

*The information in this handbook was carefully created with the input of teachers, parents, and other Williamson County School's policies and procedures and should be read and reviewed often. The following policies are intended to be a guideline for behaviors and expectations in our school environment and are not all-inclusive. The faculty, staff, and administration reserve the right to modify, interpret, and revise these policies when needed to promote a safe learning environment for students.*

### Absences

The Williamson County School System requires written parental or medical documentation for all absences and tardies. Student academic success requires students to be present each day. Excused absences include:

- Illness
- Death in the family
- Recognized religious holiday
- Principal approved emergency or exceptional circumstances.
- Principal approved family trip (maximum 5 days for entire school year)

Students are not allowed to make up work for **unexcused** absences. *As mandated by state attendance guidelines, a letter of concern will be sent to parents after a student accumulates 5 absences.*

When the student returns to school after being absent, the student must bring a note to the teacher with the following information:

- Child's name
- Teacher's name
- Date of absence
- Reason for absence
- Doctor's note attached (if applicable)
- Parent/guardian signature

Notes are kept on file for the school year. When a student's number of absences reaches **10** or more days, a doctor's note will be required for each additional absence due to illness. Families are discouraged from planning trips when school is in session. Students may not make up work when absent for a non-approved trip. It is the policy of Winstead that only one vacation, 5 days or less, be approved for the school year. Please notify the principal in advance of taking vacation days. A form will be sent around to teachers for academic eligibility. The form will then be approved or unapproved by the principal and sent home. For excused absences, students may make up missed work upon their return to school. **It is not necessary for parents to call for daily missed work assignments for absences of 3 days or less.** The student will be allowed make-up time. For extended illnesses of more than 3 days, a Homework Sheet may be requested from the front office.

### Arrival and Dismissal

**Arrival:** Car riders will enter from the front of the building. Car riders may enter at 8:05 and may wait in

the front lobby area until 8:20. At 8:20 students will report directly to homerooms. Safety Patrol will be on duty beginning at 8:20 to open car doors. When dropping off your car rider, please only use the lane closest to the building. **DO NOT use the outside lane to drop off your child!!** Please pull up to the line so that several students can get out of their cars at once. **AS SOON AS YOUR CAR IS STOPPED, YOUR CHILD SHOULD QUICKLY EXIT THE VEHICLE.** Please make sure that your child has his/her backpack and everything he/she will need for the day by the time your car stops in order to make this process as efficient as possible and so that we do not back up traffic. If you need to accompany your child into the building, you should park in a designated parking spot. **Bus Riders will enter through the back doors near the cafeteria.** **Dismissal:** Car riders will be dismissed at 3:35. Car riders will wait quietly in an assigned section based on the first letter of their last name.

Parents/guardians entering the car loading area should form two lines. Parents/guardians will pull up between the white lines at the front and end of the covered walkway. Parents/guardians must have a white paper plate in the window of their car with their student's name printed in large letters. The last name of the child should be at the top of the plate with the child/children's names underneath. The letters should be printed in the appropriate color as assigned in the following sections of the alphabet.

**A-D (red)**

**E-H (orange)**

**I-M (yellow)**

**N-R (green)**

**S-T (blue)**

**U-Z (purple)**

(Parents will receive one labeled paper plate created by the homeroom teacher. Parents are responsible for making additional paper plates for all of those who may be picking up the child/children. **ANYONE WHO PICKS UP YOUR CHILD/CHILDREN MUST HAVE A PAPER PLATE...NO EXCEPTIONS!!!** School personnel will collect the paper plates from the parent/guardian. They will then gather the child/children from their designated areas along with the plate/plates and bring them to the cars. When all students in the loading area are in their vehicles, school personnel will change the **STOP** sign at the front of the line to **GO** as a signal for cars to exit slowly from the car loading area so the next group can pull forward and follow the same procedure.

A few important notes for parents:

- **PARENTS WILL NOT BE ALLOWED TO PARK ON EITHER SIDE OF THE BUILDING TO PICK UP THEIR CHILD/CHILDREN. This will result in an un-excused early dismissal for your child/children!!!!** If you have been a Parent Volunteer during the school day, of course you **will** be allowed to exit the parking lot. Please leave your Volunteer sticker on for identification.

- *To ensure the security of each child, parents/guardians without a paper plate will be unable to pick up their child/children in the carpool line. Parents without paper plates will be re-directed to a parking area and must report to the office to sign a log-out sheet for their child's/children's release.*

***IT IS NOT OUR GOAL TO INCONVENIENCE ANYONE...IT IS OUR RESPONSIBILITY TO DISMISS YOUR CHILDREN SAFELY!***

### **Behavior Expectations/School Rules**

***The Winstead Way...To Keep Us Safe and Help Us Learn***

- Follow directions the first time given.
- Treat yourself and one another with respect.
- Keep hands, feet, and objects to self.
- Raise hands to speak.
- Come to school/class prepared.
- Always walk quietly.

Character Education Includes:

- Winstead Elementary School Students ***C.A.R.E.*** (Communicate Acceptance, Respect, and Excitement.) The following nine pillar words of character are to be modeled by all members of the Winstead Elementary School family:
- ***Trustworthiness***
- ***Respect***
- ***Responsibility***
- ***Fairness***
- ***Caring***
- ***Perseverance***
- ***Courage***
- ***Cooperation***
- ***Citizenship***

### ***Rewards***

That good feeling inside  
Praise and hugs  
Teacher's choice

### ***Consequences***

Warning  
Time Out; Conference with teacher  
Contact Parents/Guardians  
Conference with principal

**Consequences also may include the following**

Walking Recess  
In Class Suspension  
In School Suspension

### ***Severe Clause***

Call Parents/Guardians  
Conference with principal  
Possible In School Suspension  
Possible Out of School Suspension

***All communications regarding discipline matters should be reviewed, signed, and returned to school the following day.***

***The Williamson County School System has a Zero Tolerance Policy for drugs, alcohol, assault, and weapons. For more information refer to: Williamson County's Student Handbook at [www.wcs.edu](http://www.wcs.edu).***

### ***"Bully-Free" School***

Bullying is unacceptable under any circumstances. If a student needs help resolving a conflict or if a student feels that he/she is being bullied, he/she should communicate with his/her teacher, one of our guidance counselors, or administration.

Bullying includes:

- People calling you names
- Making things up to get you into trouble
- Hitting, pinching, biting, pushing, shoving
- Taking things away from you
- Damaging your belongings
- Taking your money
- Taking your friends away from you
- Spreading rumors
- Threats and intimidation

Physical aggression is unacceptable under any circumstances. This includes horseplay.

### **Birthdays/Treats/Snacks & Parties**

Food allergies can be life threatening and are a serious concern to all schools. Winstead has several students with serious food allergies. We will make every effort to protect the students with these allergies while not taking away from traditional childhood celebrations. Our plans for the 2008-09 school year are as follows:

#### **Snacks**

- Students in all grades will bring their own daily snacks from home. This is to ensure that each child has food that is safe for him/her to eat.
- For the child's protection, the parents/guardians of a student with food allergies must bring a supply of snacks to be distributed during parties. These snacks must be individually labeled with the child's name.
- Your child's teacher will share specific snack procedures for his/her classroom.

#### **Birthday Parties**

- We will allow birthday celebrations with food to be brought in only **if prior arrangements have been made with the teacher**. Party arrangements must be made one week in advance in order for the teacher to make the most of instructional time. No surprise parties will be allowed to disrupt the instructional day. Birthday parties will be held after 3 PM. and will no longer be allowed during the lunch period in the cafeteria due to health/allergy concerns.
- Non-food treats will be limited to one item and may not be balloons. More elaborate parties are appropriate for another setting.

- If you want to bring or send your child birthday balloons, please arrange for car pick-up on the day your child receives them. Balloons are not allowed on the school bus.
- No candles or noisemakers are allowed.
- If you are planning a party to celebrate your child's birthday outside of school, please send these invitations through the mail directly to the homes of your child's classmates. Obtain addresses from the school directory. Due to privacy laws, front office personnel cannot share student addresses or phone numbers.

#### **Parties**

Parties will be coordinated by room parents. Room parents should contact their child's teacher in advance of the party to discuss any plans or ideas for the party. Teachers and room parents will work together to ensure that it's a fun, positive and safe experience for all of the children.

Fall Party -Friday, October 31<sup>st</sup>

Winter Party -Friday, December 19<sup>th</sup>

Valentine's Party - Friday, February 13<sup>th</sup>

End of Year Party - Thursday, May 21<sup>st</sup>

#### **Bus Transportation**

School bus transportation is an extension of the classroom and is a privilege and not a right. Students must obey all rules set by the transportation department and the bus driver. All students will receive a Williamson County School Bus Policy. We ask you to read and review this document with your student. Students are expected to stay seated on the bus, demonstrate self-control, and talk quietly. Inappropriate behaviors, language, conduct and unsafe actions on the bus will be written up by the driver and brought to administration. Misbehavior on the bus may include a conference with an administrator and a warning, an assigned seat at the discretion of the driver, and/or suspension from the bus for a period of days or longer depending on the frequency of the misbehaviors or the offense. In the case of bus issues, you will be informed and will be asked to sign and return the bus referral.

If you have questions concerning your bus route, go to the Williamson County website at [www.wcs.edu](http://www.wcs.edu) and select the section regarding bus information. If you have specific questions about your route, bus stop, or a late bus during the school year, you may contact the bus garage at 472-4950 as they are able to contact the drivers by radio and will have the most current information.

If you wish for your student to ride a different bus with another student (space permitting), the parent/guardian should send a note with the requested bus change, date, and reason to the front office. The student will be issued a bus note which is to be given to the driver. Please refrain from making these requests by phone. The office is extremely busy in the afternoons making sure that all students follow dismissal procedures and cannot handle a large volume of calls. If you **MUST** make a last-minute emergency change, please call by

3:00. Students without permission will be sent home by their standard dismissal plans.

#### **Cell Phones, Electronic Devices and Toys**

Toys, trading cards, and electronic devices such as cell phones, CD players, MP3 players, cameras, IPODS, virtual pets, hand-held electronic games, etc. are highly discouraged **AND** should not be seen or heard during the school day. If as a parent you feel that it is imperative to have a cell phone at school, it is to remain in their backpack, turned off. Items listed above that are seen or heard during the school day will be taken up and returned only to a parent/guardian. All items in backpacks are the responsibility of the student and the school is not liable for **ANY** loss or damage incurred. **We are working to keep students focused on learning.** The student's classroom teacher will communicate to parents any exceptions to this policy for that specific classroom. The teacher will state when it is appropriate to bring items from home and what those specific items may be.

#### **Child Find**

Do you know a child who needs help? Williamson County Schools wants to make sure every child in Williamson County gets the help they need to learn and grow. Do you know a child who: Is between the ages of birth and 22 years, growing or learning slower than the others kids the same age and has a hard time learning? If so, call the Student Support Services of Williamson County Schools at 472-4130 to inform us of the child's name and address. The sooner Student Support Services knows of the needs of a child, the sooner they can help!

#### **Communication**

Good communication is our commitment! Parents and community members are vital participants and essential partners in the educational process. Your ideas, questions, and concerns are important to us. We welcome your notes, emails, calls, and visits. Below are some of the ways we share information:

- Winstead Elementary Family Handbook
- Tuesday Folders (Purple)
- Parent Nights
- PTO Meetings
- PTO Newsletters
- Administration Newsletters
- Teacher Newsletters
- Teacher Phone Calls
- Teacher Emails
- School Web Page
- PTO Web Page
- ESED in the Williamson AM
- Newspaper features
- Connect Ed - Telephone messages
- Morning/Afternoon announcements
- Columbia Pike Marquee
- Channel 3
- IN FOCUS (Williamson County's email newsletter)

***\*\*In order for us to communicate effectively, please make sure that our front office has your current information. When phone numbers change, please notify the office as soon as possible.***

### **Dress Code**

All clothing must be appropriate and conducive to the learning environment. Students should dress appropriately for comfort, the weather, and maximum learning. Clothing items that will be removed during the school day or on warm days during recess should be clearly labeled with the student's name. All students are expected to dress in a way that respects the rights of others.

Tennis shoes with non-marking soles are required for physical education. Since students participate in recess or physical education each day, it is highly recommended that they wear safe, comfortable shoes such as tennis shoes every day. Sandals and flip-flop style shoes are not safe for this daily physical activity. Instructional time is lost if students change shoes at school.

- Come to school neat and clean.
- Un-natural hair colors (green, blue, rainbow, etc.) / styles are not permitted.
- Visible body piercing is limited to ears.
- Appropriate undergarments should be worn at all times and should not be visible.
- Clothing with profanity, suggestive language or pictures, or advertisements for alcohol, drugs or tobacco should not be worn.
- Sunglasses, coats, hoods, hats, "Do Rags" and bandanas are not to be worn during school.
- Shoes with retractable wheels are not permitted.
- See-through/fishnet clothing, tank tops, spaghetti straps, tops revealing bare midriffs, tops revealing cleavage, backless shirts, clothing with holes in locations (above the knee) that violate dress code, pajamas, slippers, halter tops, shorts with words on the seat, and shirts tied at the waist revealing bare midriffs are not permitted. Shorts, dresses, skirts, and "skorts" should be no more than six inches (a dollar bill) from the bend of the back of the knee – this includes the slits in "skorts"/skirts. Young ladies should be able to sit, bend, and raise arms with no visible skin at the midriff.
- Slack or slacking in clothing is not allowed.

***The appropriateness of dress is at the discretion of administration. Students out of compliance will be asked to call home and will remain in the office until appropriate clothing is brought from home. Our goal is modesty and no distractions during the learning process.***

### **Early Dismissals (All Early Dismissals MUST Take Place Before 3:00.)**

Early dismissal is approved for the following:

- Illness
- Death in the family
- Recognized religious holiday
- Principal approved emergency or exceptional circumstances.
- Doctor's appointment (*on a limited basis*)

***Students will not be dismissed early after 3:00 (except in an emergency) due to safety issues and the interruption of instructional time.*** The instruction at the end of the day is an extremely valuable time to reflect on the day's learning and to prepare homework assignments and materials. Whenever a student is dismissed early, the entire class is interrupted. Parents must send a note to the teacher in the morning of the request (unless an emergency situation) for early dismissal with the following information:

- Student's name and teacher's name
- Date and time child needs to be dismissed
- Reason for early dismissal.

The parent must sign the student out in the office at the time of the dismissal stating the time and the reason. The student will then be called to the office. Early dismissals should be occasional. If the appointment occurs at the beginning or during the school day, the student should return to school after the appointment. ***Frequent early dismissals can negatively impact student learning and achievement. A student with more than three early dismissals, tardies, or any combination of the two will not be eligible for perfect attendance, unless doctor's notes are provided for the early dismissals or tardies.***

### **Facilities**

The Winstead Family is encouraged to care for our building and grounds with respect. The school building should look clean, neat and inviting. It is everyone's responsibility to keep a neat, orderly classroom. Students should use the last few minutes cleaning up paper and assisting to maintain a clean classroom. All of us are custodians of the building. Gum is destructive to school furniture and flooring, therefore gum is not allowed.

### **Faculty / Staff Lounge**

The faculty lounge is for school personnel to allow for the faculty and staff to eat, relax and or make personal phone calls. Request for use must be made in advance.

### **Field Trips**

Field trips are part of the regular academic day. However, the school must have written permission on file from the parent/guardian for a student to go on a field trip. Teachers will notify parents/guardians of times and dates of field trips. Permission forms will be sent home for parent/guardian signatures. All students should ride the bus with their class to and from all field trip locations. For different transportation arrangements, special permission, requested in writing, must be approved by the principal prior to the field trip. Parent chaperone volunteers may be requested for field trips. Parent chaperone volunteers will be assigned a

group of students to supervise, so it is asked that alternate plans be made for younger pre-school age children on days of field trips. Parents cannot adequately monitor their assigned student groups while attending to their own young children. If alternate child care is not available for younger children, we ask that a parent volunteer their time/talents in a different way. Parents may drive in personal cars or carpool to field trip locations.

### **Front Office**

The front office is the center of all activity at Winstead. While we welcome all parents, visitors, and other guests, we ask that you check in with the personnel at the front counter upon entrance into the front office area. That person will then check with office staff regarding their availability. As a rule, you will be asked to make an appointment as administrators are evaluating teachers, meeting with parents, working with students, monitoring the cafeteria, or are out and about in the classrooms observing lessons. It is our desire to respect the confidentiality and privacy of all members of the Winstead family. The best way to get in touch on a regular basis is by phone or email.

### **Homework**

Homework is intended to be an extension of the learning and is important because it gives independent practice and re-enforcement of the skills and concepts presented in class. Homework is due the day following the assignment unless otherwise specified by your child's teacher. The rule of thumb is that students should be spending 10 minutes per grade level on homework each night: i.e.: 1<sup>st</sup> grade – 10 minutes; 2<sup>nd</sup> grade – 20 minutes, etc. In addition, please note our reading policy. This is not considered homework, but a way to wind down before bed time and an encouragement to develop life-long learners and readers. If your child is spending more than the above time on homework, please contact the teacher. The teacher needs feedback at this point so that together you can resolve the issue. We know our students and families are busy and it is not our intent to dominate all of a student's after-school hours. It is our intent to promote organization, good work habits, and responsibility in our students.

### **Inclement Weather**

In case of inclement weather, parents/guardians should make a general plan for students to follow. It is impossible for school phone lines to handle a large volume of last minute phone calls for instructions as to a dismissal plan. Students will be sent home on days requiring early dismissal according to the information provided by you on the ***Emergency Dismissal Form*** that is kept on file at school. Please maintain a record of your child's dismissal plan at home in the event of such early closing. The buses usually leave on such days in plenty of time to get students home safely. On such days, all after-school events and activities are canceled. Parents/Guardians should listen to the radio and watch local television coverage for up-to-the

minute news on school closings rather than calling the school.

On days that school is cancelled due to inclement weather, you will receive an early-morning phone call through the Connect Ed system. The school closing will also be posted on Channel 3.

### **Instructional Time**

Uninterrupted instructional time in the classroom is vital to an environment conducive to teaching and learning. Please help us ensure that this valuable time is protected and honored as a time free from distractions and interruptions. The following are ways parents/guardians can help protect and honor the instructional time in classrooms:

1. Check to make sure students have needed items for school each day before the student leaves home in the morning (lunch/lunch money, snack, homework, projects, and supplies).
2. Ensure that students arrive to school in time to be in their classrooms before 8:30.
3. Do not schedule appointments for students during the school day, if possible.
4. Plan family vacations when school is not in session.
5. Only visit classrooms following school procedures and when scheduled with teachers.
6. If you would like to observe your child's classroom you may do so by scheduling a designated time with the principal and the classroom teacher.
7. Meet your child in the cafeteria when having lunch at school and say "goodbye" to your child in the cafeteria.
8. Do not go to the classrooms during arrival and dismissal times. Teachers are busy helping students.
9. Avoid early dismissal whenever possible. It disrupts the entire class when a child leaves early.

### **Internet Use/Media**

While using the internet for information and research projects at school, students will be directed to specific pre-selected research sites. The information is reviewed by Winstead faculty for accuracy and reliability. Our students are not allowed to use any search engines that are not pre-approved while at school. Our students may also be featured on occasion by the local media. ***Students must have the appropriate permission on file in order to use the Internet, in order to be mentioned on the honor rolls AND in order to be featured by the local media. A Media Release Form will be kept on file in the school office.***

### **Lost and Found**

Backpacks, jackets, coats, notebooks, lunchboxes, etc. should be labeled with your student's first and last name so if lost, we can return the item to the rightful

owner. Lost and Found items without labels will be stored in a designated location. Items not retrieved will be donated to local charities two times per year; at winter break and on the last day of school before summer break.

### Lunch

We operate a computerized point of sale system. When you send your child's lunch money, it will be entered into your child's own personal account. All students will have their own individual 4-digit ID number that they will enter into an electronic keypad each time they make a purchase. This number remains the same for their entire Williamson County Schools' career. Please send lunch money deposits on Mondays. You may deposit lunch money by the week, month, or year. Send a check made out to Winstead Elementary School. Please place this money in an envelope with your child's name, teacher's name, grade, and the amount of money enclosed. Computer generated letters will be sent home when account balances are overdrawn.

#### *Lunch Rules/Procedures:*

Carbonated drinks are not allowed in the cafeteria. Please send items in your child's lunch that can be managed by the child, as there is not sufficient staffing to assist each child individually. Sharing of food is not allowed because of possible food allergies. Rather than bringing fast food, it is highly recommended that when visiting for lunch that you either purchase lunch from the cafeteria or bring sack lunches from home. This will eliminate any dissatisfaction, disappointment and/or hurt feelings of students while dining with friends/fellow students and will also protect our students with food allergies. Birthday celebrations will also be held at the end of the day in your child's classroom. Your child's lunch time will be communicated to you by his/her teacher. When having lunch with your student, please sign in on the Visitor/Volunteer clipboard in the office. Please wait in the cafeteria area for your child's class to come to the lunchroom. Please sit with your student at one of the designated GUEST TABLES. Please say "goodbye" in the cafeteria and sign out in the office.

#### *Cafeteria Rules*

- Students must enter assigned cafeteria line to purchase their lunches.
- Each student will be allowed only one trip through the line to get everything they will need. Ice cream tickets will be sold during the trip through the lunch line. Students may present their ticket at the cash register when ready to get ice cream.
- Students must remain seated during their entire lunch period. If they need an item, they must raise their hand until a cafeteria monitor comes over to assist them.
- Food, drink, straws, utensils, condiment packets, etc. must remain in the cafeteria and must not be carried back to the classrooms.

### Medication Policy

Medication procedures are consistent with the State of Tennessee Law TCA 49-5-415 and are implemented in our schools county-wide.

**Authorization Forms:** Authorization to Assist Competent Students with Self-Administration of Medication must be completed for each school year. A separate form must be completed for each medication. There are separate forms for Epi-pens and Non-Competent Students. These may be picked up in the front office. Parents or legal guardians must bring their child's prescription medication to school. The first dose of medication must always be given at home in case of an adverse reaction.

**Prescription medication** can be self-administered in school by following these guidelines: The school must have an authorization form completed by both the parent or legal guardian and the physician. The medication must be in the original container, match the physician's orders exactly, and must be labeled by the pharmacy. If the prescription is to be given for less than one week at school (as with some antibiotics) the physician's signature is not required but...The medication must be in the original container properly labeled by the pharmacy and an authorization form must be completed by a parent/legal guardian. If your child is taking an antibiotic that is prescribed three times a day, this should be administered before school, after school and at bedtime. Do not send this medication to school. Empty prescription bottles will be given to the student to bring home unless you inform the school otherwise. Competent students are allowed to keep inhalers on their person as long as that is specified on the authorization form and signed by both parent/legal guardian and physician.

**Over-The-Counter (Non-Prescription Medication)** can be administered by the school nurse by following these guidelines: The parent or legal guardian must complete the authorization form. The medication must be in the sealed manufacturer's original bottle with the student's name on the bottle/box. **NO OPENED CONTAINERS CAN BE ACCEPTED.** No medication can be given past the expiration date.

**End of the Year Procedures:** Only empty prescription bottles will be sent home with a student. At the end of the school year, if a parent does not pick up their child's medication, two designated school personnel will dispose of the leftover medication per policy procedure and document.

**Emergency Care Plans** are required for any student with an Epi-pen or who has diabetes. These are update/revised each school year. **Students With Diabetes:** Lancets and blood-soiled chem.-strips must be disposed of in an approved sharps container. There is one available in the clinic.

### Moment of Silence or Prayer - Tennessee State Law (TCA 49-6-1004)

In order for all students and faculty members to prepare for their day a moment of silence shall be maintained at each grade level in public schools at the beginning of each school day. The teacher shall not indicate or suggest to the students any action to be taken by them

during this time but shall maintain silence for the full time. It is lawful for any teacher in any of the schools in the state of Tennessee to permit the voluntary participation by students or others in prayer. Nothing contained in this section shall authorize any teacher or other school authority to prescribe the form or content of any prayer.

### **Parent Volunteers**

We welcome and appreciate parent volunteers at Winstead! We ask that parents adhere to the following procedures in order to protect the students and classroom instructional time. The school is required to document volunteer hours for the school year so it is extremely important to document in and out times.

- Please sign in on the Visitor/volunteer clipboard in the front office and obtain your Volunteer badge/sticker. Please sign out when you leave.
- When volunteering please adhere to school's dress code.
- Do not drop in to talk to your child's teacher without an appointment. Please contact the teachers by email or phone.
- Due to the use of sharp cutting devices and other equipment, students are never allowed in the workroom.
- When volunteering, please make alternative arrangements for your pre-school age child/children. When you are in the classrooms, Winstead students will need your full attention and children/students are never allowed in the workroom.
- Please do not drop by the classroom to talk with your child. If you need to talk with him/her, we will call from the office.
- When having lunch with your child, please say "goodbye" in the cafeteria.
- Classroom volunteers should schedule work dates and times with individual teachers. When volunteering in the classroom remember to encourage, praise and compliment students, supervise students carefully at all times and enjoy this precious time of learning and growing with our students.

### **Pledge of Allegiance – Tennessee State Law (TCA 49-6-1001)**

As required by our School Board, students will recite the Pledge of Allegiance to the flag each day at a designated time. Students will stand and recite the Pledge while facing the flag with their right hands over their hearts. No student will be compelled if the student or the student's parents or legal guardian objects on religious, philosophical, or other grounds to their child participating in such exercise. Students not participating will remain quietly standing or sitting at their desks while others recite the Pledge of Allegiance and shall make no display that disrupts or distracts others who are reciting the pledge.

### **Reading Requirement /Literature Selections and Reviews**

The reading of quality literature is an important part of encouraging children to becoming life-long learners. The county standard is for a child to be read to or to read independently for 15 minutes each night. Novels read and assigned at school are selected and used in various ways during instruction to improve and promote the mastery of essential reading skills. The selected literature will be pre-read and deemed appropriate for instructional purposes by the teacher. Parents may review the selected novels and request alternatives if the selected novel is not right for their child.

### **School Hours 8:35 – 3:35**

Arrival begins at 8:05. Dismissal begins at 3:25. Students may enter school at 8:05. Students are tardy if they are not in their classrooms by 8:35. If you need child care prior to 8:05, after-school, or summer care, please contact the *Fun Company* Director.

### **School Safety**

Winstead Elementary adheres to the Williamson County Crisis Intervention Plan. School safety policies have been established and are reviewed often under the leadership of the Safe and Orderly Environment Correlate Team and the Building Leadership Team.

Safety policies include:

1. All visitors must enter the building through the front doors **and** through the front office. All other doors remain locked to outside entrances. Students have been instructed to never open an outside door to anyone, even someone they know.
2. Parents, visitors, and volunteers, no matter how often they are in the building, must sign in and out in the front office and must wear either a visitor or volunteer badge/sticker. Please do not be offended if a teacher sees you without a badge in the building and asks you to return to the office. This is for the safety of the staff and the children.
3. Parents and visitors must schedule appointments to visit classrooms.
4. Volunteers or school personnel escort visitors touring the school.
5. Parking is only allowed in designated parking spaces.
6. Fire drills and tornado drills are scheduled throughout the year. During severe weather warnings/situations, all measures and precautions for the safety of our students will be taken.
7. A State Fire Marshal inspects the school to ensure fire safety policies are followed.
8. Office personnel must verify the identification of individuals when releasing a student. Parents must communicate in writing, the permission for someone to pick up a student other than the parent. A student will not be released to anyone who is not

specified on the Yellow Student Information Card that you fill out at the start of school. If there are changes in release information, you must come in and make those changes in person on the card. Please do not be offended if someone asks for your ID when picking up your child. We have numerous parents and school personnel working the front desk who may not know you by sight. This is for the safety of your children.

9. Office personnel may ask for a driver's license as an ID when someone comes to school to check out a student. Please be prepared to present this identification.
10. Students are expected to follow safety guidelines established by the school and classroom teachers.
11. Parents and students are expected to follow the guidelines in the carpool lines during drop-off and pick up.
12. The custodial and maintenance staffs work to keep the school clean and free from safety hazards.
13. Winstead adheres to the American Lung Association's Tools for School Indoor Air Quality program.
14. There is no smoking on the Winstead campus.
15. Medication policies established by the school system are followed.
16. Students must have written permission from parents any time dismissal is different from their normal plan.
17. An Emergency Care Plan is on file in the office with the student's updated emergency information.
18. A plan is noted on the Emergency Dismissal Form for early dismissal due to inclement weather.
19. Required legal documents are on file in the case of custody/non-release situations. (Please see front office personnel for these requirements.)

### **"Specials"**

In addition to the core academic classes, our students will attend special classes in order to realize their talents and to develop personal and social skills. Special classes at Winstead Elementary are:

- Art
- Guidance
- Library
- Music
- P.E.

### **Student Progress**

Your child will receive a progress report mid-nine weeks and a report card at the end of each nine weeks. The grading procedures will be explained at Parent Night. Two formal conference days will be held, one in the fall and one in the spring. Parents and teachers

may schedule meetings any time during the school year as needed.

### **Tardies**

Students are tardy if they are not in their classrooms by 8:35. Parent or medical documentation is required when a student is tardy. Students must receive a tardy pass from the office to enter class after 8:35. It is recommended that all students be in their classrooms by 8:30. If school buses arrive late, students are not tardy. Excessive absences and/or tardies are defined as 5 or more in a semester. State Law requires notice be sent to parents of students with excessive absences and/or tardies. Prompt attendance in school is imperative for the educational success of all students. ***Students with more than three tardies, early dismissals, or any combination of the two will not be eligible for perfect attendance, unless doctor's notes are provided for the tardies or dismissals.***

### **Teacher Workroom**

Children, regardless of age, are not allowed in the workroom area at any time due to safety concerns. The teacher workroom is a very busy place and must be able to support a working environment conducive to completing work assignments in a safe, timely, and efficient manner.

### **Telephone**

Each teacher has a phone in the classroom. Students must have permission from the teacher to use the classroom phone. Students may not make social plans from school phones. Such plans should be made from home prior to coming to school and should be accompanied by appropriate documentation when alternate transportation is an issue.

### **Textbooks**

The county provides textbooks free of charge. In addition to the bar code on each textbook, students should write their names in the appropriate location in the front cover. All textbooks should be handled with care and returned in good condition at the end of the school year. Students will be required to pay full publisher price for lost or damaged books.

### **Withdrawal Procedures**

If a move or other circumstance requires a withdrawal from school, a withdrawal form must be completed, all textbooks must be turned in, and a student must be in good standing with the library. Once all of the qualifications are met, a parent/legal guardian may withdraw a student from school.

