

Chapman's Retreat Elementary School

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www.wcs.edu/cres



Student Handbook 2019-2020

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Elementary Student Handbook

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ASSESSMENTS

Williamson County Students participate in both formative and summative assessments. Formative assessments are ongoing classroom assessments utilized to inform instruction. Examples include exit tickets, quizzes, unit tests, STAR universal screeners and benchmark assessments. Summative assessments typically take place at the end of a course. They are utilized to guide the school on overall approaches and strategies for instruction.

Students in grades K-5 will participate in the district-wide reading and math STAR screener. Students in grades 3-5 will participate in state and district assessments. During assessment windows we ask that parents make every attempt to have students at school on time. No absences will be excused for family trips.

Please refer to the following link for information regarding district assessments including the assessment calendar:

<https://www.wcs.edu/district/departments/tla/assessment/assessment-calendar/>

ATTENDANCE

Consistent attendance and punctuality are a foundation of student progress and success. If students are repeatedly late or absent from school, they are at risk of missing explicit instruction and therefore misunderstanding concepts.

Student attendance is one of the categories the federal and state government uses to evaluate schools and assess whether they are making adequate yearly progress. The Tennessee Department of Education Accountability Regulations (ESSA) defines students as “chronically absent” after 18 absences per year, regardless of whether they were excused or unexcused. Students who accumulate 18 or more absences will be considered “Chronically Absent” and will be reported to the state. The Chronically Out-of-School indicator places a larger emphasis on attendance when the district and schools are given performance scores.

Late Arrivals and Early Dismissals (before 3:25)

Students are tardy if they are not in their classrooms by 8:45 am.

Parents must send a note to the teacher the morning of the request for early dismissal (unless in an emergency) with the following information:

- 1) Student's name and teacher's name
- 2) Date and time of dismissal
- 3) Reason for early dismissal

The parent must sign the student out in the office at dismissal time listing the time and reason. Office personnel will then call the student to the office for dismissal.

Late arrivals and early dismissals may be excused for the following reasons: (1) illness, (2) death in the family, (3) recognized religious holiday, (4) doctor or dentist appointment, or (5) Principal approved emergency or exceptional circumstances.

We will not dismiss any students after 3:15 p.m. (except in an emergency) due to safety issues and the interruption of instructional time. Instruction continues until preparation for dismissal at 3:40 PM.

Excused Absences

Excused absences include: (1) illness, (2) death in the family, (3) recognized religious holiday, (4) doctor or dentist appointment, or (5) Principal approved emergency or exceptional circumstances.

Written Documentation

The Williamson County School Board Policy 6.200 requires written parental or medical documentation for all absences, late arrivals, and early dismissals.

- This documentation ensures that school personnel are fully and accurately informed about your child.
- All absences are considered "unexcused" until a note is sent, within 24 hours of the student's return to school.
- When a student's absences **exceed 10 days, a doctor's note will be required** to excuse all future absences.
- Notes are kept on file for the duration of the school year.
- Parents may also send an email with all appropriate information to their teacher AND our attendance secretary, Angela Hollingsworth.
- Notes should include:
 - child's name
 - teacher's name
 - date(s) of absence
 - reason for absence
 - doctor's note attached (if applicable)
 - parent or guardian signature

In accordance with the new Tennessee State guidelines for schools related to Truancy, Williamson County Schools has implemented a three-tiered system to monitor attendance. Parents will be notified as unexcused absences accumulate to proactively support students with truancy concerns. Parents will be notified when absences begin to accumulate.

- 3 unexcused absences – parents will be notified via phone or email.
- 5 unexcused absences – a meeting will be scheduled with the student, parent(s) and school personnel. A plan to support the student will be developed. Follow up meetings will be planned to monitor progress.
- Additional unexcused absences will require the student and parent(s) to attend a regional truancy awareness meeting hosted by the WCS Truancy officer.

FAMILY TRIPS

In response to the Tennessee Department of Education Accountability Regulations listed above, WCS schools will be more conservative than in the past regarding excused absences due to family trips. Trips should be scheduled during school breaks. Family trips outside of WCS scheduled breaks and beyond the 4 days of excused absences per semester will not be excused, with the exception of family emergencies or extenuating circumstances.

BEHAVIOR

All students are expected to adhere to the following school expectations:

- **Be Respectful**
- **Be Ready**
- **Be Responsible**

Individual classroom teachers will establish classroom procedures for meeting these expectations.

- Student incidents will be managed in a confidential manner, minimizing disruption and loss of instructional time.

- No student identifying information regarding behavior and/or consequences will be posted or visible to other students.
- If a student repeatedly fails to meet behavior expectations, the result may include a conference with the school administrators.
- Consequences will be determined based on behavior and any prior incidents or interventions.
- Consequences may include but are not limited to a call to the parent, think/work time in the office, ISS (in school suspension) and possible OSS (out of school suspension).
- All students are expected to follow WCS policies, procedures, and guidelines concerning discipline for any offenses concerning Zero Tolerance.

BULLY-FREE SCHOOL

Bullying will not be tolerated.

We request that all parents and students report any bullying to a teacher or staff member in the building.

- The report will be investigated by the administration within 48 hours.
- The investigation and required intervention will be implemented within 20 calendar days.
- The administration will immediately notify the parent/guardian of any students involved and provide information regarding any available support services.
- The administration will follow investigation procedures and definitions set forth in policy 6.3032.
- Behavior that is found to be in violation of this policy shall be subject to discipline, up to and including suspension.

Definition: Tennessee law says any act that substantially interferes with a student's educational benefits, opportunities or performance defines bullying.

Bullying is: 1) repeated, 2) intentional harm, 3) against someone perceived with less power. Bullying has the effect of:

1. Physically harming a student or damaging a student's property
2. Knowingly placing the student or students in reasonable fear of physical harm to the student or damage to the student's property.
3. Causing emotional distress to a student or students; or
4. Creating a hostile educational environment.

If a student needs help with resolving a conflict or if a student feels that he/she is being bullied, he/she should communicate with a staff member such as a teacher, counselor or administration.

Families may also report bullying to a WCS toll free tip line. The toll-free number is 1-855-284-0669. Incidents can also be reported via email at bullying@wcs.edu.

Cell Phones

- Cell phones and cameras may not be used to take pictures or video in the school setting unless requested by the teacher for instructional purposes.
- Unless otherwise directed by a teacher for instructional use, cell phones are to remain in your child's backpack and turned off during the school day.
- Student are prohibited from using cell phones to text or call parents/guardians during school.
- Parents are encouraged to attend any school or community meetings regarding digital citizenship.

CAFETERIA/LUNCH

Please consider managing your child's lunch account online at *MySchoolBucks*.

Meal Prices:

- K-5 Breakfast \$2.00
- Reduced breakfast \$.30
- Adult Breakfast \$2.25

- K-5 Lunch \$2.90
- Reduced Lunch \$.40
- Adult lunch \$3.50

Lunch should be a relaxing and fun time for students. Please send items in your child's lunch that can be easily managed by the child.

Cafeteria rules have been established to help create a safe and enjoyable atmosphere. Please review these rules with your children.

Cafeteria Rules:

1. Enter and exit the cafeteria line on "Zone 0" voice.

2. Obtain all utensils and condiments before sitting down.
3. Purchase all items as you go through the line.
4. Clean up your area and gather trash when your table is dismissed.
5. Stay in your seat with feet under the table and hands to yourself.
6. Raise your hand for assistance.
7. Wait for permission before leaving your seat.
8. Eat your food only. Due to student allergies we cannot trade food.
9. Follow cafeteria directions from lunchroom assistants.
10. Use proper dining manners (see School wide Behavior Plan).

- Parents may join their children for lunch at the tables available for visitors in the cafeteria.
- Parents may only eat with their own children at the visitors table or outside on the picnic tables. Students are not allowed to bring a friend to lunch without written permission from the student's parent.
- In the best interest of all students, and in alignment with the district's wellness policy and allergy protocol:

Outside restaurant food is not permitted in the school cafeteria.

- Parents may purchase a school lunch or bring a sack lunch from home for themselves.
- To preserve instructional time, parents are asked to wait at the cafeteria to join their children for lunch and say "goodbye" to their children in the cafeteria.
- Please sign in/out in the office.

We appreciate your support as we work to reduce disruption, promote healthy school lunches, and diligently protect our students with allergies.

CELEBRATIONS

We love to honor and celebrate students at Chapman's Retreat. Each grade level may hold two class parties during the year. The parties will be a time for students to celebrate and participate in fun activities with their classmates. It is vital that staff and parents are mindful of food allergies when planning for celebrations. Food allergies can

be life threatening and are a serious concern to all schools. Therefore, we will make every effort to protect students with allergies while not taking away from traditional childhood celebrations. The guidelines listed below are in accordance with the district's Allergy Standard Operating Procedures (SOP 6.114).

Class Parties (All WCS elementary schools will adhere to the same policies).

To increase the level of safety and security in our schools:

- There will be two classroom parties per school year: one prior to winter break and one at the end of the year.
- The room parent will organize the food and activities for the party.
- Two parents per classroom will be assigned to attend and assist the teacher with the party.
- All food for scheduled school-wide and classroom celebrations must be pre-packaged with ingredient and nutritional values listed.
- Food made from home may not be distributed during the school day or brought into the classroom.

Birthdays

Students love to celebrate birthdays at school, as it is a memorable time to share with teachers and friends. To abide by the WCS Wellness Policy, as well as address the increasing number of students with food allergies or diabetes, we are asking all parents to follow these simple guidelines when planning for your child's birthday. The Chapman's Retreat staff feels strongly that by following these guidelines, we are promoting a healthy lifestyle and maximizing learning:

No birthday food treats will be allowed.

In lieu of a food treat:

- Send in a non-edible treat for everyone in the class, such as pencils, bookmarks, etc.
- Donate a book in your child's name to our school library.
- Donate an educational game or book to your child's classroom teacher in their honor.
- Have a family member come and read to the class.

Your child's birthday will also be recognized on our school-wide announcements and they will receive a birthday bracelet from the office. Again, the emphasis is on honoring your child on their birthday and keeping other students safe and healthy.

Birthday Parties

- Individual invitations to private birthday parties may not be distributed during school hours unless there is an invitation for every child in the class or one for

every student that is the same gender as your child (i.e. for your daughter, an invitation for every girl in the class).

- There is no need to put student names on these invitations as there will be enough for one per child.
- Please note that these invitations will be distributed to students in your child's class only.
- Invitations sent to school without one for every child in the classroom will be returned home.

CHILD FIND

Child Find is how Williamson County Schools identifies students who may be struggling or experiencing challenges accessing the curriculum. This may include children who are gifted as well as students who have trouble seeing or hearing, require special education services, or need additional supports to learn. It is important to identify these children and give them the help they need as early as possible. Families concerned about their child's progress may refer the child for screening by calling Student Support Services at 472-4130.

CLINIC/ILLNESS

We are very fortunate to have a full-time nurse on staff, Gloria Pajic. She is committed to serving all students and staff.

- If a student becomes ill or injured at school, the teacher will have the student evaluated by the school nurse.
- Through her examination and in accordance with the district illness policy, the nurse will determine if treatment is needed, or if the student needs to go home.
- The nurse will notify parents if a student becomes significantly ill or injured.
- The school nurse may only administer medications that are provided and authorized by the parent/guardian.
- Refer to the WCS Medication Administration Protocol for guidance.
- Students will be checked for head lice by the school nurse when demonstrating symptoms of infestation.
- Parents of students with live lice or an active infestation will be asked to pick up their child as soon as possible to begin the treatment process.
- The student may return to school only after the hair has been treated appropriately and the parent presents proof of treatment.

- When determining whether your child is well enough to attend school, please refer to the Williamson County Schools Illness Guidelines found here <http://www.wcs.edu/wp-content/pdf/HealthServices/IllnessPolicy.pdf>.
- If you have any other questions regarding health services, policies or procedures, please visit the Williamson County Schools Health Services Site at <http://www.wcs.edu/departments/health-services/>.

CUSTODIAL ISSUES/PARENTING PLAN

- Parents must inform the school immediately upon any changes in custody, especially court restraining orders.
- Student information will be available to parents with shared custody.
- All families with a parenting plan must have a current plan on file in our office along with any subsequent orders or changes to the parenting plan.
- Students will be unable to register for school without a parenting plan or court order establishing the primary residential parent.

DISCIPLINE

Chapman’s Retreat Elementary utilizes a Positive Behavior Intervention System (**PBIS**) which is a school-wide plan for all students in grades Kindergarten through 5th grade. This school-wide plan contains three key components:

- Academics
- Behavior
- Social skills

Students are positively reinforced throughout the day and consequences delivered based upon the specific situation. The Chapman’s Retreat **Behavior Expectation Matrix** is listed below. Behavior expectations are reviewed, practiced and reinforced on a consistent basis. Please review these expectations with your child and remind them that we are a “Be Nice” school district.

Chapman’s Retreat Behavior Expectation Matrix

	SETTINGS
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<u>EXPECTATIONS</u>		Classroom	Hallway	Cafeteria	Playground	Arrival	Dismissal
	R E S P E C T	Follow classroom rules Be nice to others	Be Nice to others Be quiet in the hallway	Use an inside voice Use good table manners Stay in seat	Follow teacher directions Be nice to peers	Follow teacher directions Walk quietly to class Treat others with respect	Treat others with respect Respond immediately when dismissed Dismiss quietly
	R E A D I N E S	Have class materials ready Complete and turn in all work Keep your work area clean and organized Be willing to give your best effort.	Walk in line on cheetah paws Follow rules consistently Be considerate of other classes	Keep your lunch area clean Throw away all of your trash Follow cafeteria rules Use inside voices	Follow playground rules Be Nice to peers Share equipment	Listen for your grade level to be called Quietly walk to class	Be prepared for dismissal Listen for teacher directions Be quiet while waiting
	R E S P O N S I B L E	Have all materials ready Follow class expectations Listen while others are talking	Walk in hallway Set a good example	Be prepared to order Get all necessary items Raise hand if you need help	Use equipment Safely Play approved activities Stay in approved areas	Use inside voice Be in class on time: 8:45 am	Remain quiet while waiting Walk in the hallways

In most cases, discipline concerns will be handled in the classroom by the teacher. If a child is sent to the office an administrator will:

1. Obtain information from the teacher or adult witnessing the incident.
2. Talk individually with all of the students involved.
3. Investigate the circumstances of the situation (preceding events, environment, frequency of occurrence, history, etc.).
4. Document information provided by the witnesses and/or students involved.
5. Student(s) will reflect on the situation and complete a "Making Good Choices" sheet which will require a parent signature prior to returning to the administrator.
6. Consequences will be (may choose one or a combination):
 - a. Warning only.
 - b. Thinking/Reflection time in the office.
 - c. Phone call to parent.
 - d. Time out in the office.
 - e. Loss of privileges.
 - f. In-School Suspension.
 - h. Out of school suspension
 - l. Parent notification and/or conference with principal, teacher, and student.

DRESS CODE

Students should dress appropriately for comfort, weather and learning. Chapman's Retreat Elementary will follow the guidelines set forth by the county school board policy 6.310.

1. Tops of shoulders must have a minimum of a 1-inch strap unless otherwise covered by an opaque top garment;
2. Skin and undergarments must be covered with opaque clothing from the underarm to mid-thigh.
3. Mid-thigh is defined as the midpoint between the waist and mid-knee;
4. All pants, trousers, shorts and skirts must be held at the waist;
5. Leggings and other compression-style garments may be worn so long as an opaque top garment covers the private body parts;
6. Hats may be worn in buildings *on special occasion as permitted by administration*;
7. Appropriate shoes are required;
8. Tennis shoes with non-marking soles are required for physical education.

9. It is recommended that students wear tennis shoes for recess. Please do not send students in flip flops or shoes without a back as this can result in injury.
- Any type of clothing, apparel or accessory, including that which denotes such students' membership in or affiliation with any gang associated with criminal activities is not permitted (TCA 49-6-4215).
 - Student uniforms related to student extra-curricular activities (band, cheerleading, dance, sports team, etc.) must be in compliance with this policy during the academic day.
 - Any apparel or dress that advertises or promotes products or activity prohibited by law or by the Board of Education is prohibited (e.g., profanity, illustrations, or suggestive language, etc.).
 - Administrators and teachers shall enforce the dress code policy. The principal or his/her designee shall be the final judge as to compliance with the dress code.
 - Parents will be notified and **asked to bring appropriate clothing to the school** if a student is in violation of the dress code.

EMERGENCY DISMISSAL

The Director of Schools or a public relations designee from the district will use the phone system to notify you of emergency closings. If school is dismissed early due to weather or other emergency conditions, the school will follow the dismissal plan for each child on file in the office. Please make sure that the emergency dismissal information remains up to date.

Parents must provide written permission for someone other than the parent/guardian to pick up the student. Office personnel must verify the identification of individuals when releasing a student, therefore they will request a driver's license or photo ID when someone other than the parent/guardian requests to pick up the student.

FIELD TRIPS

Students will participate in several field trips throughout the year, as extensions of classroom activities. Teachers will notify parents concerning field trips and send home permission forms for parent's signature. The school must have on file written permission from the parent before a student may go on a field trip. If the written

permission slip is not returned by the due date, the child will not be able to attend the field trip. Students will travel by bus to and from all trips. Any exceptions to this procedure must be approved by the principal.

Chaperones are welcome and needed for some field trips. For the safety of our Chapman's students, no siblings are allowed on school field trips. According to Williamson County School Board Policy, all chaperones **must** be Tier 3 Volunteers.

FIRE, TORNADO, & EMERGENCY DRILLS

Fire, tornado, and emergency drills are necessary for the safety of the students and staff; therefore, we practice them throughout the year. The following safety drills are scheduled: 10 fire drills, 3 tornado drills, and 2 security lockdown drills.

HOMEWORK

Homework is an extension of daily learning and allows independent practice and reinforcement of skills and concepts presented in class.

- All practice work sent home with a student will be differentiated and able to be completed independently by the student.
- Homework may include projects, STEM activities, online practice, experiments, oral or video presentations, studying for tests, review, writing and practice on isolated skills.
- Chapman's Retreat places a priority on reading as it affects all other subjects. It is a school wide expectation that students **read 30 minutes each night** as research shows the vast impact it has on overall learning.
- The WCS School Board Policy on Homework is **SB Policy 4.607**.
- The guideline for the amount of time a student should spend completing homework is as follows:
 - K, 1st, 2nd = No more than 30 minutes nightly.
 - 3rd, 4th, 5th = No more than 1 hour nightly.

Contact your teacher if your child is consistently taking longer than the expected time frame to complete homework.

We have high expectations for the **individual** completion of all assignments by our students. Parents can assist us greatly by helping their child with the following items.

- Encourage your child set up an **organized place** to complete homework. This space should be clutter-free and relatively quiet during homework time. It should also be visible to the parent to ensure the student remains “on task.”
- Help your child **develop a schedule** for finishing homework and projects or tasks. A scheduled and consistent homework time each afternoon is extremely helpful to students. Reading is a vital part of homework in the elementary level and should be practiced each day. Learning math facts is also a key to student success. Putting social and family events in the planner will help students with prioritizing and managing their time effectively.
- Encourage, motivate and prompt your child to **complete homework**. Help your student formulate a plan and study in advance as needed.
- **Review** teacher feedback on assignments with your child. This gives you a place to start conversations about work your child may need assistance completing.
- Help your child **connect** their homework to the real world. Our teachers strive to make assignments purposeful and relevant to students. Your support can make the difference in the completion of key assignments.
- **Monitor** your student’s progress using Skyward. It gives real-time data about your student’s attendance, completion of assignments, and grades for students in grades 3-5. Teachers update grades and assignments frequently.

Please communicate any concerns involving homework with your child’s teacher as soon as possible.

INTERNET POLICY

For a student to use the Williamson County Public Schools’ internet connection, a copy of the policy must be read and electronically or manually signed by the student and a parent or guardian. (see also Acceptable Use Policy– Williamson County Schools at wcs.edu).

LOST & FOUND

The Lost and Found is located underneath the center stairwell. Check these items when you have lunch with your child or when you visit the school. Please label students’ clothing such as jackets and sweaters. At times throughout the year, lost and found items are given to charity after notifying parents and allowing time to claim items.

MEDICATION PROTOCOLS

Medication procedures are consistent with *State of Tennessee Law 49-5-415* and are implemented in our schools' district wide. Medications should be limited to those required during school hours to assure safe administration of medications for those students who require them. Please be aware of the following:

- 1) The school must have a medication authorization form completed each school year for both prescription and non-prescription medications. These forms are available in the office.
- 2) Parents, or legal guardians, must bring their child's medication into school. Students are not allowed to bring in their own medication. This includes prescription as well as non-prescription medication. Empty prescription bottles may be given to the student to take home, unless you inform the school otherwise.
- 3) Prescription medications must be in the original, pharmacy labeled container and match the doctor's orders exactly (up to 30-day supply at a time). If your child is taking an antibiotic that is prescribed for three times per day, parents should administer the medication before school, after school, and at bedtime. DO NOT send the antibiotic to school.
- 4) All over-the-counter medications must be in the original, unopened manufacturer's packaging with the child's name affixed. You can supply over-the-counter medication with an expiration date that will not expire during the school year. Only FDA approved medications can be administered at school.
- 5) Designated school personnel will be trained to assist students with their medications on field trips. If you do not want your child to receive medication on a field trip, please notify your school nurse in writing.
- 6) Medications must be kept at school no longer than the expiration date or end of the school year, whichever is sooner. All medications not picked up by the last school day will be destroyed.

HEALTH PROTOCOLS

The state requires all students to receive 30 minutes of physical exercise two times per week and 30 minutes of unstructured recess per day.

- Any student with repeated requests to miss P.E. or recess due to health concerns must provide a medical statement from a physician.

MOMENT OF SILENCE OR PRAYER - Tennessee State Law – (TCA 49-6-1004)

- For all students and teachers to prepare themselves for the activities of the day, a period of silence of approximately one minute in duration shall be maintained in each grade 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.
- Nothing contained in this section shall authorize any teacher or other school authority to prescribe the form or content of any prayer.

PARENT ONLINE COMMUNICATION

Williamson County Schools Family Access gives parents the ability to track their child's academic progress safely and securely online. Visit this site to register:

<http://www.wcs.edu/parents-students/wcs-family-access/>

PARENT - SCHOOL COMMUNICATION

Ongoing communication from school to home and from home to school is essential to working together as partners in providing excellence in education for all students. Your ideas, questions, and concerns are important to the entire Chapman's Retreat Team. We welcome your notes, calls, and visits. Listed below are possible ways faculty may communicate with parents:

- Back to School Social
- Parent Information Night
- Parent grade level meetings
- Parent Newsletters
- PTO meetings and website
- Weekly Classroom newsletters
- Teacher-parent emails or phone calls
- School Web Page – <http://www.wcs.edu/cres>
- WCS Skyward Family Access
<https://skyward.wcs.edu/scripts/wsisa.dll/WService=wsEPlus/seplog01.w>
- Phone calls from the principal through a schoolwide message system
- WCS district-wide In Focus digital news www.wcs.edu.

E-MAIL POLICY

- All teachers have a published WCS e-mail address.

- Although you may wish to communicate with your child's teacher by e-mail, please be aware that e-mail is not always confidential.
- Please do not send time sensitive information by e-mail, as the internet system is occasionally inoperable, and teacher's instructional schedules do not allow for immediate response.

VOICE-MAIL POLICY

- All teachers have published voicemail extensions that can be accessed by calling their specific number.
- Please do not leave time sensitive messages by voice mail, as teachers' instructional schedules do not allow for immediate response.
- To keep in communication with parents, teachers will check their voice mail before & after school, and during planning time when possible.
- School staff will make every effort to return parent communication within 24 business hours.

PET POLICY

Due to allergies and potential safety concerns, pets are not allowed in the school building without permission from the classroom teacher and the administration.

PHOTOGRAPHY & VIDEO GUIDELINES

Following are guidelines from the WCS office of communications regarding parents taking photographs at school events. The purpose of the guidelines is to address problems that have occurred at some schools when parents have taken pictures at school and posted them on online social media sites.

- Parents are advised not to post any pictures taken at school on social media that include any children other than their own.
- Picture-taking at **non-public school events**: These events occur before, during, and after school and include class parties, field trips, assemblies to which the public is not invited (ex. talent show during the day, etc.) Parents are encouraged to take photos/video of their own children but should not take photos/video of other children.

- Picture-taking at **public school events**: This includes events that are open to the public such as Back to School Bash, Family Fun Night, etc. Parents may take photos at public school events that include other people's children but should avoid posting these photos to social media.

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.

- No student will be compelled to participate in such exercise if the student or the student's parents or legal guardian objects on religious, philosophical or other grounds.
- 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.

PROTECTING INSTRUCTIONAL TIME

We value every minute of instruction! Please help us protect instructional time in the following ways:

- 1) Make sure students have necessary items for school each day.
- 2) Ensure that students arrive to school on time and are in their classrooms by 8:45 a.m.
- 3) Schedule appointments for students after school hours.
- 4) Plan family vacations when school is not in session.
- 6) Meet your child at the cafeteria when having lunch at school and say goodbye to your child in the cafeteria.
- 7) Parents may not walk their child to the classroom during arrival after the first day of school.
- 8) Whenever possible avoid early dismissal.

RECESS & PLAYGROUND SAFETY

We have established common playground rules to provide a safe and secure recess environment for our students.

Please review these rules with your children:

- Interact with others in a positive and cooperative manner.
- Play fair and give everyone a turn.
- Share outdoor equipment.
- Tackle sports are not permitted.
- Keep your hands to yourself (no pushing or pulling on peers).
- Rocks, sticks, dirt, and mulch are to remain on the ground.
- Playground equipment must be used correctly. Rules for slides, climbing equipment and swings are reviewed at the beginning of each year and throughout the year as needed.

Staff members observing children on the playground are equipped with a first aid kit and a two-way radio for additional safety. Children may be removed from play for a “cool-down” period if involved in unsafe playground behavior.

Children will go outside for recess daily unless it is raining or extremely cold/hot. Please keep this in mind when helping your child select clothing and shoes for the day. Chapman’s Retreat will follow Williamson County Schools Standard Operating Procedures (SOP) regarding whether students will go outside or have indoor recess.

This Standard Operating Procedure was carefully written by a team of people including medical professionals to determine what is safe for students. As you know, we all value recess time and the opportunity for students to get some exercise; however, the effects of cold and heat exposure can be very uncomfortable and even life threatening. Therefore, guidelines have been established.

- Students will not go outside for recess when the outdoor temperature including wind chill is less than **32 degrees**.
- In addition, if the wind chill is less than **40 degrees with precipitation**, students will not go outside.
- When the heat index is between **90 F and 100 F**, the principal will monitor and consider the appropriateness of outdoor activities. Recess time may be decreased, or students may stay inside.
- When the heat index is **100 F or greater** students will not go outside for recess.

Finally, the county guidelines regarding appropriate dress are as follow:

- Wind chill below 60 degrees: jacket or long sleeves recommended
- Wind chill below 50 degrees: coat and long pants recommended
- Wind chill below 40 degrees: gloves and hat with previously recommended clothing necessary

SACC (School Age Child Care)

SACC offers before and after school care (6:30 am - 6:00 pm) at Chapman's Retreat. SACC also has a summer program. Please visit the www.wcs.edu website for more information.

SCHOOL SAFETY

A school safety plan is in place and has been vetted by local law enforcement:

- All school doors are locked throughout the day.
- Parents, visitors, and volunteers must sign in and out in the office, and wear either a visitor or volunteer badge.
- Parking is only allowed in designated parking places.
- Parents and visitors must schedule appointments to visit classrooms.
- Our school nurse, Gloria Pajic, will notify parents by phone when a student has an accident or becomes ill.
- Medication policies established by the school system are followed.
- Students are expected to follow safety guidelines established by the school and classroom teachers.
- Students must have written permission from parents to change bus transportation at dismissal.
- Office personnel will verify the identification of individuals when releasing a student.
- Parents must give written permission for someone other than the parent/guardian to pick up their child.
- Staff members will supervise all students during arrival and dismissal times.
- The custodial and maintenance staff work to keep the school clean and free from health and safety hazards.
- The State Fire Marshall inspects the school annually to ensure fire safety policies are followed.
- A fire drill is conducted every month.
- Tornado and lockdown drills are conducted throughout the school year.
- A current student data sheet listing emergency dismissal information is kept on file in the office. In the event of an early dismissal, we will refer to this information to determine dismissal transportation.

Please make sure this information is current.

STUDENT ENROLLMENT

All returning students will register online using their Family Access account login. If you choose not to register online, you may obtain a paper packet from the front office.

STUDENT PROGRESS

- Student progress may be accessed through Skyward Family Access for students in grades 2–5. Parents may request that a printed copy of their report card be sent home each nine weeks.
- Students in grades K–1 will receive written report cards every nine weeks.
- Progress reports will be sent home before the fifth week of each nine week grading period.
- Parent teacher conferences will be scheduled in the fall.
- Parents or teachers may request additional conferences at any time during the school year.
- Teachers will notify parents if students are failing to show adequate progress toward state content standards.

TECHNOLOGY

- All students utilizing the WCS network must have parent permission to access digital devices in the school. The Acceptable Use Agreement form must be digitally signed during the registration process or your child will not be permitted to utilize technology. A copy of this form may be found on the district website.
- Technology devices may only be used for instructional purposes.
- Cell phones, Smart watches and cameras may not be utilized during the instructional day. If it is imperative that your child have a personal device at school for after school communication, it is to remain in their backpack, turned off during school and bus transportation.
- Electronic games, toys, virtual pets, or music players are not permitted during the school day or on the bus.

- If a device is used during school hours, it will be confiscated, kept in the office and returned to the parent.
- Technology devices may not be used to record, transmit, or post photographic images or video of a person or teacher, during school related activities.
- Devices may only be utilized to access files or sites that directly relate to the classroom curriculum.
- Non-instructional games and/or sites are not permitted.
- The school's network filters shall not be circumvented by any student or guest.
- Teachers may collect and examine any WCS device for the purpose of enforcing the terms of the AUA, investigating student discipline issues, or for any other school related purpose.
- Any disciplinary action regarding inappropriate use of technology will be handled on a case by case basis by the school administration.

TOBACCO FREE CAMPUS

- The use of tobacco products, including vaping products and battery-operated devices, is strictly prohibited on school property.

TOYS

- Students are not allowed to bring toys, computer games, virtual pets, trading cards, or other toys to school.
- Classroom teachers will notify parents of any exceptions to this policy.

TRANSPORTATION

- The school opens at 8:25 a.m. (Please do not drop off students prior to this time as they will not be supervised by an adult).
- Dismissal begins at 3:45 p.m.

Car riders will be dropped off and picked up in **front of the school** and enter and exit via Ferguson Drive.

Bus riders will be dropped off and picked up in **the back of the school** via Ferguson Drive.

Cars:

- Parents will be given one car tag. You may purchase additional tags for \$1 each in the front office as needed.
- All cars will enter the school via Ferguson Road.
- Cars will follow the road using one lane and continue around the car rider loop.
- All cars should be placed in park while waiting for students to enter or exit their vehicle.
- Students will exit their vehicle when directed by the staff.
- Cars will turn right at the end of the driveway and exit the school via Ferguson Drive.
- No cars will be allowed to enter the bus loop at the back of the school.
- Access to the school using Secluded Lane will be closed between the hours of 8:15-8:45 a.m. and 3:15-4:00 p.m.
- School staff will direct traffic and be positioned along the driveway to ensure student safety.
- Please do not move forward until motioned to do so by a staff member.
- Use of cell phones in a moving vehicle while on school property is prohibited.
- Early dismissal will end at 3:15 p.m.

Bus Transportation:

- Buses will enter via Ferguson Drive and park in the circle at the back of the school.
- Buses will exit using one lane in the bus loop via Ferguson Drive.
- No cars will be allowed to enter the bus loop during arrival and dismissal.

SACC:

- Parents of SACC students will enter via Ferguson Drive and park in the circle at the back of the school.
- SACC drop-off and pick up will take place at the back of the school.
- Morning drop off ends at 7:45 AM and afternoon pick-up begins at 4:00 PM

Car Services:

- Students may not be transported using car services such as Uber or Lyft. These companies prohibit minors from being transported alone.

<p>Your patience and consideration for the safety of our students is appreciated</p>

Bus Riders

The Williamson County School bus policy can be found at www.wcs.edu . We ask you to read it with your child. This policy will be strictly followed for the safety of all children. Parents may track the movement of the bus by registering for SafeStop.

1. Students are expected to behave in a safe and respectful manner and to follow bus rules.
2. Students must stay seated on the bus, demonstrate self-control, and talk quietly.
3. Students are not allowed to eat food while riding the bus.
4. Specific questions about bus routes and times for bus arrival should be addressed to the WCS transportation department at **615-472-4950**.

Riding the school bus is a privilege. Any inappropriate behavior will result in disciplinary action which may include suspension from riding the bus.

Bus Changes

If a student will need to ride a different bus:

- Space must be available.
- The parent must send a note or email the teacher stating the bus change, the date, and reason for the request.
- A bus pass will be issued to the student and shown to the bus driver.
- If a phone call is necessary for an emergency bus change, this will need to be communicated by 2:00 p.m.
- The office may request a copy of your photo ID sent through email or fax (615-472-4312) to verify that you are the guardian.
- Students without written permission will be sent home on their assigned bus.

Switching transportation from Bus to Car or Car to Bus

- Send a note to your child's teacher indicating any change in transportation for that day.
- If a phone call is necessary for an emergency transportation change, this must be communicated by 2:00 p.m.
- The office may request a copy of your photo ID sent through email or fax (615-472-4312) to verify that you are the guardian.
- Students without written permission for a transportation change, will be sent home according to their daily dismissal procedure.
- Unless it is an emergency, parents are not allowed to take children off the school bus while at school.

VISITORS

- 1) All visitors must enter and exit through the main office doors.
- 2) Parents, visitors, and volunteers must sign in and out of the office and show a photo ID.
- 3) All visitors will be given a sticker or badge which must be kept visible at all times.
- 3) Parents and visitors must schedule appointments to visit classrooms.
- 4) Visitors touring the school will always be escorted by school personnel.
- 5) Parents must provide written permission for someone other than the parent/guardian to pick up the student.
- 6) Office personnel must verify the identification of individuals when releasing a student to someone other than the parent/guardian.

VOLUNTEERS

Volunteer workers are a vital component of our success. We appreciate the effort and support of the many parent volunteers who work in partnership to provide a safe and caring learning environment for all our students.

Please notify your child's teacher or the PTO if you are interested in volunteering in your child's classroom or for other activities throughout the school.

Background Check and Fingerprinting – The school district established a three-tiered guideline to protect children and to continue to maintain the high levels of volunteerism that we enjoy in our district. Please note that the Volunteer Application and Confidentiality Agreement is an annual expectation. All parents and community members who wish to volunteer at any level must complete the paperwork at Chapman's Retreat. If you completed the district requirements for background checks and fingerprinting in a WCS County school last year then you are on our CRES approved list. If you have not yet done so, you may want to consider this step.

Please note the three tiers (See <http://www.wcs.edu/volunteers.htm>)

***Tier 1** does not require documentation. Tier 1 volunteers are those who volunteer occasionally; in a highly public setting with little or no contact with students; and who are under constant supervision by Williamson County Schools personnel.

***Tier 2** requires the Volunteer Application and Confidentiality Agreement. Tier 2 volunteers are regular volunteers with student contact but are under constant supervision of Williamson County personnel.

***Tier 3** requires the Volunteer Application and Confidentiality Agreement and a criminal background fingerprint check through the Williamson County Schools Human Resources Department. Tier 3 volunteers are those who have unsupervised contact with students on or off campus. Parents who work with small instructional groups of students during the school day or who chaperone field trips are considered Tier 3.

Classroom volunteers must schedule work dates and times with teachers. For safety and instructional reasons, volunteers **may not bring young children** to the classrooms or teacher workroom.

APPENDIX

SECTION 504 NOTICE

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) are acts which prohibit discrimination against persons with a disability in any program receiving federal assistance, among others. Both acts define a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities (major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- has a record of such impairment;
- is regarded as having such an impairment or has had a record of such an impairment.

In order to fulfill its obligations under Section 504 and the ADA, Williamson County Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person on the basis of a disability will knowingly be permitted in any of the programs or practices in the school system.

The school district has specific responsibilities under both acts, which include the responsibility to evaluate and determine if the child is eligible under Section 504/ADA, and to then afford access to appropriate educational accommodations.

If the parent or guardian disagrees with the determination made by the professional staff of the School District, he/she has the right to a hearing with an impartial hearing officer. For further information, contact Jill Merritt, 504 Coordinator at 615-472-4000.

F.E.R.P.A.

Pursuant to the terms of the **Family Educational Rights and Privacy Act (FERPA)**, 20 U.S.C. §1232(g), Williamson County Schools designates the following personally identifiable information contained in a student's educational record as "directory information", and it will disclose the following student information without prior written consent: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, weight and height of members of an athletic team, and most recent previous educational agency or institution attended. Parents must notify their child's school in writing if they do not want his/her directory information released. Under provisions of the Elementary and Secondary Education Act of 1965 and other federal law, directory information will be provided to recruiters from the armed services upon request. Parents must notify the school in writing if they do not want his/her directory information released to military recruiters.

HOMELESS EDUCATION

You qualify for consideration under the McKinney-Vento Homeless Education Act if any of the following apply: if you live in a shelter, motel, vehicle, campground, abandoned building or trailer, or other inadequate accommodations, or if you live with friends or relatives because of the inability to afford adequate housing. If any of these apply, you may be entitled to all services, rights and protection provided under this law.

Your children have the right to attend a school no matter where you live or how long you have lived there, continue in the school last attended before becoming homeless (if that is your choice and it is feasible) and receive transportation to the school last attended prior to becoming homeless if requested. Students, if qualified, are allowed to enroll in a school without a permanent address, without school records or without proof of immunization. These will be obtained by school personnel. For further information, contact Denise Goodwin, Asst. Superintendent of Elementary Schools at 472-4000.

RIGHTS OF CHILDREN WITH DISABILITIES AND PARENT RESPONSIBILITIES

Parents may access information about child advocacy groups and information on how to contact the State Department of Education for information on student rights and services from the following agencies:

- Tennessee Department of Education Legal Services Division, 710 James Robertson Parkway, Andrew Johnson Tower, 5th floor, Nashville, TN 37243-0380, 615-741-2851, Fax: 615-253-5567 or 615-532-9412.
- Williamson County Schools Student Support Services, 1320 West Main Street, Franklin, TN 37064, 615-472-4130, Fax: 615-595-4930.

CHILD ADVOCACY GROUPS CONTACT INFORMATION

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

- The ARC of Williamson County, 129 W. Fowlkes Street, Suite 151, Franklin, TN 37064, 615-790-5815, Fax: (615) 790-5891
- Support and Training for Exceptional Parents (STEP), 712 Professional Plaza, Greeneville, TN 37745, 615-463-2310, Web: <http://www.tnstep.org>

Tennessee Disability Law and Advocacy Center (DLAC), 2416 21st Avenue South, Suite 100, Nashville, TN 37212, Phone: 615-298-1080, Toll free: 1-800-342-1660, email: GetHelp@DLACTN.org.

Tennessee Voices for Children, 1315 8th Avenue South, Nashville, TN 37203, 615-269-7751, Fax: 615-269-8914, TN Toll Free: 800-670-9882, TVC@tnvoices.org.

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services-Disability Pathfinder Database:

<http://kc.vanderbilt.edu/tennesseepathfinder/ServiceFinder/Default.aspx>.

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education and Williamson County Schools do not intend this as an endorsement or recommendation for any individual organization or service represented in this list.

WILLIAMSON COUNTY SCHOOLS STATEMENT OF NON-DISCRIMINATION

Williamson County Schools in its employment of personnel and in its educational activities with students does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. Employees of Williamson County Schools are appointed as coordinators of the various activities ensuring compliance with federal laws and regulations including the U.S. Department of Education regulations implementing: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, and National Origin, Sex and Handicap. U.S. Department of Justice regulations implementing: Title II of the American Disabilities Act of 1990. Employees include Title VI & ADA Coordinator Rebecca Owens, Title IX Coordinator Bill Squires, IDEA Coordinator Carol Hendlmyer, and Title II Coordinator Laurette Carle. Contact them at: 1320 West Main Street, Franklin, TN 37064, 615-472-4000. Individuals who need assistance or have a complaint should contact the above listed individuals.

Williamson County Schools provides equal access to youth groups such as Boy Scouts and Girl Scouts.