

# **Millersville Elementary**

## **Parent/Student Handbook**

### **Welcome to MES!**

The faculty and staff at Millersville Elementary welcome you to a new school year at MES, home of the Blue Devils. We look forward to welcoming you and your child into our MES Family. Our goal is to provide students with an exciting and challenging learning experience. When parents and teachers work together, success is achieved at a higher level in both a child's academic and social growth. Together, we can reach this goal to guide our students on a pathway to success. We look forward to a close relationship with you and your child.

I am excited to serve as the principal for MES. As principal, I will make every effort to ensure a quality education, a safe and orderly environment, and an enjoyable atmosphere for our children.

Please familiarize yourself with this handbook, as it is intended to help you get to know the school and how it works. Communicate with your child's teachers if you have any questions regarding school procedures or your child's progress. If we can help you in any way, please let us know.

Respectfully,  
Tracey Carson, Ed. S  
Principal

School Address: 1248 Louisville Hwy Goodlettsville, TN 37072

School Phone: 615-859-1439

School Fax: 615-859-5224

School website: [mes.sumnerschools.org](http://mes.sumnerschools.org)

Email: [tracey.carson@sumnerschools.org](mailto:tracey.carson@sumnerschools.org)

**SUMNER COUNTY CALENDAR  
2022-2023**

July 25-26	All Student Registration 4-7 PM
August 1	First Full Day
August 4	Election Day- no school
September 5	Labor Day Holiday- no school
September 19	Parent Conferences 12-6PM - no school
October 3-7	Fall Break
November 8	Election Day- no school
November 21-225	Thanksgiving Holidays
December 16	Last day before break (1/2 day)
Dec. 19-Jan. 2	Winter Break
January 4	Students Return
January 16	MLK Jr. Day- no school
February 20	Presidents' Day- no School
March 13-17	Spring Break
April 7	No School
April 10	No School
April 28	Kindergarten Registration
May 24	Last School Day

**MES School Hours 7:15-2:15**

**REGISTRATION**

<https://www.sumnerschools.org/index.php/enrollment-information>

**Steps to Enrolling Your Child in Sumner County Schools**

**Step 1** Determine the Child's Eligibility: All children age 5 by August 15 and living within Sumner County are eligible for enrollment. The Tennessee Compulsory Attendance Law (TCA 49-6-3001), requires all children between the ages of 6 and 18 to attend school and be on time to school and classes. Each child seeking to enroll in the school system must be a resident of Sumner County.

**Step 2** Identify and Contact the School: Registration takes place at each individual school. Parents are asked to contact the school office to make an appointment for registration. School staff can provide a Spanish speaking interpreter for you if you ask in advance. If you are unsure about which school your child should attend, please call the Sumner County Board of Education at 451-5200 and tell them your address. Attendance Zone maps are also available at [www.sumnerschools.org](http://www.sumnerschools.org).

**Step 3** Gather the necessary documents the school will request:

1. Record of birth (birth certificate, passport, visa, I-94, etc.) If the student was born in Tennessee, a copy of the birth certificate can be obtained at any Tennessee Health Department.
2. Evidence of a current medical examination. This applies to kindergarten, first grade and other students for whom there is no health record.
3. Immunization record: Parents are required to provide a Tennessee School Immunization Record when enrolling their children in Sumner County Schools for the first time. This record is available from your pediatrician or from the Sumner County Health Department. (A list of required vaccines can be found [here](#)) There are Health Department Offices at: 1005 Union School Road in Gallatin, 214 W. Longview Drive in Portland, and at the Hendersonville Clinic, 351 New Shackle Island Rd. in Hendersonville.
4. A photo ID is requested to identify the parent/guardian enrolling a child.
5. At least two (2) documents establishing proof of residence are required:
  1. Legal document/lease showing proof of residency for specific address (Notary public or typed/hand written letters from the land owner are not accepted.)
  2. Current invoice/bill (electric, gas, water, landline telephone) assigned to a specific address and the primary custodial parent/guardian. (Cell phone bill is not accepted.)

Students who do not speak English as their first language will be enrolled immediately even if they do not have one or more of these documents. The Tennessee School Immunization Record is required for enrollment.

Students who are identified as homeless will be enrolled immediately even if they do not have one or more of these documents. The Tennessee School Immunization Record is required for enrollment.

Transfer/Moving out of town/state: When a child changes schools during the school year, a parent/guardian should visit the school office to complete a withdrawal form before enrolling the child in a new school.

## **ATTENDANCE**

**Absences:** School attendance is compulsory for every child in the state until he or she reaches their eighteenth birthday or graduates from high school. A student who has an excessive number of absences may be required to show a doctor's statement to verify his/her illness. Frequent truancy, tardiness, and absences will be referred to the attendance officer. All students are required to bring a note from home on the day following an absence from school.

Possible excused absences: student's personal illness or hospitalization, death in the family, special recognized religious holidays regularly observed by a particular faith, required court appearances, vacations/trips must be approved by the principal prior to departure, other emergency circumstances beyond the control of the student, and other approved school related activities.

**Make-up-work:** It is the student's responsibility to prepare all work assignments they have missed and to arrange a convenient time with the teacher for making up tests and projects. Make-up work should be completed within a reasonable time for it to be of any benefit to the child. The office should be notified by 10:00 A.M. when assignments are being requested for an absent student. Assignments will be left in the office to be picked up after 2:15 P.M.

**Early Dismissal:** If a child needs to leave school early for a doctor's appointment, parents are asked to come to the office to sign the child out (and back in afterwards). Children who attend for over three hours and thirty minutes will be counted present for the day.

A call may be placed by the nurse or office staff to parents or other designated adults to pick up students who become ill during the school day. Any person taking your child from school must be listed on your child's registration card.

**Tardies:** Promptness is very important. Class begins at 7:15 A.M. Students arriving after this time must report to the office escorted by a parent or guardian. All tardies are counted as time absent and affect perfect attendance. Please adjust your schedule so your child can be in the classroom no later than 7:15am.

## GOING TO AND FROM SCHOOL

**Arrival:** A staff member is on duty to monitor car rider arrival at 6:30 A.M. Upon entry, students report immediately to the cafeteria or gym. The bus and car riders must enter through the front awning area. Adults may only enter the front office after 6:45.

**Late Arrivals:** An adult must accompany students who arrive after 7:15 A.M. to the front office and sign in their child. Late students are given a pass to class as a late entry. Tardiness is an unnecessary interruption of class time and should be avoided. Students who arrive late cannot be escorted to their class by a parent.

**Dismissal:** Students picked up prior to 2:15 are counted as an early dismissal. Afternoon dismissal begins at 2:15 for grades K-5. Office entry is not allowed after 1:59. We do not accommodate student sign out after 1:59.

**Dismissal Changes:** Student safety is our top priority. Therefore, all transportation requests for dismissal changes must be made by a parent or guardian to the office staff before 1pm. After 1pm, we cannot process dismissal change requests. **Only written**

**notifications are accepted.** Do not e-mail or message teachers or staff changes to your child's dismissal. There is no guarantee that your email will be received.

### **Special Restrictions and Student Pick Up**

In child custody cases involving who may pick up the child at school, there must be a copy of a CURRENT signed court decree on file in the school office. The school can enforce only those orders for which we have documentation

### **Bus Information**

- *Call 615-452-1520 for questions related to bus transportation.*
- Download the 'Here Comes the Bus' app. to keep track of your child's bus.

**Bus Riders:** The right of all students to ride a Sumner County school bus is a condition of each student's behavior. All students on the bus are under the authority of the school bus driver and must obey the rules. Students who violate the bus rules are reported to the principal who will determine possible consequences. Students who violate the rules may lose their privilege to ride on the bus. If this occurs, it is the responsibility of the parent to transport the student to and from school.

1. The driver is in full charge of the bus and students, and students are expected to obey the driver.
2. A student will occupy the seat designated by the driver.
3. No eating or drinking on the bus. Please help keep the bus clean.
4. All violence, horseplay, profanity, and shouting are prohibited.
5. Remain seated and facing the front of the bus.
6. Hands and head are to be kept inside the bus.
7. Do not distract the driver through misbehavior.
8. Do not destroy the bus property.
9. Balloons, breakable objects, and objects that cannot be held in the student's lap are prohibited. This includes Valentine's Day.
10. Problems arising at the bus stops PRIOR TO boarding the bus are the responsibility of the parents.
11. All students must get on and off the bus at their assigned stop. Sumner County Schools do not drop students at places of business.
12. Parents are responsible for any damage to school property on a school bus. Repairs to bus seats will be charged to the parent or guardian of a child who destroys or damages school bus seats. The cost is set by the Sumner County Board of Education Department of Transportation. Your child may not be permitted to ride the school bus until such fines are paid.
13. If there is a conflict between a parent and a bus driver, the parent should contact both the Sumner County Department of Transportation and the school principal. Parents who attempt to board a Sumner County Schools bus will be prosecuted.

14. Changes in Student Information Please notify the school (*both office and teacher*) immediately if there is a change in your child's address, telephone number, emergency contact person, etc. This information is very important in the event we need to contact you. If you need to change the names of those who are allowed to pick up your child, you (the legal guardian) must come to the front office to do so in person.

### **Emergency Dismissal**

On the "Snow/Early Dismissal Contact Form", list how your child will be going home if it were to become necessary to dismiss school at an earlier time. Otherwise, your child will be sent home the way they are normally scheduled.

If it becomes necessary to dismiss school due to bad weather, or for any reason, the announcement will come from the Director of Schools. This will be announced over the local radio, television stations, REMIND, Millersville Elementary School Facebook, and School Messenger.

### **Dress Code**

Every effort is made to allow students to be comfortable in school. The purpose of the dress code is to promote an atmosphere conducive to instruction and safety for children. Children will be required to show proper attention to personal cleanliness, neatness, and appropriate standards of dress and appearance. Clothing which is too casual or too revealing will detract from our purpose of instruction. Parents of children dressed inappropriately will be called to bring a change of clothing. Please monitor what your child wears to school.

### **The following should NOT be worn to school:**

- Biker shorts
- Pants or shorts with writing across the seat
- Cut-off jeans that are frayed or pockets showing
- Saggy/sagging pants
- Spandex or body shirts
- Leggings and leotards unless with an appropriate length top or dress
- Sexual slogans, pictures or advertisements for tobacco or alcoholic products or weapons on clothes
- Hoods, Caps, hats, scarves, bandanas, or head bands with additions.
- Strapless or spaghetti strap dresses or blouses
- Bare midriff, halters or tank tops
- Backless shoes, flip flops, or shoes with cleats or rollers (sandals with back strap permitted)
- Clothing related to gangs
- Chains or spikes of any kind.

- Short skirts, short shorts, short dresses or any clothing that is too shorter than fingertip length. The length is determined by placing the arms down by each side and having fingertips fully extended, touching material.
- Any clothing that disrupts the educational/learning setting of the classroom (as deemed by the principal)
- Mesh may only be worn over other clothing.
- Jewelry must not be distracting/disruptive or unsafe

**Penalties:** Change or go home per SCS standardized dress code for elementary. Persistent violations will be handled through the standard discipline plan.

**Lost and Found:** Each year we have several articles of very nice clothing lost or left at school. **Please make sure your child's name is on the inside of jackets, backpacks, hats, gloves, etc.** Also, have your child check in the office should they lose something. Items in the lost and found will be donated to a charity.

## **Student Behavioral Expectations**

Our behavior program is **MES PRIDE**. The approach consists of consequences and rewards. This approach makes each student responsible for his/her behavior. Your cooperation in discipline is greatly appreciated.

**MES PRIDE is shown through our 5 Blue Devil Pride Ways: Be Safe, Respectful, Responsible, Honest, and Kind.**

### **MES PRIDE RULES & Guidelines for Success**

The following “PRIDE Rules” are guidelines for success for all students in all areas of our school as well as on school buses and field trips. When following these guidelines at all times, students are successful across all settings.

**P**erform my best and be accountable for my actions.

**R**esponsibility is what I show.

**I** keep my hands, feet, and objects to myself  
**D**irections are followed at all times  
**E**very day, I show respect.

The majority of student discipline is handled at the classroom level by the teacher or adult in charge. Continual misbehavior or incidents which require immediate attention are handled by the principal. Student discipline handled by the principal falls into two categories:

1. An office referral from an adult staff member who has already attempted some type of intervention to correct the misbehavior. This includes classroom consequences and parental contact.
2. An office referral which requires immediate attention or is of a major issue. These include, but are not limited to, fighting, weapons, total defiance, and complete class disruption.

-Actions taken are based SCS guidelines and upon the severity of the incident and occurrences of misbehavior. Students will be counseled and review expectations with the principal. Consequences for students' misbehavior that reach the principal's office includes, but is not limited to the following:

- Warning-Verbal Reprimand
- Counseling/Reteaching expectations
- Special Assignment
- Restricting activities
- School Service Hours
- Parent conference
- Office isolation/Out of school suspension/bus suspension
- Student Improvement Plan



## **Weapons & Dangerous Instruments Policy**

Within the Sumner County Schools Student Handbook, you will find the district's Zero Tolerance Policy. Students bringing weapons of any kind to school, whether real or dramatic, are subject to suspension and/or a disciplinary hearing.

### **Cafeteria Rules**

Monitors supervise students. All students are under the authority of the monitors and must obey the school and cafeteria rules. Students are expected to behave in the same manner that would be expected of them in a nice restaurant.

Students will walk quietly and wait quietly in line until served. Students should get everything they need while they are in line. Passing through the line a second time is not permitted. If something is forgotten, raise your hand and a monitor will help. Students will remain seated until they are dismissed. Students will talk in a normal speaking voice. Students will show good table manners and be courteous to others. Keep hands, feet, and any other objects to yourself. Throwing, trading or sharing of food or any objects will not be tolerated.

All students will have the appropriate behavior pointed out to them. They will be asked to refresh their memory periodically on the cafeteria rules. If a student does not demonstrate appropriate behavior, the following procedures will be followed:

\***First offense:** Warning

\***Second offense:** A strike will be written on the strike log for the teacher

\***Third offense:** Student will eat lunch at the quiet table.

\*If behavior is severe, the student may be removed from the cafeteria and taken to the office.

### **Cafeteria**

**Meal prices:** Breakfast- \$2.00    Lunch- \$3.00    Guests- \$2.50/\$5.50 **Food from outside restaurants must not be brought to school for your child to eat.**

**This is a regulation from the Federal Government related to the School Nutrition Program. It is not a school policy.**

**Payment:** Students should bring lunch money in an envelope that is labeled with the student's name, teacher, amount, and purpose. Separate envelopes should be sent and labeled for lunch, breakfast, and snack. Do not include lunch money with other checks. Lunch charges are handled in the cafeteria. Titan is our online prepayment system. Signing up will allow you to check account balances online and make payments to your student's lunch account. Go to <https://family.titank12.com> to sign up.

**Visitation during lunch:** Students may have visitors for lunch one day per week. Visitation is limited by school board directive to immediate family members. This is limited to parents, siblings, and grandparents. Extended family such as aunts, uncles, and cousins must be approved through the office prior to the day of visitation. The school reserves the right to deny visitation of anyone. When visiting a child at lunch, visitors are expected to visit with their child and not interfere with other students. If you visit your child during lunch, you are not allowed to walk the student back to the classroom. At the end of the lunch period, you will need to sign out in the front office.

Visitors may not take pictures of students other than their child during lunch. No pictures of students other than your own may be posted on Social Media

## **Health**

**Clinic/Medicine:** We have a full time Nurse at MES. The nurse only provides basic first aid. If your child shows symptoms of illness, keep him/her home.

MEDICATION: Medication permission forms are with our nurse if one is needed. No medication is to be kept in the classroom or backpack. If a child is to take medication, they must have a note from their parent or guardian. The note sent to school must have explicit directions that include: the child's name, name of the medication, name of physician, time to be administered, dosage, and possible side effects. The medication will be administered and recorded by the office personnel and or the school nurse.

The Sumner County Board of Education has adopted specific guidelines for the administration of any medication a student will need to take during school hours.

1. A prescription medication will be brought to school in a bottle dispensed by the pharmacist.
2. Requests to allow a student to take prescription medication during school hours must be submitted on an approved form that is signed by the prescribing physician.
3. All non-prescription medicine must be in the original bottle and be accompanied by the approved request form. **Aspirin and Tylenol will not be provided by the school.**

\*\*Approved forms will be given out on registration day. It is the responsibility of the parent or guardian to make sure the forms are filled out completely and accompany any medication the student needs to take.

**\*\*Please feel free to call the school nurse with any questions regarding medications.**

**LICE:** Since the issue of head lice surfaces occasionally, we ask that parents routinely check your child's head, especially if you see the child scratching frequently. If you or

the school determines that your child has lice, you may be called to come pick your child up from school. Students are allowed 2“verified” absence days for lice. A student shall be expected to return to school no later than the day following notification of the condition. The student will be excused the day the student dismisses early and the day following, if necessary, for proper treatment. Failure to meet these requirements shall result in the student’s exclusion until criteria are met for readmission. These absences will not be excused. In addition, parents need to provide ‘proof’ that their student has been treated. The school nurse can assist parents with options to verify treatment. MES complies with the Office of Civil Rights and will not discriminate against any student with a temporary health condition.

### **Safety**

The safety of your child is of the utmost importance to us at MES. We expect complete and consistent cooperation in enforcing safety precautions for our students, YOUR children.

- All outside doors will be locked during the school day. Enter the building only through the front doors and enter the office. This applies to everyone not a direct employee of Millersville Elementary School.
- When visiting the school, you must present the front office with a valid form of identification, you will need this identification to log in to Lobby Guard.
- All visitors and volunteers must sign in at the office upon entering the building. You will be given a visitor's tag to wear while you are in the building. Do not go to your child's classroom without permission from the office. If this occurs, you will be directed back to the office to follow proper sign in procedures.
- You are only to go to the area of the school that you were cleared by the front office to visit.
- If you must sign your child out, please report to the office and the staff will call for your child. Do not attempt to go directly to pick up your child.
- In the situation where the school is on a Secure School Lock-Down Drill, no one except for approved officials will be allowed to enter or exit the building.
- The principal reserves the right to deny anyone access to the school premises.
- Visitors who do not obey the direction of the front office will be asked to leave the premise and are subject to prosecution for trespassing.

### **Parent Conferences**

Sumner County provides a time for parent conferences. Information will be sent home regarding this date. Teachers may call for intervening conferences. If you want to set up an additional meeting, teachers will be happy to do so. Send your child’s teacher a note, an email, or call the office to schedule a time. **Do not drop by "for just a minute" during the school day.** If you have a problem that needs immediate attention, please contact the office. The secretary or principal will inform the teacher who will contact you during a time when students are not present.

## Field Trips

During the school year, field trips will be taken to various places designed to enhance the educational program of your child. All students are REQUIRED to ride the school bus to the trip location. Your child's teacher may or may not need parent volunteers for some trips. If you are asked to be a volunteer on a trip, do not bring along younger or older children. Volunteers will not be allowed to chaperone if they have minor children with them. NO REFUND will be given in this situation. Make arrangements for other children prior to the field trip. The school administration reserves the right to deny anyone participation in school field trips.

## GRADING POLICY

Parents can expect report cards to be issued four times during the school year.

Kindergarten – 3<sup>rd</sup> grade will have standards-based grading:

3 – On-Track/Meeting the Standard (Comprehensive Understanding)

2 – Approaching the Standard (Partial Ability to Apply the Skills)

1 – Below Expectations of the Standard (Minimal Understanding)

Grades 4 and 5 will have Letter Grades based on percentages:

A- 93-100

B- 85-92

C- 75-84

D- 70-74

F- 69 and below

## MES School-Wide Grading Policy

**Purpose** – Grading occurs within classrooms to provide a pure representation of a student's level of mastery of standards to all stakeholders involved in the student's academic plan.

**The following policies and practices will reinforce this purpose:**

**Zero Policy** - Every effort will be made to ensure that all students complete assignments. This will include a loss of privileges for students that fail to maintain their proper responsibilities for completing assigned classwork and homework.

**Graded Items Policy** - Teachers will only grade assignments that represent a student's independent ability to illustrate mastery or progress towards mastery. Some classwork and all homework items that are practice will be assessed formatively by the teacher. Unit assessments and other summative assessments may be weighted more as they are a better representation of a student's mastery of a standard.

**Re-do Policy** - When a student completes an assessment that does not accurately represent the student's level of mastery towards a standard, the teacher may provide

the student with re-do opportunities. The number of re-do opportunities on a single assessment will be determined by the classroom teacher and/or support team on a case-by-case basis. The grade assigned will be the most recent score. For K-2 students, before the standard is reassessed the teacher will provide more instruction and student will have more practice opportunities.

**Extra Grade Opportunities** - Teachers may provide extra grade opportunities to produce a purer representation of a student's level of mastery towards a standard. Extra credit points should be held to a minimum and must be directly related to a standard.

**Late Work Policy** - Late work will be accepted without a grading penalty. Student will receive consequences by a loss of privileges and re-teaching of study habits to reinforce the importance of completing assignments on time.

**Homework Policy** – Homework will be used as practice and review. Homework will be checked, discussed, and used as a tool for instruction. Homework supports the reinforcement of standards taught. Daily homework should not exceed 30 minutes in grades K-2 and 45-minutes in grades 3-5. Homework should be provided as intentional practice at a level that ensure student success.

### **Awards Assembly**

Each semester an assembly is held to honor students for their success, effort, and citizenship. Assembly dates will be included on our school calendar.

### **Textbooks**

These are loaned to students for use during the school year and should be handled carefully. Per school board policy, fines are given for lost or abused textbooks.

### **Money**

All money should be sent to school in an envelope marked with the child's name and purpose. Write **ONLY** one check per expense and per child. Each expense must be paid separately.

### **Phones/Cellphones**

- Messages and deliveries from home should be left in the office.
- Office telephones may only be used by students in case of emergency. Students will not be allowed to call home for missing homework or library books left at home. Telephones may be used in the office only with principal permission **only for emergencies.**
- For security purposes, information about a child's registration or attendance is not given over the phone.

- **Cellphones may only be reclaimed by the student's legal guardian.** All student cell phones must be turned off and stowed away in their backpack.
- **The cellphone must be turned OFF, not on silent or vibrate. Students should never contact a teacher by calling the teacher's cell phone, nor vice versa.**

### **Toys, Electronics, & other items from home**

- Toys from home are not allowed. They will be taken up and given back at the end of the day for the student to take home
- Electronic gaming devices are not allowed at school unless special permission has been given by administration/teacher. Electronic devices brought to school are the responsibility of the student.
- Items that are lost or stolen are **not** the responsibility of the school.
- The school will not intervene between students nor parents concerning such devices which are stolen.
- The school has no responsibility or liability for such items.
- Fidget spinners and other such devices are considered toys and are not allowed at school.

*This handbook is intended to cover the routines and policies of MES; however, SCS Board Policy trumps any statement within this document.*

### **CONTINUOUS NOTICE OF NONDISCRIMINATION**

*The Sumner County School System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities; and provides equal access to all programs and youth groups. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:*

**Title VI/IX Coordinators:** Ms. Katie Brown (if student to student), Safe Schools, Healthy Students Coordinator, 695 East Main Street, Gallatin, TN 37066, 615-451-6500, [katie.brown@sumnerschools.org](mailto:katie.brown@sumnerschools.org)