



220 WEST DRIVE, WHITE HOUSE, TN 37188

PHONE: 615-672-4595 FAX: 615-672-4583

Parent-Student Handbook



Please follow us!

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Dear Parents and Students,

Welcome to a new and exciting school year at Heritage Elementary School! Whether you are a returning family or joining us for the first time, we are delighted to have you as part of our school community.

At HES, we are committed to creating a safe, supportive, and engaging learning environment where every child can grow academically, socially, and emotionally. Our dedicated teachers and staff work hard to ensure that each student feels valued, encouraged, and inspired to reach their full potential.

This year, we are looking forward to getting to know you and your student and growing together. We believe that learning is most successful when schools and families work together, and we encourage your active involvement in your child's education.

Open communication is key, so please don't hesitate to reach out with questions, concerns, or ideas. You'll find updates, events, and resources on our school website, newsletters, and through regular communication from your child's teacher.

To our students: We can't wait to see your smiles, hear your ideas, and watch you learn and grow each day. This school is your home away from home, and we are so proud to be part of your journey.

Let's work together to make this school year the best one yet!

In Patriot Love and Pride,

Amanda Fields

Principal

Kala Sorrells

Assistant Principal

Office Number:615-672-4595

Cafeteria Number: 615-672-4684

Patriot Friends Number: 615-672-4682

Transportation Number: 615-384-4555

Principal: Amanda Fields

Assistant Principal: Kala Sorrells

Vision: Achieving Excellence Together

Mission: Our mission at Heritage Elementary School is to:

Help students grow as individuals.

Engage students in problem solving.

Strive for academic excellence.

School Hours: 7:15-2:15

STATEMENT OF NON-DISCRIMINATION

The Robertson County School system does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or marital status, in training, activities or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Acts of 1997 and 2004.

In addition to the Robertson County Student Handbook, Heritage Elementary School will adhere to the following policies and procedures.

Arrival / Departure - General Guidelines

- The building opens daily at 6:45 a.m. Before and after school care is available through Patriot Friends. Call 615-672-4682 or email rhonda.blythe@rcstn.net to inquire about before and after school care.
- Students should not walk to or from school without an adult. Bicycles are not allowed.
- Written notes from both sets of parents/guardians are required when students visit other students overnight or after school. These notes must include the bus number and address for bus transportation and must be signed by the parent. These should be turned in to the teacher in the morning. These will be approved as space on the bus allows.
- All students should have a plan in place with their parents in case of an emergency and/or the early dismissal of school. An emergency phone number must be on file in case the parent/guardian cannot be reached. If your contact information should change during the school year, please be sure to update this information with the front office.

Car Riders Arrival

- Parents should have students ready to get out of the car when they pull up to the school. All car riders will be dropped off and picked up in the car rider line on the playground side of the building. Traffic will be one way. Enter off Highway 31 by Domino's Pizza and exit onto West Drive.
- Once stopped in the designated area, students will exit their vehicles when signaled by the traffic monitor and will enter the school through the designated area. No car moves until all cars in the designated area have emptied, and students have reached the covered entrance. For the safety of all students, no student should exit a car from the parking lot or bus loading/unloading area unless an adult addressing school business is accompanying him/her inside the building. In the interest of safety, students shall not be walked to the door. Do not drop your student off in the car rider zone if a school employee is not present.

Late Arrivals

- Students should be in class ready to learn at 7:15 a.m. Students who arrive after 7:15 am must be accompanied by a parent to the front office to be signed in. Tardiness should be avoided to protect classroom instruction. **Eight unexcused tardies and/or early dismissals will equal one day of unexcused absence for the student.** Unexcused absences that become excessive will result in a truancy plan.

Car Riders' Departure

- All students will receive a car tag. Parents/guardians must display their current car tag to pick up students in the car rider line. The tag should be displayed on the passenger side visor which should be flipped down. **If a car tag is not present, drivers will be directed to park and sign their child out in the office after all car riders have been dismissed.** Cars should not begin lining up until 1:45 pm. All car riders will be dropped off or picked up in the car rider line on the playground side of the building. Traffic will be one way. Enter off Highway 31 by Domino's Pizza and exit onto West Drive. Stopped cars will load in three designated lanes. Students are dismissed from their respective hallways upon seeing their number displayed on the Driveline app in the classroom. Once your student is safely in your car, flip up the visor so the car tag is no longer displayed. Cars will be dismissed by a traffic monitor once all cars are loaded and the monitor signals for movement of vehicles.
- *To ensure student safety at all times, please refrain from using your cell phone during the loading and unloading of children.*
- ***After 1:45 pm, no car rider will be requested to come to the front office for dismissal. Students who need to avoid traffic delays for appointments must be picked up by 1:45.***

Bus Transportation

- Riding the bus is a privilege. Improper conduct on the bus will result in that privilege being denied. Students are under the supervision and authority of the bus driver while on the bus, and all reasonable directions shall be followed.
- The principal/designee of the student transported shall be informed by the bus driver of any serious discipline problem, and may be called upon to assist, if necessary. A student may be denied the privilege of riding the bus if the principal/designee determines that the behavior causes disruption on the bus, or if he/she disobeys state or local rules pertaining to transportation.
- Students will not be allowed to get off the school bus except at their destination unless they have written permission from their parent/guardian explaining the reason for the change. If a student is going home with another student, a note including the bus number and address is needed from the parents/guardians of each student. This note must be turned into the office and approved by administration.
- **For all questions or concerns related to bus transportation, please call the Transportation Department at 615-384-4555.**

Transportation Changes

- At the beginning of the school year, you will need to inform your child's teacher as to how he/she will be transported home from school daily. The teacher will continue sending your student home in the same manner each day. If you need to make a

change in his/her regular routine, you **MUST** send a signed note to your child's teacher instructing them otherwise. Without a note, your child's teacher is required to follow their regular procedure. **WE WILL NOT ACCEPT PHONE CALLS OR DOJO MESSAGES TO CHANGE TRANSPORTATION!!** Emails and/or faxes for transportation notes will only be accepted in an **EMERGENCY SITUATION due to safety protocols**. Also, if you must change your student's mode of transportation, please do so before 1:45 pm. If you need to pick your student up early, please do so **BEFORE 1:45 pm**. This will help to ensure that the buses have access to the bus loading area.

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

Parking

- Parking is tight at HES. When parking in our lot, you may not park in the bus lane. Do not park in an area where you are blocking another car in. Do not park in the bus lane during arrival (6:45-7:15) and dismissal (2:00-2:30). Do not park in the fire lane.

Attendance

- **STUDENTS ARE ALLOWED NO MORE THAN FIVE ABSENCES TO BE EXCUSED PER SEMESTER WITH A PARENT NOTE. THIS INCLUDES BOTH ILLNESS AND VACATIONS.**
- Regular attendance and arriving on time are essential to success in school. Instruction often has a ripple effect. Students who miss one day of instruction come back to school unprepared for the current day's learning. Please note:
 - Students are to provide a written note from their parents/guardians or physician explaining their absence when returning to school.
 - Even if you have phoned the school office, you must send in a note when your child returns to school.
 - A doctor's note is required for all students for all illnesses once the student reaches five parent notes per semester for any reason.
 - Every attempt should be made to set up dental and medical appointments after school hours. If appointments **must** be made during school, they will be excused with a note of verification from the doctor's office when the student returns.
 - Students with excused absences will be permitted to complete make-up work. (Students are given the number of days missed plus one additional day to complete make-up work.)

- Parents/Guardians should expect a call from the School Messenger System when their child is absent from school.
- Per Board Policy, absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include:
 1. Personal illness
 2. Illness of an immediate family member
 3. Death in the family
 4. Extreme weather conditions
 5. Religious observances
 6. College visits
 7. Pregnancy
 8. School-sponsored or school-endorsed activities
 9. Summons, subpoena, or court order
 10. Circumstances which in the judgment of the principal create a necessity for the absence and have been pre-approved
- **("Car Trouble," "Personal Business," and "Family Matters" will be considered unexcused absences.)**
- The District School Calendar for this year and next year has been published. Please plan family vacations accordingly. **Absences for family vacations will only be excused on a limited basis.**
- Students who have been absent five (5) days without approved excuses shall be reported to the school attendance committee and families will be notified in writing. Parents will be required to meet with administration and our social worker to develop an attendance plan in order to prevent further unexcused absences. If a student reaches seven (7) unexcused absences, parents will come in for a second meeting to update the attendance plan and to address truancy concerns.
- The number of unexcused tardies or unexcused early dismissals from school will contribute to the total number of unexcused school days which will be included in filing truancy. The accumulation of (8) eight unexcused tardies or unexcused early dismissals from school will be equal to (1) one unexcused school day.
- **After 10 unexcused absences, students may be turned in to the district office and the determination may be made to file with the Robertson County Juvenile Court.**
- **For our 6th grade students who participate in extracurricular activities, including athletics/band, you must be at school and counted present for the day in order to participate in extracurricular activities and athletic events (including practice) that afternoon/evening/weekend. Any student who has OSS cannot practice/participate in athletic events or extracurricular activities that afternoon/evening/weekend. Any student having 15 or more absences per year will be removed from team rosters.**

Tardies/Early Dismissals

- If a student arrives at school after the 7:15 bell rings, they will be required to obtain a tardy slip to be admitted to class. **If a faculty/staff member is not present during morning drop-off, the doors have been locked, and you MUST bring your child to the front office to be signed in.**
- If you need to pick your child up early, please do so BEFORE 1:45 pm. This will help to ensure that the buses have access to the bus loading area.
- Any student signed out before dismissal must bring a physician's note to school the following day to be excused. All dismissals are entered as unexcused until this is obtained.
- When a student accumulates 8 unexcused tardies/early dismissals combined, it will convert to 1 unexcused absence. (Per Robertson County Handbook). **Please note:** Tardies and early dismissals also count towards perfect attendance at the end of the year.

Chronic Absenteeism

- Students who are absent 10% of the school year are considered "chronically absent". ***This is a total of 18 days throughout the year, or an average of 2 school days per month.*** Chronic absenteeism has a significant impact on student success, even if these absences are excused. For this reason, we ask families to make the following priorities:

Family Priorities for Student Attendance & Success
<ul style="list-style-type: none">• Set routines for bedtime and morning wakeups• Schedule family trips according to the district calendar (provided on the final page)• Schedule dentist & doctor appointments after school• For well checks and follow up appointments that must be scheduled during the school day, ensure that a doctor's note is obtained.

Emergency School Closings

- The School Board authorizes the Director of Schools to close schools in the event of hazardous weather or any other emergency that presents a threat to the safety of our students, staff members, or school property.
- As soon as the decision to close schools is made, the Director of Schools will notify each school so they can prepare for the emergency dismissal. They will also notify the local public media to request an announcement be made, and the School Reach will be activated. **PLEASE DO NOT CALL THE SCHOOL**, as we will need to keep our phone lines open for further instruction and emergency purposes. Announcements of closings are broadcast via radio, television, and may also be obtained from local television station websites.

Visitors

- Any parent/visitor entering the building is required to sign in using the School Check-in computer and obtain a visitor's badge/lanyard. The lanyard should always be worn around the neck. A valid driver's license is **required** for entrance to the building. Please return the lanyard and check out with the office before you exit the building.
- During the school day, parents/visitors are not allowed to go to classrooms unless prior arrangements have been made with the teacher and office. **Visitors will not be allowed to eat in the cafeteria with students due to the lack of adequate space. The opportunity to eat with your student will be provided during our holiday breakfast celebration.** If you have items for a student, please leave them in the front office, and we will see that they are delivered.
- HES has a family engagement plan that involves time outside school hours when families are welcome to join us. Besides Open House and Parent-Teacher Conferences, we have a variety of school-sponsored events such as STEM Night, Fine Arts Night, Book Fair, regular PTO meetings, BinGlow, Annual PTO Dance, and Patriot Fest. All of these events provide excellent opportunities for families to engage in the education of their students.
- In addition to these events, PTO sponsors several events throughout the school year where parent volunteers are needed. Please be sure to like and follow the PTO Facebook page, "White House Heritage Elementary PTO" to stay informed of these opportunities.
- **NO photos may be taken by parents/visitors at any time during school activities. This includes, but is not limited to, cafeteria, field day, classroom activities, and field trips.**

Robertson County Schools

--Visitor Code of Conduct--

Thank you for visiting our schools.

As we partner to develop a quality educational environment, we ask that the Visitor Code of Conduct outlined below be followed.

-
- Use respectful language and refrain from the use of obscenities or cursing.
 - Contribute to a productive environment by **not disrupting or threatening to disrupt school or office operations.**
 - Promote safety by behaving responsibly and ensuring that your actions do not endanger the health or safety of others.
 - Communicate in a peaceful and respectful manner, refraining from making verbal or written statements or gestures indicating intent to harm an individual or property.
 - Resolve conflicts peacefully and show respect for others' property, refraining from verbal or physical attacks intended to harm individuals or significantly damage property.

Please reach out to the school principal for questions regarding the Visitor Code of Conduct.

Cafeteria

- Each student is assigned an account number for the cafeteria and will be issued a lunch card. ALL STUDENTS WILL RECEIVE FREE BREAKFAST for the 2025-2026 school year. If you need to contact the school cafeteria, please call 615-672-4684. The price of lunch for students in grades 3-5 is \$2.25. The price of lunch for students in grade 6 is \$2.50. A Free and Reduced Lunch form will be sent home with every child or may be completed online.
- **Please do not bring food from outside restaurants for breakfast or lunch.** These items are not allowed in the cafeteria. If they are brought into the cafeteria, they will be thrown away. When bringing lunches from home, **do not send carbonated drinks.**

Student Birthday Celebrations

- If you would like to celebrate your child's birthday at school, the BEST option is to send classroom supplies for distribution to all classmates such as pencils, erasers, etc., or donate a book to the classroom or school library in honor of your child. **NO FOOD ITEMS will be allowed for birthday celebrations due to food allergies and health-related issues.**

Snack

- Classroom teachers will determine appropriate times for snack breaks. Please send only healthy snacks for your child. Examples of healthy snacks may include fruit, sliced vegetables, granola bars, cereal bars, popcorn (in a Ziploc bag), cheese and crackers, etc. Please do not send anything that will require an eating utensil. You may send bottled water or water in a thermos-type bottle, but **please do not send flavored water or flavor pouches.** Water should be the only drink sent for snack time. If you have additional questions, please contact your child's teacher. Chewing gum is NOT allowed in the school building!

Health/School Nurse

- If your child has an accident or becomes ill during the school day, the teacher may send them to the clinic to see the nurse. The school nurse will evaluate his/her condition and contact the person listed on the emergency contact list, if necessary. **It is particularly important that you keep the office updated of any changes to your contact information on the emergency section in PowerSchool.**
- No school official/teacher will routinely dispense medication to students, except in the unique situations in which a child's health is dependent upon medical aid. If under the exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be present, only the principal/designee will administer the medication in compliance with the following regulations:

- All medications must be:
 - Stored in a locked box in a secure area.
 - Brought to school by a responsible adult in a properly labeled pharmacy container (prescription), or unopened bottle (over the counter). *****An appointment must be made with the school nurse to drop off medication.*****
 - Accompanied by written permission from the parent/guardian.
- Over-the-Counter medications:
 - Must be brought to school in a new, unopened container and labeled with the student's name and reason medication is needed.
 - Shall be administered according to the manufacturer's recommendation.
 - Aspirin/aspirin containing products, herbals, and vitamins will NOT be administered without a physician's orders.
- ****If you have any questions, please call the school nurse at 615-672-4595.**

Communication Through Dojo

- We ask that all families sign up for a Dojo Account in order to best communicate with their student's teacher. Because teachers are not able to check Dojo while they are teaching and are responsible for students, we ask that all time-sensitive messages come through the school office. If you need to communicate with office staff, please call 615- 672-4595 or email the following people:
 - Amanda Fields, Principal - amanda.fields@rcstn.net
 - Kala Sorrells, Assistant Principal - kala.sorrells@rcstn.net
 - Lindsay Lopez, Attendance Clerk - lindsay.lopez@rcstn.net
 - Amber Ingram, Front Office Staff - amber.ingram@rcstn.net
- In order to protect teachers' time with their families, messages sent after dismissal may not be checked until the following school day. Administration will not communicate via Dojo so please be sure to utilize the email addresses listed above.

Heritage Happenings

- The Heritage Happenings is a schoolwide newsletter emailed to parents monthly. Please be sure your email address is updated in PowerSchool in order to receive the newsletter.

Student Expectations & Discipline

- Heritage Elementary uses RTI²-B to provide consistency, direction, and support for both students and teachers. The ideal classroom environment is one free from disruption, in which teachers can teach, and students can learn. Students are rewarded for exemplifying the following Patriot Priorities:
 1. Be Safe
 2. Be Respectful
 3. Be Responsible

- Students will be taught our behavior expectations in each area throughout the building and continuously throughout the school year. Points will be awarded and tracked using the online system Class Dojo. Students will use points and/or their percentages to earn various rewards throughout the year. More information about this system will be provided by your child's teacher.
- When student behavior does not meet HES expectations, they will receive either a Classroom Discipline Report or Office Discipline Referral. Classroom reports are handled by the classroom teacher and will be communicated to the parent by Dojo, phone, or note. Office Discipline will be handled by either Ms. Fields or Ms. Sorrells and will be communicated to the parent by phone or email. **If your student has a discipline concern at school, we ask that you address it at home as well, and we appreciate your support!**
- According to district policy, the following student behaviors will be an automatic Office Discipline Referral:
 - Fighting
 - Targeted Disrespect to an Adult
 - Inappropriate Touch
 - Dress Code Violation (that was not corrected when given an opportunity)
 - A student with 3 Classroom Discipline Reports in 1 day
 - A student with 5 Classroom Discipline Reports within a week
 - Illegal Substances
- **In addition to the Student Conduct section in the Robertson County Student Handbook, the following items are not allowed at school:** toys, cards, glass containers, electronic games, headsets, and electronic devices. The only exception to the items on this list would be those cleared by a teacher for educational purposes. If brought to school, the object(s) can be taken up by the teacher and returned directly to the parent guardian of the student.
- Students are not allowed to buy, sell, or trade objects on the school bus or campus.
- Consequences for misbehavior referred to the office will depend on the severity of the infraction and the pattern of behavior and may include the following:
 - Conference with student
 - Parent phone call
 - Note home to parents (sign and return)
 - Isolated lunch
 - Loss of free time
 - In-School Suspension
 - Parent Conference
 - Out of School Suspension
 - Discipline Hearing Authority
 - Reset Room*

*Reset Room

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

Student Cell Phones & Devices

- Per District policy, student cell phones must be OFF and STORED in backpacks during the school day. HES students may not have their cell phone, smart watch, airpods, or other electronic devices out during the school day. HES will follow district policy for devices. Per the Robertson County Schools Code of Conduct, the 1st offense will result in confiscation of the device; return in 3 school days or pay a \$10 fine. The 2nd offense will result in confiscation of the device; return in 5 school days or pay a \$20 fine. The 3rd offense will result in confiscation of the device; return in 10 school days or at the end of the grading period, whichever is longer or pay a \$30 fine. The 4th offense will result in confiscation of the device; return at the end of the semester or pay a \$40 fine. All subsequent offenses will be treated as a 4th offense and may also result in more serious consequences.

Student Conflict and Bullying

- Students may have conflict with peers throughout the year as they learn and play together. Student conflict or rude behavior will be addressed by teachers, counselors, and administration.
- **Bullying is different from student conflict. Bullying is unwanted, aggressive behavior that is repetitive, involves an imbalance of power, and is intentional.** Any student should report any type of behavior that makes them feel uncomfortable to an administrator or staff member. See the Robertson County Schools' handbook or website for the complete Robertson County Schools' Bullying and Harassment Policy and Procedure.
- *****Bullying will not be tolerated at HES.*****

Dress Code

- Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school.
- Heritage Elementary School students must adhere to the following dress code:
 - No head coverings, except for religious head coverings and coverings for medical reasons
 - No bare midriffs, revealing necklines

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

Field Trips

- All field trips are aligned with curriculum standards. Each grade may take one field trip per year, during the fall semester. Students must ride the bus to the field trip destination. Parents/chaperones may follow the school buses to the destination. A student may be dismissed from a field trip ONLY to a parent/guardian (no grandparents, aunts, uncles, etc.). Please remember that no photographs should be taken of students.

Grading Scale

- Robertson County Schools has a 10-point grading scale for our grade band. This means the grading scale will be as follows for all grades/subject areas at Heritage Elementary:
 - A: 90-100
 - B: 80-89
 - C: 70-79
 - D: 60-69
 - F: 59 and below
- Please see Board Policy 4.600 for additional information regarding the grading scale.

****Retakes/Corrections** NEW!**

- Starting in the 2025-2026 school year, students will have an opportunity to make corrections on select questions on assessments. Teachers will provide reteaching and additional practice opportunities during class time and WIN blocks on select standards. Students will then make corrections to the select questions in order to earn half credit back. It is imperative that students are always giving their best effort and that their scores are a direct reflection of what they do and do not know.

Lost and Found

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

Parental Support

- We passionately believe that a strong home and school partnership, along with consistent communications, will help our children achieve excellence at Heritage Elementary School. We thank you in advance for supporting your student in the following ways:
 - Check your folder/binder daily and look for any unfinished work and important paperwork.
 - Review your child's weekly newsletter on ClassDojo
 - Mark progress report/report card dates on your home calendar
 - Download the PowerSchool app to check your child's assignments and progress
 - Set up notifications in PowerSchool to contact you when teachers update grades in PowerSchool
 - Communicate with your child's teacher frequently if you have questions and/or concerns

Parent Teacher Conferences

- If you need to conference with your child's teacher, please call or write a note to make an appointment. Remember that teachers are to be with their students throughout the school day and cannot be called from the classroom to receive phone calls, nor can they conduct conferences while supervising students in the classroom. Conferences will need to be scheduled with teachers during planning time. Parent-teacher conferences will be held on November 4th. **If you would like a conference with an administrator, please ensure that you have already met with your child's classroom teacher prior to requesting a meeting with an administrator.**

School Facilities

- It is our goal to provide a safe, clean, and welcoming environment. It is important that we all take pride in our school by keeping it clean and respecting school property.
- Students are expected to help maintain clean restrooms, classrooms, and hallways at all times. This includes properly disposing of trash, avoiding graffiti or damage, and treating all school property with care. Destructive behavior or vandalism will not be tolerated and will result in disciplinary action.

Telephone and Address Changes

- Please notify the school immediately if there is a change in your address, telephone number, or person to contact in an emergency. School Messenger messages will be sent from the school and district to the contact information on file in the office, so in order to receive these messages, your contact information must be correct.

PowerSchool Access for Parents

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

School Messenger System

- To improve communication, Robertson County Schools sends out text messages and phone calls for general and emergency announcements. Please make sure that your correct phone number and email address are in PowerSchool.