposes of this policy, elementary schools may interpret class to mean the student's school day. Where appropriate, the policy can refer to each class/subject taken. The principal may alter these regulations when extenuating or unusual circumstances are involved.

- a. Following a third (3rd) absence, parents will be notified.
- b. Early dismissals will be allowed for the same reasons identified as excused absences. Other dismissals will be treated as unexcused. All dismissals, whether excused or unexcused, shall for attendance reporting be recorded as absences.
- c. Students suspended from school for disciplinary measures can make up work determined by the teacher or principal.
- d. Students shall not be penalized for excused absences provided they have made up the work missed in a class within the required time period. The length of time for completion of make-up work shall be equal to twice the period of days absent, or more if so scheduled by the teacher, principal, Board of Education, or State.
- e. In no case should a student who is involved in a school sponsored activity be penalized either for his absence or for non-participation in that class during the absence.
- f. Any student who totals eight (8) or more excused or unexcused absences shall receive a grade of "incomplete" for that marking period, provided that the student has not had time (2 days for each day missed) and/or opportunity has not been given to make up the work before the end of that marking period. When make-up work is completed the "incomplete" will be replaced by the appropriate grade at the next grading period if the makeup work has been completed by the end of the marking period, the student's actual grade will appear on the report card.

Progressive Tiered Truancy Intervention

Tier 1 – 4 unexcused absences

- a. Parents must attend an internal meeting at the school. The internal meeting will consist of an attendance contract and individualized assessment.

Tier 2 – 6 unexcused absences

- a. Students will be required to attend Saturday School (K-12 grade). Saturday School will include a component that addresses behavior, attendance and assignments. If students fail to attend Saturday School, an automatic petition may be filed.

Tier 3 – 7 unexcused absences

- a. Parents and students must attend external truancy board meetings. The external

truancy board will decide if students need additional intervention or services placed in the home. The external truancy board will decide if a petition/criminal summons needs to be filed.

If a parent fails to comply with Tennessee Compulsory Attendance law (TCA 49-6-3001 and TCA 49-6-3005), a petition for truancy and educational neglect before the courts can cost a parent \$50.00 per unexcused absence, 10 days in jail per absence, or the child could be bench ordered into DCS custody.

Pre-K Attendance Policy

1. Please communicate with your child's teacher when your child is absent.
2. A doctor's excuse is required after three (3) consecutive days of absence.
3. If a child has four (4) or more consecutive absences—or four (4) or more absences within one (1) month—the site-level administrator will contact you to determine the child's participation status. The site-level administrator will document attempts to contact you and the outcome of those attempts and/or communications.
4. If a child misses five (5) or more days in a three (3)-month period, the site-level administrator will contact the family to develop an attendance plan.
5. Every effort will be made to ensure your child has access to a quality school program. However, VPK seats are limited and are made available through a state grant. A child, who has more than five (5) unexcused days per month, or ten (10) unexcused days in a year, may be terminated from the program for failure to follow the attendance policy.
6. Because the seats are limited, your child's spot may be filled as soon as he/she is **withdrawn**. Future eligibility for the terminated child to re-enter the program will depend upon vacancies after a 30-day waiting period and a parent conference to establish a faithful, binding Home/School Compact.

Backpack Program

This program is designed to help families of Richland Elementary students that are in need of assistance with school supplies or other needs. This program provides food for students over the weekend. Items are donated or money is donated to purchase nonperishable items to be given to the families on Friday of each week. Any businesses, churches, individuals, or organizations that would like to donate to the Backpack Program may notify Anna Cunningham, Bookkeeper, acunningham@gcboe.us.

Bullying/Intimidation

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/ harassment. It shall be a violation of this policy for any employee or any student

parent including the child's name, name of medication, name of physician, time to be self-administered, dosage and directions for self-administration, non-prescription medicines must have label directions, possible side effects, and termination date for self-administration of the medication. **The medication must be delivered to the nurse's office in person by the parent or the guardian of the student. The medication cannot be sent to school on the bus or carried into the school by the child.**

Non-discrimination Policy

Pursuant to the State of Tennessee's policy of non-discrimination, the Giles County School System does not discriminate against any person for reasons of race, color, religion, handicap, national origin, sex, age, or socio-economic status in its policies or in the admission or access to, or treatment or employment in its programs, services or activities. Complaints of discrimination under Title IV should be directed to the Office of the Director, 270 Richland Drive, Pulaski, TN 38478.

Parent-Teacher Conferences

We strongly encourage conferences between parents and teachers. It is very productive for your child's education if the teacher and parent have a cooperative relationship. We believe all parents should take advantage of opportunities to work with teachers for the educational advancement of children. Parent-Teacher conferences are hosted twice a year in September and February. If you need to speak with your child's teacher about a matter, please arrange a meeting with her/him by email or by School Status.

Parties

Holiday parties are to be scheduled by each homeroom teacher at the teacher's discretion.

A birthday party may be given for a student by a parent if it is permissible with the teacher. The party should be planned during recess or at the end of the school day, if possible. Parents are also requested to keep in mind the Wellness Policy for Giles County when planning the parties. The policy states that refreshments served at parties should provide 50 percent or more of the items that are from the nutrient dense foods list.

Playground Safety

All students will follow proper safety precautions and play following rules of good citizenship, sportsmanship, and fair play when on the playground.

- Play in designated play areas.
- Objects (sticks, mulch, rocks, etc.) should never be thrown.
- Do not re-enter the building without teacher permission.

Kindergarten

Requirements to enter:

A CHILD MUST:

1. Be five years old by August 15th.
2. Have a certified birth certificate (mother's copy will not be accepted)
3. Have an immunization form issued by the health department or family doctor with the State Seal on it.
4. Have a record of a physical examination.
5. Have a Social Security number.

To be eligible for the pre-kindergarten program at school, a child must be four (4) years old by August 15th and meet the criteria established by the State of Tennessee and Giles County.

Phase-in Days: Kindergarten students will attend school one or two days each week for the first week of school, on the days assigned by their teacher. The students will remain from 8:00 a.m. to 12:00 p.m. and must be picked up by noon. They will have lunch at school. A parent will be asked to attend one of these days.

Leaps - After School Program

Statement of Purpose: The Giles County Schools Extended Learning Program, LEAPS, is designed to provide students, grades K-5, with enriched social, emotional, physical, and academic experiences in a safe and positive learning environment. Activities complement classroom curriculum, support classroom learning and continue to provide a strong foundation for the student's future learning and life experiences. Hours of operation are from 3:15 - 5:45 P.M. with daily healthy snacks provided. To be enrolled, parents must complete the admission form with information for emergency medical care provided. Students enrolled in the program must maintain satisfactory behavior and follow school rules. We have two pick up times: 4:30 and 5:15. All students must be picked up by 5:45 P.M. If a parent picks up his/her child up past 5:45 P.M. on two or more occasions, the student will be dismissed from the LEAPS program. The person picking up student(s) must be someone on their contact list. Early pick-ups should only occur in the case of emergencies not for convenience. Once accepted into the LEAPS program, students must maintain satisfactory behavior. Students who do not have satisfactory behavior will be dismissed from the program.

Medical & Dental Appointments

Parents are asked to try to schedule all doctor-dental appointments after school, if possible. If this is not possible, please schedule as late in the day as possible as not to miss core instructional time.

Medications

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours, the following is required: Written instructions signed by the

to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature.

Student discrimination/ harassment will not be tolerated. This is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Implying that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents as soon as practical to a teacher, counselor, or building administrator. Allegations of discrimination/harassment shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances – Policy #6.305).

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

There will be no retaliation against any person who reports harassment or participates in the investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such. Any employee disciplined for violation of this policy may appeal the decision by contacting the Director of Schools. Any student disciplined for violation of this policy may appeal the decision with disciplinary policies and procedures.

Bus Safety

It is the goal of Richland Elementary to provide transportation for the students. To ensure safety, the following rules are made for all students who ride the buses. If a student chooses not to follow the rules, disciplinary consequences will follow.

Bus Safety Rules:

- Students will get on and off the bus in an orderly manner.
- Students will sit in their assigned seat, keep all body parts within the bus, and remain seated until the bus comes to a complete stop.
- Students will talk in a normal voice to the person sitting in the seat with them.
- Students will be respectful to the driver and all others. No loud, rude, or abusive, profane language or gestures will be tolerated.
- Students will not eat or drink anything on the bus, possess and/or use tobacco products, alcohol, drugs, or any other prohibited substance.

- Students will not deface or destruct bus property.
- Students will not possess a weapon or any injurious item.
- Students are not allowed to use their cell phones on the bus.
- No eating or drinking on the bus.

Disciplinary consequences for students choosing not to obey the bus safety rules are as follows:

1 st time reported	Warning, conference with student and contact parents
2 nd time reported	1-5 day suspension from riding any bus
3 rd time reported	5-10 day suspension from riding any bus
4 th time reported	15 day suspension from riding any bus
5 th time reported	Suspension from riding the bus for the remainder of the year

A student may be suspended for their first offense if the behavior has caused an immediate safety concern for another student and/or the driver.

Any student wishing to ride a bus other than his/her designated bus must present a note of authorization from the parent at the beginning of the day. ***Students will not be allowed to board a bus without a signed bus pass from the teacher or office.*** ***Riding the bus is a privilege—it should not be abused.***

Cafeteria

The cafeteria provides a nourishing and well prepared breakfast and lunch daily. Breakfast consists of a choice of cereal, sausage/ham/chicken and biscuit, plus milk and juice and fruit. Lunch provides choices of meats, several vegetables, bread, dessert and milk. If your child brings his/her own lunch, please make sure their name is written on their lunch. **NO FOODS OR DRINKS ARE TO BE BROUGHT TO SCHOOL FROM COMMERCIAL ESTABLISHMENTS.** (McDonald's, Hardees, Hickory House, etc.). No soft drinks are allowed. Bringing in outside food or drinks violates the regulations set forth for our cafeteria under the Federal Lunchroom Program under which we operate. Checks to the cafeteria should be written for the exact amount of what is owed.

Cafeteria prices:

Breakfast-No cost to students; Adult employee breakfast \$2.50; Visitor breakfast - \$3.00; milk \$.50

Lunch – No cost to students: Employee lunch - \$4.00; Visitor lunch - \$5.00

The cafeteria does not cash checks or make change other than paying for items sold in the cafeteria. **CHECKS WRITTEN TO THE CAFETERIA TO PAY BILLS SHOULD HAVE THE CHILD'S NAME AND HOMEROOM TEACHER'S NAME WRITTEN ON THE CHECK.**

Early Dismissals in Emergencies/Inclement Weather

In the event of inclement weather or other emergencies and the school is dismissed early:

1. ***PLEASE DO NOT CALL THE SCHOOL.*** Listen to the local radio station for advice on school closings. Also, please check your School Status app and/or voicemail for a message regarding school closings.
2. Be sure to have an emergency phone number to call in case we cannot reach the parent.
3. The school will contact you by phone only through our computer generated School Status program in case of emergencies or unusual situations at school. Please do not call the school in these situations. **We must have an accurate and working phone number** to enter into this program. Individual teachers will not call you unless in an emergency.
4. **DUE TO THE LARGE NUMBER OF CUSTODY CASES AND FOR THE SAFETY OF ALL OUR STUDENTS, IF THERE ARE ANY CHANGES IN THE WAY YOUR CHILD IS TO GO HOME, WE MUST HAVE A WRITTEN NOTE SENT TO THE TEACHER, WE DO NOT ACCEPT CHANGES IN TRANSPORTATION BY PHONE.** We will accept a fax message (931-527-3279) explaining the changes if it reaches the school by 2:00 p.m. or an email to the School Secretary (bjones@gcboe.us).

Field Trips

Field trips are an important part of the educational program and parents are encouraged to allow their children to participate. Parents will be asked to sign a permission form that will allow your child to participate. You will be notified in advance when a field trip is planned in your child's room.

Head Lice

After being sent home for head lice, satisfactory evidence must be submitted to school personnel that the student has been treated for head lice. This evidence may include but not be limited to proof of treatment with a head lice shampoo and satisfactory examination by a school health official. A student will be expected to have met all requirements for treatment and return to school no later than two days following being sent home for head lice. All days in excess of the allowable period will be marked as unexcused and a referral to the attendance supervisor will be made.

Illness or Injuries at School

If your child is injured or becomes ill at school, we will make him/her as comfortable as possible and then call the parent/guardian immediately. **Please make sure we have a number to reach you or a contact person. Please keep this number updated with the classroom teacher and office as needed.**

Children need to be home when they are ill. Please remember, we cannot keep ill children at school.

the knee. No see-through clothing may be worn.

2. Trench coats and dusters are prohibited.
3. Logos or manufacturers' trademarks with writing or images of substances that are illegal for teens (i.e., drugs, alcohol, or tobacco products) or are otherwise offensive, lewd, indecent, vulgar, obscene, profane, gang-related, or constitute racial, or ethnic slurs may not be worn. (TCA 49-6-4215)
4. Chains, spiked accessories, and belt buckles with concealed weapons are not permissible Belts may not hang down as a "tail" from the belt loop.
5. Hairstyles, cuts, or colors that are disruptive to or impair the educational environment are NOT allowed. Extreme facial makeup that is disruptive or impairs the educational environment is NOT allowed.
6. Hats, bandanas, hoods worn on the head, sweatbands, curlers, gloves, or sunglasses will not be allowed except for medical reasons.
7. Jewelry, ornaments, or accessories which distract from the educational process or which present a safety concern will not be allowed. Body-piercing jewelry or accessories (fake or real) are limited to the ears and nose. Piercings must NOT impair or disrupt the educational environment.

Special Situations

1. Schools may develop and promote special dress for students at the discretion of the school administration (i.e. Homecoming, School Spirit, etc.).
2. If a student cannot comply with the standardized dress code based on religious beliefs or medical reasons, his or her parent or guardian may write a letter explaining the situation to the school principal with a copy to the Director of Schools. Approval or denial will be determined on a case by case basis.
3. School standard attire will be the minimum policy for students in Career and Technical Education Classes. Career and Technical Teachers may extend the policy to include apparel and footwear required by safety rules of each shop, lab, or classroom.

DECISIONS REGARDING ADHERENCE TO THIS DRESS CODE ARE AT THE DISCRETION OF THE PRINCIPAL OF THE SCHOOL.

STUDENTS DRESSED INAPPROPRIATELY WILL BE SUBJECT TO DISCIPLINARY CONSEQUENCES AS PER BOARD POLICY 6.310.

MEAL PAYMENTS - We will no longer use meal tickets. Each student will be assigned a number which they will enter into a computer keypad to keep track of meals eaten in the cafeteria. Parents may view on-line the payments or charges that apply as well as set up email reminders for low balances on their child's accounts.

SOFT DRINKS - No soft drinks in cans or bottles are allowed to be consumed in the cafeteria. It is recommended that students who bring their lunches bring their drinks in their thermos bottles.

PARENT VISITATION - Parents may have lunch with their children at any time (excluding during periods of time restricted due to high incidences of illness). After receiving a pass from the office, please wait for your child in the front lobby to avoid disturbing your child's classroom. A table has been designated for parents and students to eat together. **Parents are not permitted to take pictures of students in the cafeteria or any other area of our building. Posting photos of other children other than your own is strictly prohibited.** Some parents have asked that their child's photo not be published.

Cross Country Program

Students in grades K-5 are eligible to participate in the program. Each athlete must have a current physical completed by a doctor and legal parent consent form before they can practice. Each athlete is responsible for transportation to and from Practices and Meets. Each athlete is responsible for providing their own shoes, shorts, and t-shirt for practices and meets. Each athlete is responsible for providing \$15.00 which will cover the cost of matching school approved team shirts which will be worn on race days to school and to the Meet itself. Each athlete needs to maintain good grades and classroom performance during the season. There will be consequences for players who face disciplinary actions at school.

Custody Issues

Please furnish the office with documentation regarding custody of your child. This will be kept in your child's permanent record. It is up to you to keep your child updated on who is to pick up your child and on which days this is to be done. If a change in custody occurs, please bring the appropriate documents to the school. We strive to keep harmony in all situations.

Discipline

Giles County School System Discipline Plan

Proper discipline and good behavior are significant factors in educational achievement and student outcomes and are necessary for the safety of the students. Discipline should be applied on a uniform and fair basis and students and parents should be aware of the types of discipline that shall be administered to an unruly or disobedient student. Please review the discipline plan with your child and return the appropriate signed documentation (last page of this handbook) to indicate discipline plans have been covered.

Richland Elementary School Discipline Plan and Administrative Procedures for Addressing Student Conduct, Grades K-5

Students at Richland Elementary are taught that their choices have consequences. Students are expected to comply with the discipline procedures that govern their conduct in the classroom, on the school campus, on the school bus, and at school-sponsored activities. The school has implemented a school-wide procedure for behavior that is utilized across curriculum areas. This plan allows a student who has made poor choices to improve their behavior before consequences are implemented.

Students are expected to:

- Be respectful to all staff, fellow students, and visitors.
- Use acceptable language at all times.
- Refrain from damaging school property.
- Follow school rules.
- Adhere to the school dress code.

Students who violate the rules and directives will be disciplined for their conduct by the principal/designee for the following:

1. When a teacher considers a problem of classroom discipline serious enough to warrant the principal's attention.
2. When the conduct constitutes a violation of rules, regulations, and directives.
3. When the principal deems it advisable to deal personally with the conduct.

The principal/designee has the authority to take whatever reasonable and legal action is necessary to maintain good discipline.

Disciplinary consequences for conduct violations may include any of, but not limited to, the following at the discretion of the principal/designee:

- Verbal Reprimand
- Warning
- Parent Notification
- Law Enforcement Notification
- Suspension from school bus
- Time-out
- Apology
- Clean-up duty
- Suspension-in school/out of school
- Writing Assignments

Dress Code 6.310:

Giles County Board of Education recognizes the effect which student dress and grooming has upon student behavior and commitment to learning. We further recognize the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and

personal appearance. In order to maintain an atmosphere conducive to learning and to prepare students for working environments, Giles County Board of Education requires that all students, grades K-12, exercise good judgment with regard to their personal appearance.

With this in mind, the following rules concerning dress and grooming are mandatory for students in elementary, middle and high school grades, beginning with the 2021-2022 school year.1

Definition of Standard School Attire Includes the Following:

Acceptable Attire in Giles County Schools:

1. Pants, shorts, capri pants, skirts, skorts, denim jeans, or jumpers.
2. Shirts with short or long sleeves of any color or pattern.
3. Sweaters will be allowed in any pattern or color with standard attire.
4. Sweatshirts will be allowed in any pattern or color.
5. School-sponsored t-shirts, sweatshirts, and jackets may be worn.
6. College Logo t-shirts, sweatshirts and jackets may be worn.

General Requirements:

1. The Standard School Attire policy will be in effect during the school year, intersession, and summer program.
2. Students will wear clothing of appropriate size. Appropriate sizes are defined as no more than one size smaller or one size larger than the student's actual clothing size. Pants, shorts, capri pants, skorts, jeans, or skirts must fit at the waist and must not sag or bag. (Sagging is defined as bottom wear being worn below the waistline.) (Bagging is defined as bottom wear being worn not size appropriate.) If tight pants are worn (ex. leggings, skin-tight jeans), top wear must be worn over the pants/leggings to at least mid-thigh level so as to cover the wearer's bottom. Standard footwear that is disruptive to the educational environment is NOT allowed.
3. Writing that is offensive, politically charged, sexual in nature, derogatory, divisive, or that disrupts the educational environment is NOT ALLOWED.
4. Appropriate clothing must cover the student from the shoulders to four inches above the knee. All blouses and shirts should be properly buttoned. Chests and midriffs must be covered. No cleavage may be shown. Blouse/shirt material must not be see-through. Crew neck, collared, turtleneck blouses/shirts are all acceptable.

Standard Attire Prohibitions:

1. Clothing must be free of holes, rips, or tears that show skin no more than four (4) inches above