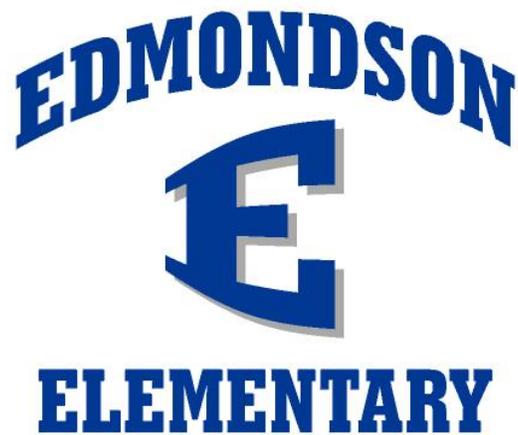


Edmondson Elementary School  
Parent and Student Handbook  
2019-2020



**“Exploring Today,  
Building for Tomorrow”**

Trent Satterfield, Principal  
Genevieve McKinney, Assistant Principal  
Edmondson Elementary School  
851 Edmondson Pike  
Brentwood, TN 37027

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Dear Edmondson Parents,

Welcome to Edmondson Elementary School! Here at Edmondson, our team works hard to create a safe and healthy environment that ensures learning for all and to guide students as they grow and develop into life-long learners and responsible citizens. We treasure your involvement as an important part of our team.

The school team appreciates the efforts and support of the numerous parent volunteers who work in partnership with us to provide the extra benefits for student learning. The PTO is Edmondson's official parent support group, providing extensive volunteer and financial support to our school. I encourage you to both join our PTO ([www.ptoees.org](http://www.ptoees.org)) and also to become a school volunteer.

The Parent Handbook was created to communicate Edmondson Elementary School's expectations through school policies and procedures that support our efforts to promote your child's academic growth and development. Several school policies address preserving instructional time, and parent support is crucial in helping our teachers and students focus on quality work throughout the entire school day.

Communicating and working with parents is an important aspect of my role as Principal. Please share your ideas, questions, and concerns with me as we strive together to provide the best education possible for all students. I look forward to a fantastic year of learning for your child. Thank you for your support!

Sincerely,

A handwritten signature in black ink, appearing to read 'Trent Satterfield', written in a cursive style.

Trent Satterfield, Principal

# WELCOME TO EDMONDSON

## Home of the Explorers



### The Vision

Edmondson Elementary School is a student-focused community fostering creativity and exploration, empowering students to be responsible citizens in a global society.

### We will:

- Design and deliver learning opportunities with student strengths, interests and needs in mind.
- Partner with the community to create a positive, caring and safe school climate.
- Challenge the school community to engage in a healthy, active lifestyle.
- Foster individual interest in creativity and the related arts.
- Encourage student wonder and inquiry through technology driven instruction and hands-on experiences
- Utilize positive behavior intervention and logical consequences to support student growth.
- Expose our students to the world through intentional outreach with the community.

# Edmondson Elementary School Behavior Expectation Matrix

Expectations	Settings						Arrival/Dismissal
	Classroom	Hallway	Cafeteria	Playground	Restroom	Bus	
<b>Be Respectful</b>	-Follow Directions -Listen and Pay Attention to Speaker -Cooperate with Others	-Keep your hands and feet to yourself -Be courteous of other classrooms -zone zero	-Listen to and follow adult directions -Use appropriate manners -Use inside voice	-Respect other people's personal space -Respond immediately when the teacher calls -share equipment	-Give others privacy -clean up after yourself -wait your turn patiently	-Listen and follow the bus driver's rules -Use kind words to the bus driver and others	-Listen and follow the cafeteria and hall monitor rules –Use kind words to monitors
<b>Be Responsible</b>	-Demonstrate self-control -Bring required materials -Take ownership of work	-Walk to where you are going -Stay in line with your class -Be responsible for your own behavior	-Clean up after yourself and recycle -Raise your hand to ask permission to get up -Follow recycling procedures	-Use equipment appropriately -Return equipment to the appropriate spot when you are done -Report any problems to teachers	-Flush toilet -Wash hands with soap -Use the restroom quickly and return to class quietly and promptly	-Be alert and watch for your stop -Remain in seat -Talk quietly with others	-Be alert and careful when walking to your class -Zone 1
<b>Be Safe</b>	-Keep hands, feet, and objects to self -respond appropriately to conflict -follow directions in emergency situations	-Keep hands, feet, and objects to self -Follow instructions given for drills and emergencies -Pay attention to where you are going	-Eat your own food -Clean your hands before and after lunch -Be aware of food allergies in your class	-Stay in established area -Walk with your teacher to and from the playground -respond appropriately to conflict	-Report any problems to your teacher	-Keep hands, feet, and objects to self and inside the bus - Stay clear of moving bus -Wait to exit until the bus has come to a complete stop	-Walk down the halls -Watch for students who are waiting in line -Report any problems to a hallway monitor or your teacher
<b>Be Your Best</b>	-complete work with best effort -remain on task -ask for help when needed	-Walk directly to your next location -Be a good role model for other students	-Make your choices quickly in the lunch line -Choose your seat and stay in it	-Include others in your activities -Follow rules for games and activities -Share field space	-Keep the restroom clean	-Be a good role model -Include students who are guest riders	-Be a good role model for other students

## **Attendance Information**

The Williamson County School System requires written parental or medical documentation for all absences, tardies, and early dismissals. Student academic success requires students to be present each school day possible. 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. If the student has an excused absence, he/she has the number of days to make up the work equivalent to the number of days he/she was absent. It is the goal of Edmondson Elementary to attain an average attendance of 97%.

### **Absences**

Parents should e-mail Carla Mills, school secretary at [carlam@wcs.edu](mailto:carlam@wcs.edu) to report a student's absence; this will serve as an excuse note. If this communication is not received the students must bring a note to the teacher with the following information: (1) Child's Name; (2) Teacher's Name; (3) Date Absent; (4) Reason for Absence; (5) Parent's Signature. Notes are kept on file for the school year. If the school does not receive a note within 3 days of absence, the absence will not be excused.

The first eight absences will be excused with a parent note or email. Absences after eight must be accompanied by a doctor's note or excused by the principal. The same guideline is used for tardies and early dismissals. Excessive unexcused absences/tardies/early dismissals may result in a letter to the parents, parent conferences, or filing an unruly petition with Juvenile Services.

### **Family Trips**

In response to the new Tennessee Department of Education Accountability Regulations (ESSA), which defines students as "chronically absent" after 18 absences per year, regardless of excused or unexcused, WCS schools will be more conservative than in the past in regard to excusing absences due to family trips. Family trips should be scheduled during regularly planned school breaks. Family trips will not be excused except for Principal approval. Please contact Carla Mills at [carlam@wcs.edu](mailto:carlam@wcs.edu) if you are requesting a student absence due to family trip.

District Attendance Policy: <http://www.wcs.edu/wp-content/pdf/BoardPolicies/6200.pdf>

### **Homework Requests**

If your child is ill and you would like to request homework assignments, please e-mail your child's teacher before 10:00 AM. Teachers need early notification in order to have materials ready that day. Homework materials will be in the office by 3:00.

## **Tardies**

Parents must come into the office to sign in their children if they arrive at school after 8:50. Students are tardy if they are not in their classroom by 8:50. Parent or medical documentation is required when a student is tardy. Students must receive a tardy pass issued by office personnel to enter class after 8:50. It is recommended that all car riders are in their classrooms by 8:35. If school buses arrive late, students are not counted tardy. Our academic day begins promptly at 8:50 so students should be in their classrooms seated and ready to begin the school day.

## **Early Dismissal (before 3:15)**

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. **Students will not be dismissed early after 3:15 (except in an emergency) due to safety issues and the interruption of instructional classes.** The instructional time 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 the morning of the request (unless an emergency situation) for early dismissal with the following information:

- ☐ Student name and teacher name
- ☐ Date and time child will be dismissed
- ☐ Reason for early dismissal

The parent must sign the student out in the office at dismissal time stating the time and reason, and office personnel will call the student for dismissal.

## **Health Information**

### **Clinic/Illness**

We are very fortunate to have a full time nurse on staff. 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 treatment or if the student does not meet criteria to stay in school. 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/>.

### **Immunizations**

“No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician’s certificate, that the child has been successfully immunized against diphtheria, pertussis, tetanus, poliomyelitis, mumps and rubella.” Requirements for kindergarten also include immunizations against Hepatitis B and Chicken Pox (or physician-documented history of disease). NOTE: Children exempt from physical examination and immunizations must present a notarized statement signed by the parent or guardian upon entrance.

### **Medication Policy**

Medication procedures are consistent with the State of Tennessee Law TCA 49-5-415 and are implemented in schools county-wide. The intent of this legislation is to assure the safe administration of medications at school to children who require them. Please be aware of the following:

- In order for a medication to be administered, the student must have an authorization form on file. This form can be found at <https://www.wcs.edu/departments/health-services/>.
- If the medication is non-prescription, the form needs only to be signed by the parent. If the medication is a prescription med, the form must be signed by the parent and the physician. Both prescription and non-prescription forms are available in the office.
- Students are not allowed to carry any medication (including non-prescription) to school.

Parents or legal guardians must deliver the medication to the school nurse and complete the administration authorization form.

- No prescription medication will be administered unless it is in a properly labeled pharmacy bottle and matches the doctor's orders exactly. If your child is taking an antibiotic that is to be administered three times a day, the medication should be given before school, after school, and at bedtime. DO NOT send the antibiotic to school.
- All non-prescription drugs must be in the original manufacturer's bottle with the child's name affixed to the bottle. Due to shortage of storage space, small bottles are preferred. Most non-prescription drugs (i.e., Tylenol) are supplied in 24 tablet/capsule size bottles.
- All medications are housed in the front office. The school nurse will send your child's medications with the child's teacher when the class is out of the building for a field trip. The school is required to designate school personnel to give medications to students on field trips. If you do not want your child to receive medication while on a field trip, you will need to inform, in writing, the child's teacher and the school nurse.
- Forms are available on the Williamson County Schools website under Health Services.9

## **Parent Information**

### **Child Find**

Child Find is how Williamson County Schools identify students who may be having problems. This may include children who are gifted (having high intellectual potential) as well as students who have trouble seeing or hearing, need special education services, or need supports to learn. Children with giftedness or special education needs can be found in all types of families. It is important to find these children and give them the help they need as early as possible.

For children ages birth to 5 years:

A Screening checks to see if children are developing and learning the way they should be at their age.

Screening uses a variety of tests and observations to find possible problems in the following areas:

- hearing
- vision
- speech
- language
- social skills
- thinking skills
- moving and using muscles
- self help

Screening sessions are held four times a year or more in different places in the county. Families or anyone who is concerned about how a child is doing can refer the child for screening by calling Student Support Services at 472-4130.

For children ages from kindergarten through age 21:

Students' vision and hearing are screened during K, 2<sup>nd</sup> and 4<sup>th</sup>, grades.

Any child can be screened anytime it is requested by a teacher, parent or concerned individual.

Each school has a team of professionals who help identify children who may need assistance in the classroom. This may include students not learning on grade level. It also includes students with high academic achievement, creative thinking and intelligence.

## Celebrations

We love to honor and celebrate students at Edmondson. There will be two class parties scheduled during the year. The parties will be a time for students to participate in fun activities with their classmates. It is vital that staff and parents be mindful of food allergies when planning for celebrations. Food allergies can be life threatening and are a serious concern to all schools. We have several students with serious food allergies. 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.

## Class Parties

All celebrations must be pre-planned with the classroom teacher. The room parents and party planners for each classroom organize classroom celebrations and coordinate the plans with the teachers. As we work to keep our buildings and children safe, parties will no longer be open to all family members. **Only the party planners (2 per class) will be allowed to attend/facilitate parties.** All foods for scheduled schoolwide 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. In an effort 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 this year. The Edmondson staff feels strongly that by following these guidelines, we are promoting a healthy lifestyle and maximizing learning:

- Send in a non-edible treat for everyone in the classroom 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 E-SPEC (Edmondson Newscast). Again the emphasis is on honoring your child on their birthday without a focus on food.

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 where there is not one for every child in the classroom will be returned home.

## **Communication**

Ongoing communication from school to home and from home to school is extremely important in promoting students' academic success. Your ideas, questions, and concerns are important to the Edmondson Team, and we welcome your notes, calls, and visits. EES communicates with parents through:

- Parent Handbook
- Edmondson Buzz Parent Coffee
- Friday Parent Email Memo
- Assessment Data
- Parent Conferences
- Parent Phone Call Messages
- PTO Meetings
- PTO monthly newsletter *The Compass*
- PTO Website: [www.ptoees.org](http://www.ptoees.org)
- Teacher/Classroom Newsletters
- Teacher-Parent Phone Calls
- Letters from the Principal
- Parent Information Bulletin Board in the School Entrance
- School Open House
- School Web Page [www.wcs.edu/ees](http://www.wcs.edu/ees)
- School Counselor Special Parent Events
- Curriculum Letters

## **Community Information**

The time and energy of the Edmondson Team and students are focused on student achievement. Numerous community events, teams, camp organizations, and classes bring information to the school for distribution. The school will place community brochures on the credenza located in the main lobby for parents or students to pick up, but the school will not distribute this information directly to the students and classrooms. Please check directly with organizations of interest for information. All brochures placed on the credenza must have prior approval from the district office. The contact person is Renee King ([renee.king@wcs.edu](mailto:renee.king@wcs.edu)).

## **Custodial Issues**

Custodial parents must inform the school immediately upon any changes in custody, especially court restraining orders. Non-custodial parents requesting information for a student should provide the child's teacher with self-addressed, stamped envelopes for periodically mailing information, or arrangements may be made for the child's teacher to collect information to be transported with the student to the non-custodial parent. All families with a parenting plan must have that 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 care parent, should any court order exist.

## **Deliveries to Students During the School Day**

In an effort to minimize the interruption of instructional time, deliveries to students from parents need to be handled at the school office. If you absolutely must get something to your child, please drop it in the appropriate grade container in the office. We then ask you to call the classroom (please use the parent/visitor phone outside the office) and leave a voice mail for the teacher letting your child know to come by the office. Flowers and balloons cannot be delivered to students during the school day.

EES cannot guarantee that deliveries will be picked up. Please work with your student to make sure they bring to school everything they need for the day.

## **Field Trips**

Anyone wanting to be a field trip chaperone must go through the district fingerprinting process and complete a volunteer application and confidentiality agreement. Go to [www.wcs.edu](http://www.wcs.edu), Parents Tab and Volunteer in Schools for more information.

The fingerprinting check will only be done once while your child attends Williamson County Schools but the Volunteer Application must be completed each school year in our school office.

The school must have on file written permissions from the parent before a student may go on a field trip. Teachers notify parents concerning field trips and send home permission forms for parent's signatures. Students are required to ride buses for field trips and will not be allowed to travel in cars. Parents who accompany class field trips may not bring pre-school children.

## **Lost and Found**

The Lost and Found is located outside the cafeteria. 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 as well as lunch boxes and water bottles. At times throughout the year, lost and found items are given to charity after notifying parents and allowing time to claim items.

## **Lunch/Cafeteria**

If your child brings lunch to school, please send items in your child's lunch that can be opened and managed by the child as there is not sufficient staffing to assist each child individually. Carbonated drinks are not allowed in the cafeteria.

The student lunch price is **\$2.90** per day. This price includes an entrée, bread, vegetable, fruit and milk. Monthly menus are posted on our school website. Milk or juice will be **\$.50** this year. Ice cream is **\$.75**. You can create an online payment service account and add money to your child's lunch account and check their account balance on-line at: <https://www.wcs.edu/district/departments/food/meal-payments/>. All you will need is the student's name, birthdate, school and grade. Students can also turn in their lunch money to their homeroom teacher. Please send a check for each student separately and include the student and teacher name. Checks should be made payable to the Edmondson Cafeteria.

Family Members are welcome to eat lunch with their child. All Visitors must eat at the designated Visitor Tables and may only eat with their own student(s). Visitor lunches are \$3.50. Cash will be accepted on a daily basis at the register. **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 should plan to purchase a school lunch or bring a sack lunch from home for themselves. We appreciate your understanding of this request as we work to reduce disruption, promote healthy school lunches, and diligently protect our students with allergies.

To preserve instructional time, parents are asked to wait at the cafeteria to join their children for lunch and to say "goodbye" to their children in the cafeteria. Don't forget to sign in/out in the office and wear a visitor's sticker.

### **Information Bulletin Board for Parents**

A bulletin board is located in the school lobby listing information for parents about the education of your child. If you have suggestions for items to be posted, please communicate ideas to the office personnel.

### **Instructional Time**

It would be appreciated if you could help us protect instructional time by:

- Checking to make sure students has needed items for school each day before the student leaves in the morning (lunch, lunch money, homework, supplies, projects, tennis shoes, and notes for transportation change).
- Ensuring that students arrive in time to be in classrooms before 8:50.
- Not schedule appointments during the school day, if possible. The entire class is disrupted when a student leaves early.
- Picking up Parent Volunteer tasks and return items to workroom shelves or classroom hallway door pocket.
- Planning family vacations when school is not in session.
- Visiting classrooms by scheduling a date and time with teachers in advance.
- Meeting your child at the cafeteria when having lunch at school and say "goodbye" to your child in the cafeteria.
- Sending a note to communicate with your child's teacher. You may share information in the note, request a phone call, or schedule a conference with the teacher. Arrival and dismissal times are extremely busy times of the day for teachers who are busy helping students. Although teachers value parent communication, arrival and dismissal times are important times for teachers to focus on children.

## **Photography and 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.

- 1) Parents are advised not to post on social media any pictures taken at school that include any children other than their own.
- 2) 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.
- 3) 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.

## **Religious Holidays Guidelines**

Guidelines are based on information from the following publication:

FINDING COMMON GROUND: A First Amendment Guide to Religion and Public Education

published by *The Freedom Forum First Amendment Center at Vanderbilt University, 1994* Charles C. Haynes, editor Oliver Thomas, legal editor

Edmondson Elementary School's guidelines about the study of religion are based in the shared commitment of respect for individual religious beliefs expressed in the constitutional guarantee of religious liberty. The school may neither promote nor inhibit religious belief or non-belief. School guidelines show sensitivity to the needs of every student. Edmondson Elementary School is a place for persons of all faiths and none.

The study of religions and religious holidays serves the academic goals of educating students about history and cultures as well as about the traditions of particular religions in a pluralistic society. Educators at Edmondson Elementary School must distinguish between teaching about religious holidays, which is permissible, and celebrating religious holidays, which is not. Recognition of and information about holidays may focus on how and when they are celebrated, their origins, histories and generally agreed-upon meanings. If the approach is objective and sensitive, neither promoting nor inhibiting religion, this study can foster understanding and mutual respect for differences in belief. The use of religious symbols, provided they are used only as examples of cultural or religious heritage, is permissible as a teaching aid or resource. Religious symbols may be displayed only on a temporary basis as part of the academic program. Students may choose to create artwork with religious symbols, but teachers should not assign or suggest such creations.

Guidelines for teaching religion at Edmondson:

*Academic, not devotional*  
*Awareness, not acceptance*  
*Study about, not practice*  
*Exposure, not imposition*

*Educate, not promote or denigrate*  
*Inform, not conform*

### **School Closing/Early Dismissal**

All families will be notified of school closings through an automated phone dialing system. It is very important to keep all phone numbers current. Channel 3 will also broadcast the closing of schools related to weather situations. Please check this channel or other TV or radio stations. Please do NOT call school. School phone lines must be available for emergency calls by school personnel. The school will follow the plan on file on the child's Unscheduled Early Dismissal Plan form in case school is dismissed early due to weather or other emergency. The unscheduled early dismissal information is listed on the student information card filled out at the first of the school year and will be used in the event of an unscheduled dismissal. Please make sure your child is aware of the procedure you have in place as the phone lines will be unavailable.

### **Student Academic Progress Reports**

Report cards are sent home each nine weeks. A mid-nine weeks Progress Report will also be sent to parents as needed. Formal parent/teacher conferences will be in September/October, however, parents and/or teachers may request conferences at any time during the school year. The parent portal is also a good source for on-going academic information.

### **Tobacco Free Campus**

The use of Tobacco products, including vaping products and battery-operated devices, is prohibited on school property. This policy shall be in effect whether or not school is in session.

### **Volunteers**

Parents and the community are welcome at Edmondson Elementary School! To ensure safety, all parents and visitors must sign in and out in the office and wear a badge. Williamson County has procedures for volunteers that will require some volunteers to be fingerprinted and have background checks. Below are the main points of the policy:

**Level 3:** Volunteer activity that involves unsupervised contact with students on or off campus requires (1) completion of a volunteer application and (2) a criminal background & fingerprint check through the WCS Human Resources Department or submission to the Human Resources Department a report detailing the results of a prior fingerprinting. Such activities may include:

- One-on-one tutoring

- Overnight field trip chaperones

- Group leaders/chaperones for day field trips outside a school employee's presence

**Level 2:** Regular volunteer activity and volunteer activity with student contact taking place under constant supervision by a WCS employee requires completion of a volunteer application and a confidentiality agreement acknowledging FERPA requirements. School administrators must ensure that these volunteers are never left with students outside the presence of a school employee. Such activities may include:

- Room Parents

- Class readers

- Front door reception

Front office volunteers

Accompanying day field trips when the volunteer is not with students outside the presence of a school employee

While some of our field trips at the elementary level fall under Level 2, the majority of our field trips are Level 3. As field trips are planned, teachers will let their parents know which level the trip falls under. Most of our field trips have been and will continue to be Level 3. As a result, if parents plan to go on any Edmondson Elementary field trips they should complete the screening and background check. Instructions can be found on our district website ([www.wcs.edu](http://www.wcs.edu)) under the “Parents and Students” tab, then “Get Involved”.

## **School Safety**

School safety policies have been established to ensure the safety and security of your child:

- All doors remain locked throughout the school day.
- Parents, visitors, and volunteers must present a photo ID, sign in and out in the office, and wear a visitor badge.
- Parking is only allowed in designated parking places. Due to safety concerns, do NOT park in fire lanes. The Brentwood Police may ticket cars.
- Parents and visitors should schedule appointments to visit classrooms.
- Visitors touring the school are escorted by volunteers or school personnel.
- The school nurse staffs the clinic and notifies parents 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.
- The Safety Patrol, directed by teachers, guides the orderly arrival of students from the car rider line into the school building.
- Students must have written permission from parents to change the bus the student rides at dismissal. No faxes or emails can be accepted.
- Office personnel must verify the identification of individuals when releasing a student. Parents must communicate, preferably in writing, the permission for someone to pick up a student other than the parent.
- Teachers and teacher assistants supervise students and direct traffic during arrival and dismissal following safety policies.
- The custodial and maintenance staffs work to keep the school clean and free from safety hazards.
- The Brentwood Fire Marshall inspects the school to ensure fire safety policies are followed.
- Fire drills are conducted each month.
- Tornado and Lock Down drills are conducted throughout the school year.
- A student information card is on file in the office with the student's updated emergency information.
- An emergency dismissal form is on file with the dismissal plan for students in the event that school is dismissed early due to weather conditions, power failure, or hazardous conditions.
- No children, regardless of age, are allowed in the workroom at any time due to safety concerns and to provide a working environment conducive to completing work assignments in an efficient manner.
- Students are encouraged to wear tennis shoes every day for safety.

## **Bully-Free Policy**

Children need a worry-free environment in order to do their very best in school. Unfortunately, teasing and bullying are facts of life for young students. While these actions are not prevalent, any incident can be discouraging to a child and disruptive to the learning process. The learning of appropriate social skills is a vital part of the educational process.

Bullying can include any behaviors initiated by one or more students against a victim that are deliberate and hurtful, and are repeated over time. The key components of bullying are that it is unprovoked and that the physical or psychological intimidation occurs repeatedly over time and create a pattern of harassment or abuse. Bullying is defined by Tennessee law as any act that substantially interferes with a student's educational benefits, opportunities or performance.

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.

Our teachers, administrative team, and school counselors are committed to investigating any reports of bullying. Administration will follow investigation procedures and definitions set forth in WCS Board Policy 6.3032. Behavior that is found to be in violation of this policy shall be subject to discipline, up to and including suspension.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age the student, and the student's history of problem behaviors. Remedial measures shall be designed to:

- Correct the problem behavior
- Prevent another occurrence of the behavior
- Protect and provide support to the victim of the act
- Help the student understand how the other person feels

We believe it is imperative for the home and school to work harmoniously in helping students evolve into responsible individuals who can demonstrate good character traits while weighing the rights and interests of others at the same time. This learning related to character development is as important as academic achievement. Parents, students, teachers and administrators contribute to a positive environment where children feel safe and have an opportunity to learn. Developing good character traits will allow students to learn empathy and celebrate everyone's achievements. It is our goal to ensure our school environment is a place where students want to be and where they see themselves as capable of success.

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

## **Recess and Playground Safety**

We strive hard to put safety first at Edmondson. To that end we have established common playground rules. Please review these rules with your children.

- Respect the rights and feelings of others.
- You may not cause a problem for yourself or anyone else on the playground.
- Rough play will not be tolerated (touch football only!)
- Learn to interact with others in a positive manner – cooperate.
- Play fairly and take turns.
- Rocks, sticks, dirt... 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 go to recess everyday unless it is raining or extremely cold/hot. Please keep this in mind when helping your child select clothing and shoes for the day. Edmondson will follow Williamson County Schools Standard Operating Procedures (SOP) regarding whether students will go outside or have indoor recess. This SOP 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.
- When the heat index is 100 F or greater students will not go outside for recess.

Finally, the county provided guidelines regarding appropriate dress. The following has been recommended:

- 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: in addition to coats and long pants, gloves and hats are recommended

## **Student Information**

### **School Aged Child Care (SACC)**

Before and after school care is offered through the Williamson County School Age Child Care Program. SACC is available from 6:30am-6:00pm daily. In addition to homework club, SACC will offer a variety of clubs including foreign language, chess, and more. To register for SACC or for more information visit: <http://www.wcs.edu/before-and-after-school-care-sacc/>

### **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.

### **Cell Phones and Smart Watches**

Cell phones, smart watches, 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 and during bus transports to and from school. Smart watches may be worn but if they become a distraction to learning, students will be asked to keep them in their backpack. Student cell phones and smart watches are not to be used to text or call parents/guardians during the school day.

All items 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.** All electronic games, toys, trading cards, MP3 players, virtual pets, hand-held electronic games, etc. are not permitted **AND** should not be seen or heard during the school day. If any of these items are seen or heard during the school day they will be taken up and returned only to a parent/guardian. Students take full responsibility for personal digital devices at all times. The school is not responsible for the security of the device. Parents are encouraged to attend any community meetings regarding digital citizenship.

### **Character Education**

Character Education is explicitly taught through the guidance program. As we implement our positive behavior support system this year students will have an opportunity to earn E-Bucks when they are caught going above and beyond expectations. E-Bucks can be redeemed for a variety of items.

## **Dress Code**

Students should dress appropriately for comfort, weather and learning. Edmondson 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 mid-point 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 if a student is in violation of the dress code.

## **Edmondson Television (ETV)**

ETV is Edmondson's Television Program that is broadcast to all classrooms. Fifth grade students are selected to produce, write, direct, and perform for E Spec. School information is shared, students are honored, and Life Skills are taught.

## **Homework**

Regularly assigned homework is beneficial in assisting pupils to achieve satisfactory school progress and develop good study habits. Assignments are an extension of classroom work to provide practice and to help students become more proficient with skills.

While the length of time a student spends on homework will vary with each student, we expect students to spend no more than 30 minutes per night in grades K-2<sup>nd</sup> and 1 hour in grades 3<sup>rd</sup> - 5<sup>th</sup>. This includes an expectation for nightly reading.

If your child is consistently spending more than the above amount of time on homework, please contact the teacher. The teacher needs feedback at this point so that together you can resolve the issue. We realize that our 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 meaningful homework, organization, good work habits, and responsibility in our students.

### **Internet Use/Media**

While using the internet for information and research projects at school, students will be directed to specific pre-selected research sites. Our students may also be featured on occasion by the local media.

### **Moment of Silence – Tennessee State Law (TCA 49-1004)**

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. 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.

### **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 the designated time. Students will stand and recited the Pledge while facing the flag with their right hand over their heart. 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 desk while others recite the Pledge of Allegiance and shall make no display that disrupts or distracts others who are reciting the Pledge.

### **Pets**

All pets, including dogs, are not allowed at school due to health and safety concerns. If your child would like to share his/her pet with the class, please make a picture of the pet to bring to school for sharing time.

### **Toys**

Students are not allowed to bring toys, computer games, virtual pets, trading cards, etc. to school. We are working to keep students focused on learning. Classroom teachers will communicate to parents any exceptions to this policy for specific dates, times. The teacher will state when it is appropriate to bring items from home; what these specific items may be; and what they will be used for during instruction/class time.

Students are not allowed to bring focus/concentration tools (fidget spinners, stress balls, silent fidgets, etc.) to school without prior discussion and approval from parents and teacher.

## **Transportation Information**

### **Bus Information**

Buses arrive at school between 8:00 and 8:45. Students are dismissed to buses between 3:50 and 4:05.

*Please plan ahead.* If the student is to ride a different bus or get off at a different stop on their bus on a specific date with another student, the parent must send a note stating the bus change, date, and reason to the teacher. A bus pass will be issued for the student by the home room teacher that must be shown to the bus driver. **Bus passes will not be issued without written permission.** E-mail or faxes are not accepted due to Tennessee State law.

Parents can also sign up with Safe Stop to track their student's bus. For more information go to the following website: <https://www.wcs.edu/district/departments/transportation/bus-routes/>

School transportation is a very important part of the education process of our school system. Our goal is to provide safe, efficient transportation for all passengers to and from school and school events.

An essential ingredient in achieving this goal is appropriate student conduct on the bus. There are serious safety concerns involved with the operation of school buses and it is expected that all students will comply. When a bus driver's attention is diverted because of misconduct, a serious safety hazard develops.

Education is required by state law, transportation is not. Because the bus is an extension of the school day, the code of conduct also applies to behavior on the bus. Eligibility to ride the bus may be revoked if students violate school bus conduct policy. The code of conduct explains the rules, regulations and policies of Williamson County Schools regarding student conduct while traveling on school system buses.

### **Bus Rules and Regulations**

The rules and regulations regarding acceptable student conduct are developed by the cooperative effort of the Transportation Director, School Principals, Bus Drivers and Administrators. School children being transported on a school bus are under the supervision, direction and control of the school bus driver and shall be subject to the discipline of the bus driver and student's principal. The bus driver will be competent and fair in dealing with students and will be responsible to the principal for the conduct of students on the bus.

Drivers will provide all students the safest, most comfortable, and least troublesome journey to and from school.

In order to assure safe transportation while traveling on a bus, certain rules for pupils have been established by the Transportation Director. These regulations can be found on the school credenza.

1. Students shall obey the driver. The driver must be totally in charge. Students shall respond promptly to instructions given.
2. Each student will be seated in the seats which they are assigned, take their seats promptly upon entering the bus, and stay in their seat while the bus is in motion. No windows or doors will be opened or closed except by permission of the bus driver.
3. **Students will not be allowed to tease, scuffle, trip, hold, hit or use their hand, feet or body in any objectionable manner.**
4. The use of electronic devices or other items in a manner that might interfere with the school bus communication equipment or the driver's operation of the school bus is prohibited. This may include but is not limited to cell phones, audible radios, tape or compact disc players, mirrors, lasers, flash cameras or other reflective devices.
5. The use of alcohol, illegal drugs, tobacco, eating, chewing gum or soda drinks on the bus is prohibited.
6. Students must observe classroom conduct. Ordinary conversation is permitted. Loud, boisterous, profane language and obscene gestures or indecent conduct will not be tolerated.
7. Students must keep the aisles clear of items such as musical instruments, books, backpacks, etc. If student must carry such items, they will NOT occupy another student seat nor extend above the seat back. Animals (alive or dead), oversized objects as well as glass containers are not permitted.
8. At no time will a student put hands, head or other body parts out the window.
9. Students must treat bus equipment as they would the furniture in their homes. Any damage to bus seats, windows, equipment, etc., will be charged to responsible student.
10. STUDENTS MUST HAVE A BUS PERMIT TO RIDE ANY BUS OTHER THAN THEIR ASSIGNED BUS. Parents must send written notice in advance to school principal with appropriate information for child to ride a different bus. Principal or their designee will approve and issue a Bus Permit. STUDENT WILL GIVE BUS PERMIT TO BUS DRIVER WHEN THEY BOARD THE BUS.
11. Students will not ask the driver to let them off at such places as a store, job, etc. All extra stops must be approved in writing by the school principal or designee or Transportation Department in advance.
12. Students are asked to use the hand rail when getting on and off the school bus.
13. If students must cross the street or road to board the bus, they must wait for the driver's signal. They must cross well in front of the bus.
14. Students are expected to do the following:
  - Be at the bus stop 5 minutes before scheduled pickup time.
  - Never run to catch the bus.
  - While waiting for the bus, stay clear of the roadway.

Failure to follow these rules and regulations may result in suspension from transportation. Parents must assume responsibility for the behavior of their children while their children are riding the bus. If permission to ride the bus is revoked, the parent must provide transportation to and from school for the student until such time as reinstatement is made.

Failure to follow the Rules & Regulations may result in the following disciplinary action:

1<sup>st</sup> Offense – Driver completes Student Bus Behavior Referral Form & submits to Principal

- 2<sup>nd</sup> Offense – Principal notifies Parent
- 3<sup>rd</sup> Offense – Suspension from school bus

## **Car Rider Arrival and Dismissal**

### Arrival:

1. Please follow the traffic pattern around the car rider line
2. Pull up to the farthest drop-off spot using the lane closest to the school before dropping your students off.
3. Please ensure that your car has come to a complete stop before allowing your students to leave the vehicle.

### Dismissal:

In an effort to create a safe dismissal environment for students, we will be distributing car rider tags (at back to school fair) that will be placed in all vehicles. The tags have a box to put family last names and our car rider team will be looking for these tags. Our Car Rider Dismissal procedures are as follows:

1. Pull up closely behind the next car in line and turn your engines off.
2. A designated staff member will sound the siren to signal parents to turn off their vehicle, and walk over to get their students.
3. If you do not see your child, please tell a staff member and they will assist you.
4. You may be required to drive around the car rider line, if we have to utilize the office to locate your child.
5. If you do not have your car tag visible, our staff will ask for your driver's license to verify identity before releasing students.

For safety reasons, students will not be released to parents parking in other areas and walking over to pick up students. Your patience and consideration for the safety of students is appreciated. Our goal is to have car rider dismissal done by 4:15 every day.

## **Car Services**

Students may not be picked up from car services such as Uber and Lyft. These companies prohibit minors from being transported alone.

## **Federal Notices**

### **FERPA**

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 their child's school in writing if they do not want his/her directory information released to military recruiters.

### **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.

## **Rights of Children of 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](mailto: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](mailto: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 Leigh Webb, Title IX Coordinator Dana Ausbrooks, 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.

### **Teacher Information**

Parents have the right to request information regarding the professional qualifications of the student's classroom teachers and any paraprofessionals providing support to the child. Parents must be provided, upon request, state qualifications and license criteria for teachers and paraprofessionals. For more information, contact the Human Resources Department at 472-4050.

### **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 also 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, Assistant Superintendent of Elementary Schools at 472-4000.