

**BARFIELD ELEMENTARY SCHOOL**  
**350 Veterans Parkway**  
**Murfreesboro, Tennessee 37128**  
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**<https://bar.rcschools.net>**

# **STUDENT HANDBOOK**

## **2019-20**

**Mrs. Judy T. Goodwin**  
**Principal**  
**Mr. Chris Lafferty**  
**Assistant Principal**

**“Learners for Life - Leaders for Tomorrow”**

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Teacher** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
**Emergency Contact** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
**Bus #** \_\_\_\_\_

## WELCOME LETTER

Dear Students & Parents:

Welcome to **Barfield Elementary School** and to a new school year!

At Barfield Elementary School, we want **every student and their families** to feel welcomed and connected in such a way that they know that they hold a special place of importance in our school. When I am asked, *“What is the recipe for creating a high achieving school like Barfield,”* I say, *“It’s because we have a great TEAM!”* Whether you are a student, a parent, guardian, classified staff member, or teacher, **YOU** are an important part of **OUR team** and you **do** make a difference each day!

We value and encourage parent involvement. Stay up-to-date and tuned in to all our activities by checking out our Barfield Elementary website at <https://bar.rcschools.net> In addition to our monthly newsletters, Twitter, teachers’ newsletters and notes, we have also included our calendar of events for your convenience on page 22 in this AGENDA. Please note that the times are specific to Barfield Elementary **only**.

A tremendous amount of thought and structure has been put in place at Barfield to provide a safe, friendly, nurturing, motivating learning environment for our students. We all play a part in maintaining this positive atmosphere. It takes **everyone** being committed to helping every student to achieve at the highest possible level of success, both socially and academically, regardless of where the starting point of learning may be or what seeming obstacles might stand in the way.

**Developing decent, responsible, respectful citizens is a part of our mission at Barfield.** In every way, we want our students to feel physically safe, safe to learn and safe to have fun while they are at school. Barfield Elementary School is a happy and welcoming place to be because we all work together to keep it that way. **YOU** have a very important part in making Barfield Elementary School be the best school possible. We know that you will set high goals for yourself both in conduct and in your studies and we, the administration and staff, will do everything possible to help you reach those goals!

**Whether you are a new student or a student returning for another awesome year, we are so glad that you are here at Barfield Elementary School!**

--Mrs. Judy T. Goodwin  
Principal

## **VISION STATEMENT**

**“Developing Learners for Life and Leaders for Tomorrow”**

## **MISSION STATEMENT**

**“Our students will achieve academically and socially in order to become lifelong learners and responsible citizens.”**

## **SCHOOL GOALS**

1. To provide an educational program that will promote academic excellence, meet the needs of every student, have high expectations for students’ educational performance and behavior, and build students’ self-esteem through academic achievement, incentives, and extra-curricular programs.
2. To develop a program of parent education and involvement that strengthens the knowledge of the concepts of child growth and development.
3. To broaden and improve instruction that stimulates and enhances intellectual and creative development. Instruction will be designed to enable students to use and evaluate knowledge through critical and independent thinking.
4. To develop and promote a variety of instructional strategies, interventions, remediation, enrichment, and learning activities that accommodates diverse learning styles and abilities.
5. To develop and implement programs and activities that will address students’ responsible behavior and citizenship.
6. To implement an intervention program (Response to Intervention/RTI) to address the math and reading needs of high performing students, on level students, and academically at-risk students.
7. To implement and improve a comprehensive technology plan that will support career readiness.
8. To have a faculty, staff, and student body with school spirit, pride, and a positive attitude.
9. To provide a safe and nurturing environment.

## **BELIEFS**

1. Students learn best when provided a positive, safe, and caring learning environment that addresses their physical, social, and emotional needs.
2. All students can and will learn.
3. Students learn best when they are actively involved in the learning process.
4. Students’ individual needs will be met through differentiated instruction including targeted interventions to ensure academic growth and achievement.
5. Ongoing staff development is critical to professional growth and student learning.
6. Instruction is maximized by the use of teaching strategies that are supported by research as being highly effective.

7. Student achievement is best assessed when a variety of methods are used that address learning style needs (i.e. authentic assessment, standardized tests, teacher-made tests, projects, student learning contracts, universal screeners, individualized online programs).
8. Collaboration among parents, staff, and community with the purpose of making sound educational decisions is crucial to our students' overall success.
9. Responsible citizenship is the foundation of student success.
10. The roles and responsibilities of all stakeholders must be clearly communicated.

## **ACADEMICS**

Students are expected to try hard and do their best, whatever the subject or class. Students should come to school with the attitude that they can and will learn. Teachers will do their best to ensure that each student receives the appropriate instruction for his or her needs and potential. The teacher will allow nothing to interfere with learning in the classroom. Students have the right to learn and teachers have the right to teach. Parents are expected to foster these expectations, as well. Education is a partnership between the students, parents, school, and community.

### **Homework**

Homework is necessary for students to gain proficiency with the concepts and skills they are expected to learn. It is recommended that time spent on homework (not including outside reading) should not exceed 10 minutes per grade level (i.e. 4<sup>th</sup> grade would not expect to spend more than 40 min. per night on homework assignments), with the exclusion of outside reading. If your child requires, on a regular basis, more than this recommended time for completing the assignments, please contact your child's teacher to discuss this matter.

### **Parent Orientation Night**

At the beginning of the school year you will be notified of the date and time for Parent Orientation Night. Please make plans to meet your child's teacher and find out what will be expected in the classroom. This is an excellent way to have discussions and have questions answered which will pave the way for a positive beginning and a strong relationship between home and school. **This is a very important meeting and you are strongly encouraged to attend this very important meeting.** It is held in the gym.

### **Parent-Teacher Conferences**

The Rutherford County School System has scheduled **PreK-5 parent-teacher conferences on Thur., October 24 and Thur., March 19.** Other conferences may be scheduled as needed. Please send the teacher a note or call the school and leave a message. Teachers are only available during their designated planning time, before or after school for phone calls, so be patient in waiting for a return call. Please give teachers at least two days' notice before the conference date. **While email is a useful form of communication, please reserve it for *brief messages*.** More detailed conversations are best accomplished through phone calls or in-person conferences.

**Parents will not be allowed to go to the classroom to conference with the teacher without an appointment or permission from the teacher.** Arriving without notice to conference with the teacher takes away from the teacher's ability to begin the day smoothly and to give full attention to the students and other professional responsibilities. While we encourage parents to volunteer in the school, School Board policy does not permit parents to be present in a classroom for the sole purpose of "observing."

Whenever you have concerns about classroom issues, please **contact the teacher first** through the **AGENDA**, phone call, or conference before involving administration. Open lines of communication must be developed between the student, teacher, and parent to support student success and adjustment. Be sure to discuss concerns with the teacher first. Administration will always ask: **“Have you talked with your child’s teacher about the problem?”** This is a courtesy that anyone would like to have afforded them. If you believe that after talking with the teacher your questions have not been satisfactorily answered or a satisfactory solution reached, call an administrator. Additionally, **Facebook or other online postings is not an appropriate means by which to address unresolved issues in the classroom.** Contact the teacher directly. It is ethically the right thing to do. To do otherwise could be construed as cyber bullying.

### **Grading Scales**

Grades for **K-2** are based upon grade level specific TN Dept. of Education Standards and the student’s level of mastery as noted by **M=Mastery, O=On-Track, A=Approaching, B=Basic, - = Not Taught.**

Grading scale for **Grades 3-5** is as follows: **A=93-100; B=85-92; C=75-84; D=70-75; F=Below 70; I=incomplete.** Homeroom teachers will issue progress reports at the mid-point of the grading period.

TCAP/TNReady for grades 3 through 5 will factor into the student’s final grade.

### **Student Recognition and Incentives**

For a student in grades 3, 4, and 5 to be eligible for Honor Roll, his or her nine weeks grades must be all A’s & B’s, with no grade below a B, including Related Arts grades, if assigned. For Principal’s List the grades must be all A’s, including Related Arts grades, if assigned. Outstanding Citizenship (5 or less conduct marks), On-a-Roll for greatest improvement, Perfect Attendance, and independent reading performance will also be recognized each nine-week period. Character Counts gives recognition to students who have earned 5 or less conduct marks in the nine-week grading period. Additionally, students who receive no conduct marks in the week in which their class is scheduled for announcements will be recognized as “outstanding citizens,” and rewarded by leading the school in our morning traditions. The administration, individual teachers, and grade levels may also determine other rewards and recognition as appropriate.

### **Student Placement**

It is the responsibility of the administration to develop homeroom classes that provide the greatest opportunity for student success. Many factors are considered in making these placements, both for individual students and the group as a whole; therefore, changes in classroom assignment will only occur with administrative involvement and approval. If there are circumstances that might arise where it is believed that a particular placement would not be best for the student or that a conflict would exist, the parent may communicate this to administration **prior to** student placement in the classroom before the close of the current school year.

### **Promotion and Retention**

There are many factors that determine a student’s readiness for the next grade level. The retention of a student may occur after careful consideration of all factors by the teacher and the principal in consultation with the parents. While efforts will be made to inform parents about student progress and parents will be encouraged to be involved early on, the final decision regarding promotion or retention, however, is the responsibility of the school administration as required by Tennessee law.

All of the following rules and policies were developed to help create a school environment that will be most conducive to teaching, learning, and safety for all students and school personnel.

### **Authority of School Officials**

Tennessee statutes delegate specific authority and responsibility to school officials concerning the control and discipline of students. A school principal or her designee has the authority, by law, conduct searches, to administer corporal punishment to students, suspend students from school and/or the school bus, and recommend expulsion for those students who seriously disrupt the school environment.

### **Care of Textbooks**

Textbooks are the property of the Rutherford County Board of Education and shall be returned upon the end of the school year, the completion of the course, or the withdrawal from a course or the school entirely. Parents are required to sign an agreement stating that they will be responsible for the textbooks received and used by their children. If loss or damage to the textbook occurs, the principal shall assess the appropriate fee and notify the parents. Failure to pay the fee imposed within a reasonable time may result in the withholding of report cards, diplomas, certificates of progress, or student records until restitution is made.

### **Care of Library Books**

Students may check out library books, as they are available and needed. A fine equal to the cost of the book when new may be assessed if the book is damaged. Students must pay for books that are not returned within a reasonable amount of time. Before checking out a book, students are responsible for detecting any damage and notifying the librarian or clerk. Once a student leaves the library, he/she is responsible for any damage that occurs while it is checked out.

### **Dress Code**

In keeping with the educational purpose of this school, students are expected to dress and groom themselves appropriately. Each student is expected to keep his or her person and clothing neat and clean. Students who violate the following rules are subject to disciplinary action to include, but not limited to a call to parents, **AGENDA** marks, detention, in-school suspension, out-of-school suspension.

1. Clothing, accessories, and body markings with slogans or symbols that are about or suggestive of drugs, alcohol, sex, obscenities, gangs, or anything else that is a disruptive or disturbing influence are prohibited.
2. Pants must be worn properly at the waist and belted (i.e. no sagging). Underwear should not be visible when performing daily tasks at school including exercising.
3. Shirts or a top that allow a student's stomach to show, see-through clothing, bare-backs, low-cut or off-the-shoulder tops, cutoff shorts, pants with holes above the knee, and tops that have straps less than three adult fingers wide are prohibited. Tank tops for boys may be worn with a T-shirt underneath. All tops must cover the entire chest (no cleavage) and back areas. Spaghetti strap tops may only be worn under shirts meeting the dress code.
4. Shorts and skirts must, at a minimum, meet the tip of the middle finger of the individual when standing in a relaxed position. Bandanas, masks, large chains and medallions, hair paint, and face paint or costume make-up are prohibited without special permission from the administration. Hats, caps, head coverings, bandanas, sweatbands, combs, picks, and sunglasses cannot be worn inside the school except by special permission.
5. Form-fitting clothes, such as those made with Lycra or spandex, are allowable only if they are worn with other clothes that adequately cover the shoulders, chest, and behind.

6. Large coats should be stored in lockers and not worn into class or the cafeteria.
7. **Administration will make the final decision regarding the appropriateness of a student's attire or personal grooming to protect the school learning environment. If clothing adjustments cannot readily be made, parents will be called to bring other clothing.**
8. It is advisable to put the child's name inside coats and jackets so they can be easily identified if lost.
9. **Volunteers and adults visiting the school are also requested to conform to the standards of the student dress code.**

### **Acceptable Use of Technology**

Every student will use the computer and have Internet access including e-mail. Computer programs are limited to those provided by the teacher or this school. Students may not bring personal computer programs without the consent of their teacher. Internet use is limited to educational sites. Students abusing the use of computer and Internet privileges are subject to losing those privileges.

**Any parent who does not wish for their child to use a computer while at school must state their desire in writing and address to Julie Benson, Rutherford County Board of Education, 2240 Southpark Blvd., Murfreesboro, TN. 37128**

In certain grades, students will be able to check out calculators for use after school hours, just as they would a library book. Similar rules apply. Students are responsible for the safe return of the calculators in a timely fashion, with the calculator in basically the same condition as it was when checked out. Fines may be assessed if the calculator is damaged or not returned promptly. Electronic devices, including: radios, listening devices, iPads, digital recorders, CD players, and games, are also prohibited and must not be brought to school without special permission. The school or Rutherford County Board of Education assumes no responsibility if a student's device is damaged, lost, or stolen if brought to school. **The use of a cell phone or other electronic device with calling or texting capabilities (including watches) is prohibited during the school day, must remain in the backpack, and be turned off while at school. This procedure also includes regular school arrival and dismissal times.** In the event that the requirements listed above are not met, ITEMS WILL BE CONFISCATED and further consequences may be imposed. Parents MAY be requested to come to school for the return of the item.

### **Tobacco**

**All persons** (students and adults) are prohibited from having possession and/or use of tobacco on school property or at school activities. Any violation of this policy will result in serious disciplinary action for students.

### **General Rules**

- Disrespect, fighting, obscene language, the possession or use of alcohol, drugs, or weapons, or the defacing or destruction of school property will not be tolerated. Parents will be immediately contacted for any such infraction and will be responsible for damaged property. Students should report all threats or property damage to a teacher, SRO, or administrator. Failure to do so will only encourage further inappropriate behavior.
- Students who break a law may be arrested and taken to Juvenile Detention.
- Students should keep their hands and feet to themselves. Horseplay is prohibited because it can be dangerous or lead to further aggression and retaliation.

- Bullying is defined by Rutherford County Schools as, “unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is **repeated, or has the potential to be repeated, over time.** Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.” **Bullying, whether through gestures, words, or physical violence will not be tolerated and should be reported by the student to a school staff member if it occurs. This includes sexual overtures and physical threats. It is very important that students report such incidences immediately when they occur to a school staff member. Parents are asked to reiterate this to their children so that they will become empowered to protect themselves through acceptable means.**
- **Parents are strongly urged to monitor student access to internet and social media. Unkind, bullying, and/or threatening comments made through social media that interfere with the emotional and physical safety of any student while at school or disrupts the school day will be reviewed and administrative action will be taken, if warranted.**
- Students must follow instructions and cooperate with **all** school staff. Students are expected to comply with requests and directions of any school staff member, substitute teacher, or parent volunteer designated by the school to supervise students.
- Students must not incite, instigate, or counsel with others to engage in fighting or any other act disruptive to regular school activities on or off campus.
- Students must not bring pyrotechnics (i.e. fireworks, ammunition, etc.), dangerous weapons, replicas of dangerous weapons, toy guns, self-defense devices (i.e. mace, pepper spray, etc.), or other potentially harmful items (i.e. matches, lighters, lasers) to school or any school activity or event.
- Theft of any kind will result in serious disciplinary measures. Failure to turn in to the office a lost item that has been found is also considered theft and will be dealt with accordingly. Offenders are responsible for compensation of stolen or damaged property.
- Students must always be honest. Misrepresentation of information (i.e. lying, forgery, cheating, etc.) is prohibited.
- Non-school publications may not be distributed or posted without administrative approval.
- **The use of skateboards and roller blades by anyone is forbidden on our school campus.**
- Tennis shoes with wheels are not permitted inside the building.
- Bicycles must be left at the bicycle rack upon arrival at school and **a helmet must be worn at all times** while the student is riding on campus. Bikes must be “walked” while on campus.
- All seatbelt and car seat laws are to be followed and may be monitored by our School Resource Officer.
- Students are not allowed in the teacher work areas.
- Toys, trading cards, and electronic equipment are prohibited without express teacher permission and may be confiscated.
- The Student AGENDA is an official school document and should be protected from damage; likewise, altering information included in the AGENDA by any staff member is a violation of school policy. **Messages relayed in the AGENDA by parents, teachers, and staff should be respectful in order to maintain positive working relationships for**

**the benefit of the student.** When a student withdraws from Barfield to transfer to another school, the Student AGENDA should be turned into the teacher.

### **Conduct at School Events or Activities**

Good behavior is encouraged and expected at all times of our students, parents, and visitors to the school. This includes extracurricular activities; likewise, students away from campus on school trips are expected to follow all school policies. **Students and adults who display unacceptable behavior may be denied the right to participate in such activities.**

### **Student Information**

Parents are required to provide **current information** to assist in communication, including current home address and contact information. **Any changes in this information should immediately be reported to the office and the homeroom teacher. Failure to report accurate home addresses may result in the student being required to withdraw from Barfield Elementary School.**

### **Student AGENDAs**

**AGENDAs** will be issued without charge to students in K-5. This is an **official school document**. Classroom assignments, homework, student conduct, and parent-teacher communications will be recorded in the **AGENDA**. Teachers will also communicate to both students and parents on a regular basis through email distribution lists, classroom newsletters, student take-home folders and class webpages. AGENDAs will remain the property of Barfield Elementary School.

The purposes of the **AGENDA** are as follows:

- To help the student develop organizational skills
- To provide a convenient means of daily communication between home and school.
- To afford parents the opportunity to be involved in supporting the objectives of the school by giving necessary information that will allow them to help their children to be successful in school.
- To provide data regarding student behavior patterns.

**Students** are expected to do the following:

- Have the **AGENDA** with them every day during all classes, unless otherwise directed by the teacher. (i.e. P.E.)
- Write down important information, such as lesson objectives, homework assignments, special events.
- Treat the **AGENDA** as an official school document, in no way contributing to the loss, damage, or alteration of the information recorded in it by either the teacher or parent. **No pages are to be removed from the AGENDA.** Consequences will be given if this should occur.
- Should the **AGENDA** be lost or destroyed, the principal must be notified.

**Teachers** are expected to do the following:

- Check and initial the **AGENDAS** of students in their classes daily.
- Provide students information regarding class objectives and/or assignments in both written and verbal form.
- Conference with the student regarding academic progress and conduct.
- Respond to parent communications, as appropriate.

**Parents** are requested to do the following:

- Require the student to bring the **AGENDA** home each day.
- Go over the **AGENDA** each day with the student, discussing both work done at school, homework assignments, and conduct marks, if any.

- Ensure that the student has an opportunity to complete the homework assignments given. Even busy schedules must include homework time.
- Sign the **AGENDA** daily to let the teacher know that you have seen the information that the student has brought home. In the absence of the parent, another adult or responsible person may be designated to sign the **AGENDA**.

### **Good Citizenship**

Developing young people into citizens who are responsible and respectful must always be a primary focus for our students and staff. If a student chooses to conduct him or herself properly, everyone benefits. Developing habits of responsible citizenship enhances academic achievement.

**Conduct marks** will be recorded in the **AGENDA** when a student does not comply with rules established by the teacher or the school. The codes for inappropriate conduct are listed below.

### **Behavior Codes**

When the need for a behavior correction occurs, the following codes will be used to reflect the nature of the behavior and will be recorded in the **AGENDA** and on the class **BEHAVIOR TRACKING SHEET** kept by the homeroom teacher.

The following codes will be used in **all areas of the school campus** to note behavior corrections:

**OT** = off-task behaviors; inattention; school/classroom rule broken

**T** = loud, inappropriate, or disruptive talking

**DP** = disrespectful to other people or oneself

**DT** = disrespectful to things; school or personal property

**R** = responsibility for class supplies; books; **AGENDA**; not fully prepared; **AGENDA** not signed by parent or guardian.

**H** = homework or classwork not completed or brought to class

**G** = gum

**L** = late to class, unexcused

**Events code:** recorded in ( ). These do not count as corrections.

**(B)**= left room to go to the bathroom during class time

**(A)** = absent

**(L)** = late to class, excused

Students who show exemplary conduct (5 or less conduct marks in the nine-weeks) will be recognized at the PTO-sponsored “Character Counts”. Students with five or less marks for the entire year will be honored at Academic Awards Night in May. Participation in morning TV announcement is **an honor** (not a right) given to students who have **no conduct marks** during the week in which their class is assigned to present the program.

Students who receive as many as six (6) corrections in one week will conference with Mrs. Goodwin to set personal goals for improvement. Students in grades 3-5 will be assigned detention. Students in grades K-5 who receive ten (10) or more corrections in one week will be sent to the office and will meet with an administrator for further consequences, which will include one or more of the following: student conference, parent conference, behavior contract, isolation, detention, corporal punishment, In-Class Suspension, In-School Suspension, Out-of-School Suspension. This is in addition to any consequences that the teacher may impose in the classroom prior to the receipt of the tenth (10<sup>th</sup>) conduct mark. Note: More serious offenses will result in the student being sent immediately to the office, regardless of the number of corrections previously earned.

**Students who receive ten (10) corrections in any one week jeopardize their participation in planned activities such as field trips and extracurricular activities.**

Administration/teacher/sponsor will determine participation in extracurricular activities.

Students who receive OSS (out-of-school suspension) are prohibited from being on school grounds for the duration of the suspension, including all extracurricular activities.

### **Detention**

Detention is assigned as a result of misconduct. Any student in grades 3-5 receiving six (6) or more marks in one week will be assigned detention. Students and parents are notified in advance and must report to the appointed place on the appointed day and time. Students who fail to report or report late will be assigned lunch detention. Detentions are held on **Wednesdays from 6:50-7:15 a.m.** Arrangements must be made to have the student in detention **no later than 6:50 a.m.** If there is an extreme circumstance that would prevent the student from attending detention when assigned, the parent should notify the child's teacher who will then communicate the difficulty to Administration so that an alternate consequence can be arranged (i.e. 3 days of lunch in the office).

Once admitted to detention, students are expected to be involved in quiet schoolwork. It is the responsibility of the student to bring books, paper, and pencil to do schoolwork. Students will not be allowed to eat, drink, sleep, or communicate with others. Any student in detention desiring to eat breakfast at school will be allowed to do so after 7:15 a.m. Students who do not follow these rules will be removed and face additional disciplinary action.

### **Suspension**

There are three types of suspension: in-class suspension (ICS); in-school suspension (ISS) and out-of-school suspension (OSS).

Students receiving ICS or ISS may remain in their classrooms or another teacher's classroom (in isolation) and not participate with their classmates during lunch and related arts **or** may be required to report to the office immediately upon arrival to school. Students present in ISS are not counted absent and the work they complete will count toward the 9-weeks grade, as usual. Teachers will send assignments to the assistant principal at the beginning of the day. Students should be prepared for a full day of academic study.

The more serious level is OSS. Suspension from school is the result of serious infractions of school policy or repeated incidences of ISS. During OSS, students are not allowed to be on campus to attend school or any school event or activity during the period of suspension. The days a student misses during OSS are counted as **unexcused absences**. The schoolwork must be made up so that

it can be counted toward the 9 wks. grade. Students are expected to do the work he or she is missing in class.

### **Zero-Tolerance Behavior**

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to expulsion for a period of not less than one (1) calendar year. Only the superintendent shall have the authority to modify this expulsion on a case-by-case basis.

A zero-tolerance act occurs when any student while on a school bus, on school property, or while attending any school event or activity:

1. Unlawfully possesses any narcotic or stimulant drug, prescription drug or any other controlled substance (including marijuana), or dangerous weapon
2. Commits battery upon any teacher, principal, administrator, or any other employee of a local education agency, bus driver or other contracted personnel, or any authorized volunteer; or
3. Brings on campus, uses or transfers any dangerous weapon; or
4. Unlawfully uses or is under the influence of any narcotic or stimulant drug, prescription drug, or any other controlled substance (including marijuana); or
5. Sells, distributes, or transfers any narcotic or stimulant drug, prescription drug, or any other controlled substance (including marijuana).

### **Illnesses, Injuries, and Accidents**

In the event of an accident involving injury or serious illness of a student, school officials will secure medical care. Payment for this care will be the responsibility of the parent or legal guardian of the student. Of course, the parent or legal guardian will be contacted immediately. A school nurse is on-duty each day.

### **Communicable Diseases**

Rutherford County Board policy states that it is the duty of school authorities to exclude any child from school who is infected with or suspected of having measles, rubella, mumps, infectious hepatitis, chicken pox, scabies, and other illnesses designated by the local health officer as requiring exclusion. Prior to readmission to school, a student diagnosed as having one of these communicable diseases must have a statement from a physician or the health dept. stating that the disease is no longer communicable and the child can return to school. The student must be 24 hours fever-free before returning to school.

### **Head Lice**

Students will not be denied an education solely by the reason of head lice. If lice are discovered, parents will be notified and expected to treat the infestation. After treating, we ask that you accompany your child to school and provide proof of treatment, such as a receipt of the product purchased or the package label. School personnel will inspect your child's hair upon return to school to ensure there has been an improvement in the condition from when it was discovered. If these guidelines are not followed, the student will not be allowed to return to class; absences for lice will not be excused.

### **Medication**

Parents must complete the appropriate medical form if their child needs to be administered medication at school. Parents may pick up these forms in the office. For prescription medication, a doctor's signature is also required. Parents or other responsible adult must deliver the medication to the office. All prescription medications given at school must be brought to school in the original, pharmacy-labeled container. All non-prescription medication given in school must be brought to school in the manufacturer's original container and labeled with the ingredients listed and the

student's name affixed to the container. The parent or guardian is responsible for completing the forms and informing the designated official of any changes in the student's health or change in medication. **Under no circumstances should a student be allowed to transport medication of any kind to or from school.**

### **Morning Arrival**

It is **strongly recommended** that students arrive **by 7:15 a.m.** each day. **School begins promptly at 7:30 a.m.** Our building is opened at **6:45 a.m.** There are no adults present to supervise children before that time; therefore, **CHILDREN MAY NOT BE DROPPED OFF A SCHOOL BEFORE 6:45 a.m.** Car riders should be dropped off in front of the gym between **6:45 a.m. and 7:29 a.m.** After this time, parents will need to drive to the front and sign their child into the office. **Car riders may NOT be dropped off in the bus lanes in front of the cafeteria until after 7:15.**

K-2 students may enter the building **from School Side parking lot after 7:15 a.m. until 7:19 a.m.** (Green Car Riders). Older siblings of K-2 students may be dropped off on Schoolside St. Additionally, 4th Gr. students who are in **portable classrooms** may be dropped off at this point, as well. **This applies only to arrival. Dismissal for Gr. 3-5 students from this area is not permitted. (See Dismissal procedures.)**

Other doors on the ends of the halls will remain locked. **Students not in their classrooms by 7:30 a.m. must sign in the office, accompanied by an adult, and will be marked "tardy".** They will only be admitted to class if they have a tardy slip signed by an office staff member. **When dropping off students, drivers should not leave cars parked and unattended in the traffic lanes or on curbs.** Drivers are asked to yield to the car in front of them before exiting.

### **Dismissal**

Beginning at **2:27** walkers and bike riders are dismissed to avoid moving traffic. When a student is identified as a "walker," students should walk to their residence and **should be picked up by vehicle at a location off-campus.** In allowing a child to be a walker, the parent assumes full responsibility for the student after leaving the school campus. To leave the building as a walker, parents must indicate this to the teacher through the AGENDA.

Car riders will be dismissed at 2:30. During **dismissal, ONLY students in Gr. K-2** who are car riders may use the **Schoolside St.** dismissal area as **Green Car Riders.** **No students in Gr. 3-5** may be dismissed to cars from this area. Students in grades 3, 4, and 5 who are car riders will be dismissed in front of the gym. Students in **Gr. K-2 who have older siblings in Gr. 3-5** must be picked up in front of the gym as **Purple Car Riders.** For kindergarten students only, there is the **Orange Car Rider** option that dismisses at **2:00 in the parking lot closest to the kindergarten wing on Schoolside St.** **Everyone** who is in the car line to pick up a child **MUST** have the appropriate car rider tag. **No child will be released from the car rider line to anyone who does not have the appropriate car rider tag.** If the person picking the child up as a car rider does not have a tag, they will be required to report to the office, provide a picture ID and must be on the child's pickup list. **No exceptions!**

Persons picking up students should be fully focused on safely retrieving their own children and to ensure the safety of all students. TN state law forbids the **use of cell phones, whether texting or speaking, during arrival and dismissal times.** It is expected that full respect will be given to all school personnel who are assisting your children during arrival and dismissal times.

While buses are dismissed at various times, all car riders who have not been picked up by **2:45 p.m.** will be sent to the office to call local emergency phone numbers for immediate pick-up.

Name cards provided by the school must be displayed in the **front right corner of the windshield** for all car riders. This policy will remain in place for **the entire year**. Lost or misplaced car rider tags can be replaced by reporting to the office and presenting proper photo ID.

**Do not get out of the car and come onto the sidewalk. Wait until a supervising adult assists your child into the vehicle.** Any parents who have children in both wings should pick them up in front of the gym. Being a very large school, traffic is a challenge, but we ask that you not check your child out early in order to avoid the traffic. If everyone follows the rules, things will flow safely and smoothly.

**Changes in a student's transportation should be written in the AGENDA.** Students cannot ride any bus other than the one to which they are assigned without a note from the parent or guardian and administrative approval. Please make all decisions regarding transportation and childcare before the child leaves home in the mornings to avoid confusion and distress for everyone. **We cannot guarantee that phone messages regarding transportation changes can be delivered after 2:00 p.m.** Parents who abuse this procedure will be contacted by administration.

### **Students Leaving School before Dismissal Time**

Students will be dismissed only to parents, legal guardians, or persons specifically listed on the back of the student registration form. Even though there are times when it is necessary for a parent to request the early dismissal of a student for doctor or dental appointments, parents are asked to schedule such appointments after school or on non-school days when possible. Early dismissals and being late to school are discouraged because they disrupt the regular learning environment. Should a student need to be picked up **before the end of the school day**, the following steps should be taken:

1. To avoid confusion and interruption of our dismissal procedures, if it becomes necessary for a student to be **checked out early before 2:30**, parents of students in **Gr. K-2** should plan to come to the office **before 2:00**. The office often gets very hectic after 2:00 and your departure can be significantly delayed.
2. Students in **Gr. 3-5** who require an early release should be checked out of the office **no later than 2:15**; otherwise, students will not be released to the parent until dismissal is over at **2:30**.
3. The parent or guardian will write a note to the student's teacher indicating the reason and time for early dismissal; however, **students will not be released to the office until the parent arrives**, so please adjust arrival time to allow time for the student to come from their classrooms.
4. Upon arrival at the school, the parent or guardian should go directly to the office and sign the dismissal sheet. Be prepared to show a picture I.D. **Positive identification is required.**
5. A school official will send for the student. Do not go to the classroom to get the student unless directed to do so.

If a student is dismissed **before 10:46 a.m.**, he or she will be considered **absent for the entire day**. A child must be present **3 hours and 16 minutes** to be counted present for the school day.

### **Emergency School Closing**

Occasionally, due to inclement weather conditions or some other reason, it becomes necessary for the Director of Schools to close the schools. Local radio and television stations will relay this information as soon as it is available or call **Rutherford County School Snow Line: 904-3883**. If during the day, weather conditions become severe enough to require buses to make their runs before regularly scheduled times, each radio and television station will be notified. Parents need to discuss in advance with their child what he/she should do in the situation of leaving school under such conditions. During a tornado warning, students will not be dismissed to buses OR to parents per administrative directive. Parents are free to take cover inside the building; however, your child will not be released to you during this time of danger.

### **Attendance**

Good attendance is imperative for good education. This means being in school on time every day. Students who are late to school on a regular basis lose the possibility of a smooth school day beginning and take away instructional time from him or her and other classmates. Absences are classified as either “excused” or “unexcused” as determined by the principal or her designee. It is encouraged that **vacations** be taken in connection with the school calendar due to the fact that such absences will be coded as “**unexcused.**” **Important Note: School Messenger**, our parent notification system, will call the parent and give an automated message if your child is **absent OR tardy**. If you know that your child was late, do not be alarmed; it is likely that your child is safe and sound at school. Unfortunately, we are unable to alter this notification process to exclude tardies to school.

### **Excused Absences**

Unless otherwise noted, a note is required from the parent or guardian within five days of the student’s return to school. The note must include the student’s full name, the reason, and the date(s) of the absence. Any absence without a note is considered unexcused. Send a separate note, not written in the student’s AGENDA or an email can be accepted.

The following are acceptable reasons for an absence to be designated as **excused**:

1. Personal illness: The parent or guardian note will be accepted for up to ten (10)-accumulated days during the school year. For any absence(s) **after ten (10) days** have been accumulated, a **doctor’s note** that includes the reason and the date(s) is required.
2. Illness of immediate family member: A doctor’s note is required for more than three days.
3. Death of a family member, friend, or relative.
4. Extreme weather conditions.
5. Medical, dental, or counseling appointments: A note from the doctor, dentist, or counselor is required. Only reasonable time for the appointment and travel will be excused. Rarely will full days be excused.
6. Religious observances: As allowed by state law.
7. Required court appearances: An excuse from the court clerk is required.
8. Extenuating circumstances: Principal’s discretion.

The name of any student who has been truant due to excessive absences, late arrivals (tardiness) or early departures will be referred to the Rutherford County Attendance Office. If the student’s

attendance does not improve significantly, the school and/or the school system will send a letter to the parents. Both the student and the parent(s) or guardian(s) shall be subject to court action.

### **Make-up Work**

Parents may request make-up work on the day that a student is absent by calling the office **prior to 8:30 a.m.** to allow sufficient time for the teacher to gather the assignments and send them to the office. Assignments may be picked up no sooner than 2:00 p.m. A student has 5 days to complete missed work following an absence, both excused and unexcused.

### **Bus Conduct**

The school bus and bus stops are extensions of school day; therefore, students shall conduct themselves on the bus and **at bus stops** in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver while on the bus, and all directions given by the driver must be followed. A student who is suspended from riding the bus cannot ride any other bus until the suspension is complete. **Parents are responsible for transporting students whose bus privileges have been suspended or revoked.** Please refer to the Rutherford County policy for “Discipline for Misconduct on the Bus”.

### **Visitors on Campus**

The safety of our students and staff must always be a prime concern. Please be prepared to present your ID in the office. To ensure a safe emotional and physical environment, **all parents and visitors should report to the main office, communicate to a school official as to the purpose of the visit, and receive a visitor’s pass.** Anyone who is in the building between the hours of **6:45 a.m.-2:45 p.m.** and is not wearing a visitor’s badge will be asked to report to the office and follow identified procedures. Students from other schools are not permitted, except for official reasons (those approved by an administrator). Any visitor who does not support a calm safe environment will be asked to leave. **This includes emotional outbursts, verbal or physical threats to students, staff, or other visitors. Failure to leave the premises when asked will result in law enforcement intervention.** Visitors and volunteers serve as role models for our students in both conduct and dress.

### **Cell Phone Use While Driving on Campus**

**IMPORTANT!** Tennessee law states that it’s an offense — Class C misdemeanor, punishable by a fine of up to \$50 — for a person to knowingly operate a motor vehicle in any marked school zone in Tennessee, when a warning flasher or flashers are in operation, and talk on a hand-held mobile (cellular) telephone while the vehicle is in motion. However, the offense is not committed if the telephone is equipped with a hands-free device, for drivers 18 years of age and older. A driver under age 18 is prohibited from talking on their phones either by using a hands-free or handheld while driving through an active school zone.

### **Student and Visitor Photography**

Visitors to the campus are welcome to photograph or film their own children; however, **filming and photographing other students or staff with the purpose of online posting is prohibited due to privacy rights of those persons without the express permission to do so.** The same applies to students who photograph or film other students or staff.

## **Cafeteria Rules**

Students must observe good dining room standards and eat in the assigned area of the cafeteria, unless given special permission by a teacher or administrator. Students are responsible for keeping the cafeteria clean, disposing of trash properly, and returning trays after use. Students must remain in their seats unless getting food or returning trays. Students must obey the following rules:

1. Walk at all times.
2. Use inside voice when talking.
3. Sit facing the cafeteria table.
4. Feet in designated area, not on table supports.
5. Remain in assigned area unless otherwise instructed.
6. Respect and obey all adults.
7. Keep hands to self; feet under the table.
8. Do not throw food or drinks.
9. Students who disregard the rules of the cafeteria will be disciplined.

We welcome visitors at lunchtime to eat with their child and sit with their child **only at the designated “guest table.”** Cell phones or other electronic devices **should not** be used during this time by students and use by adults is **strongly discouraged**. Pictures or videos should not be taken/posted to social media websites of other students. The teacher can provide information regarding individual class lunch times.

**IMPORTANT POLICY:** Students are permitted to bring their lunches from home and to purchase allowable beverages and ala carte items at school; however, **NO OUTSIDE FOOD ITEMS WILL BE PERMITTED FOR STUDENTS IN THE CAFETERIA WHEN BROUGHT IN BY A VISITOR.** This rule is in accordance with the Federal School Lunch Program requirements. Adults may bring outside food for their own lunch, but should not share with their own child or other students. Energy drinks and sodas for students are not allowed in the cafeteria.

## **Breakfast and Lunch**

Students may participate in a breakfast and lunch program. Money will be collected daily in the lunch line. Money collected can be used for either breakfast or lunch. It is the parent's responsibility to communicate with the child on how the money can be spent. **While students may charge meals, notices will be sent regarding outstanding balances. It is the parent's responsibility to send a lunch from home for the child if funds are not available to settle the student's lunch account. Lunch accounts must be cleared at the end of each nine-week period.** Ala carte items (i.e. bottled water, ice cream) cannot be charged. Payment for lunch and/ or breakfast may be paid in advance (i.e. by the week, month) or online at [www.mealpayplus.com](http://www.mealpayplus.com) . Questions regarding cafeteria accounts or **to obtain student codes to pay online** may be addressed by calling (615) 904-3812. Those who are eligible may pay either a reduced price or receive the meals free. Free and reduced meal applications are available in the school office. Applications must be completed and submitted each year. **Online applications will also be available for parents to complete beginning July 2019. Until your application is processed, you will need to provide your child with money to purchase school meals at the current prices or bring a lunch from home. Charges incurred prior to approval become the financial responsibility of the parent. If your child received free and reduced price meals last year, they may continue to receive the same benefits until September 19, 2019.**

### **2019-2020 Prices**

Breakfast (All Students) \$1.50  
Breakfast (Teachers/Staff) \$1.50  
Breakfast (All Visitors) \$2.00

Lunch (Pre-K to 5<sup>th</sup> Grade) \$2.75  
Lunch (All Teachers/Staff) \$3.50  
Lunch (All Visitors) \$3.75  
Milk .50    Ice Cream .50

Students may bring a packed lunch to be eaten in the cafeteria. Parents are asked that it be nutritious. **Items in the lunch should be manageable by the child**, as there are a limited number of adults to assist opening the “specialty items.” For the same reason, food in packed lunches cannot be warmed or prepared by the staff.

### **Checks**

All checks should be made payable to **Barfield Elementary School**. When sending cash and checks to school by a student, they should be put in an envelope with the child and parent’s names, his or her teacher’s name, the amount of money enclosed, and what the money is for. Parents should send separate checks for separate children and activities. **If personal checks are returned due to “insufficient funds” or “account closed”, parent will be required to send only cash or money order for future school expenses.**

### **Disaster Drill and Emergency Notification**

The school has a current **Safe-Schools Plan**. Precautions are taken for the protection of students, staff, and visitors during the school day. Students will become familiar with emergency procedures for a variety of situations through drills. All persons in the building are expected to participate fully in the drills when they occur.

### **School Messenger**

**School Messenger** is an automated communication tool that allows messages to be sent via telephone by either the school or the district office. ALL numbers in your child’s registration information will be contacted in case of an emergency or special announcement. **It is VITAL that you keep your child’s registration information updated to avoid missing important messages by notifying your child’s teacher and the office of address and/or phone number changes.**

### **Field Trips**

Educational field trips are planned to provide experiences correlated with subjects studied in the classroom. Prior to any field trip, a note is sent home with each student describing the trip and explaining any costs involved. The note will include a permission slip that must be signed by the parent or guardian and returned to the teacher. Any parent whose child DOES NOT qualify for free/reduced meals, but needs financial assistance may contact school administration.

Siblings are not allowed to ride school buses on field trips. Students with unsatisfactory behavior prior to any field trip may be excluded if viewed as a safety risk to himself/herself or to others.

## Use of Phone by Students

Students will not be permitted to take phone calls. If there is an emergency, give the message to the secretary and the message will be relayed to the student. **A student may not use a school telephone without stating the reason and receiving office approval.** Personal student cell phones are not permitted for use for any reason while on the school campus, including speaking, texting, photographing, or video.

## Lockers

Each student in grades two through five will be assigned a locker. All lockers and other storage areas that are provided for student use on school premises remain the property of the school system and are subject to inspection, access for maintenance, and search by a school official at any time. Locks may not be placed on school lockers.

## Lost and Found

Students should write their names on all personal items such as coats, sweaters, and book bags. Lost items that are found should be placed in Lost and Found. Students who have lost items should check in Lost and Found, which is located beside the cafeteria, and in the office. Items, such as money, cell phones and other small items of significance should be turned in to the office. After 30 days, unclaimed items are donated to charitable organizations.

## School Counselors

The primary function of the school counselor is to help each individual student achieve success. Whether a counselor is helping the student to feel at home with new teachers and friends or talking things over with students, parents, and teachers, the goal is always to meet the needs of the child. They provide classroom instruction, individual counseling, and focus groups. Student referrals for counseling may be made by administration, teachers, parents, or the student himself. Our counselors are more than willing to set up conferences by phone or in person with parents.

## School Fee Waivers

Students who are eligible to receive free or reduced-priced school lunches are eligible for School Fee Waiver. The free or reduced-price lunch application will be used to verify student eligibility for fee waivers and is good for one year. Student fee waivers do not include school pictures, overdue library books, and charges for lost or damaged books or other school property, extracurricular activities or other debts owed to the school.

## Additional Activities

Optional extracurricular activities are offered at Barfield Elementary. **Maintaining high academic standards and acceptable conduct are requirements for participation.** These include: Choir, Engineers Club, Art Club, Science Olympiad, and 4-H Club.

- **CHOIR**- Open to students in 2<sup>nd</sup> through 5<sup>th</sup> grades who want to sing and learn more about music. Choir meets Thursday mornings at 6:45 a.m. Drop-off in front of the gym. There is a \$25 fee to join.
- **DRAMA CLUB**-Open to 25 students in grades 3-5. Fee is \$25. Selection based on application submission date.
- **ENGINEERS CLUB**- Open to 5<sup>th</sup> grade students who want to practice building a variety of projects from simple machines to robots with LEGOS. Meet in the **spring semester** once per week at 6:45 am. Drop-off in front of gym. Fee is \$30.00
- **ART CLUB**- Open to 5<sup>th</sup> grade students who want to engage in enrichment opportunities using a variety of art media. Meets once a week at 6:45 a.m. in the **fall semester only**. Drop-off in front of gym. Fee is \$30.00
- **4-H CLUB**- Open to 4<sup>th</sup> and 5<sup>th</sup> grade students. No membership fee; however, materials for projects must be provided by the members. Meetings are scheduled during the school day.

- **OPEN GYM** occurs after school on assigned days. The specific dates will be published later.
- Other groups may be offered as student interest and adult sponsorship emerge. Participation fees may apply. The **Rutherford County Recreation Program** offers opportunities for younger students to participate on organized sports teams.

### **PTO**

The PTO is the official parent-teacher organization at Barfield Elementary School. Parental involvement is encouraged in every aspect of school life at Barfield. Whether reviewing and signing the **AGENDA** each evening or actively volunteering in the school, Barfield parents are involved! Information about the PTO or volunteering can be obtained by school newsletters, our website, or through PTO meetings.

### **Before and After School Programs**

**The YMCA Fun Company** is available at a reasonable cost for students who need supervised care before and after school. The program opens at 6:00 a.m. and from 2:30 until 6:00 p.m. Please call the **YMCA at 895-5995 or 893-2850** for further information and rates. The **Rutherford County Boys and Girls Club** also provides transportation to its facility on Jones Boulevard. Call **893-5437**.

Parents are advised to check with other daycare facilities to determine if they drop-off and deliver students to our school. **PLEASE NOTIFY BOTH THE SCHOOL AND THE DAYCARE PROVIDER IF YOUR CHILD WILL NOT BE ATTENDING ANY GIVEN DAY.**

### **HANDBOOK DISCLAIMER**

This handbook is in addition to all federal, state, and local codes, laws, and policies. It is not an exclusive document. The administration and faculty of Barfield Elementary School and the Rutherford County School System retain complete discretion to take any action that ensures a positive and productive school within the guidelines of the aforementioned codes, laws, and policies.

It is the policy of the Rutherford County School System not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964; the Equal Pay Act of 1973; Title IX (1972 Educational Amendments); Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act.

Inquiries regarding compliance with Title IX and inquiries regarding Section 504 or the Americans with Disabilities Act should be directed to Human Resources of the Rutherford County School system, 2240 Southpark Blvd., Murfreesboro, TN 37128, (615)893-5812.

The current complaint managers for complaints involving sexual harassment are Dr. Andrea Anthony and Dr. James Sullivan, Rutherford County School System, 2240 Southpark Blvd., Murfreesboro, TN. 37128.

### **RUTHERFORD COUNTY SCHOOL SYSTEM**

**Mr. William Spurlock, Director**

Web address: [www.rcschools.net](http://www.rcschools.net)

Snow line: 904-3883

Message Center: 893-5815 ext. 7017

Receptionist: 893-5812

In an effort to provide an orderly, safe learning and working environment for students and staff, the administration of Barfield Elementary School reserves the right to **modify, delete, and add** to any of the policies and procedures described herein.

In accordance with **ADA (Americans with Disabilities Act)**, any disabled person requiring accommodations for participation in a school meeting/activity should contact the principal at the school **at least two working days prior to the meeting** in order that appropriate accommodations can be made.

**Parent Checklist  
2019-2020**

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Bus #: \_\_\_\_\_

The Rutherford County Board of Education requires your signature for the following items. This document has been printed for your convenience. Please ***initial*** each item to certify that you received a copy of each item or to confirm that you agree with each statement; sign and date the form as indicated.

\_\_\_ **I have completed my child's information on page 1 of the Student AGENDA.**

\_\_\_ I have received a copy of the **Rutherford County School System's Code of Behavior and Discipline.**

\_\_\_ **Textbook Agreement.** I hereby agree that I will be responsible for all free textbooks used by my child. I further agree that I will reimburse the Rutherford County Board of Education for the value of any book or books that are damaged, destroyed, or misplaced, which my child has used during the school year.

\_\_\_ **Library Book Agreement.** My child has my permission to borrow books from the school library. In the event a book is lost or damaged, I will reimburse the school for the cost of replacement.

\_\_\_ **Use of Name, Likeness, and Work.** I give permission for my Child's work to be displayed at the school or the school/district website. I also give permission for my child's name and likeness to be released to the press and to be displayed at the school or on the school's website in relation to school activities. Examples include but are not limited to fundraisers, student recognition/rewards, special school and classroom activities, and district news releases.

\_\_\_ **Rutherford County Attendance Policy & Procedures.** I have received a copy of the Rutherford County Attendance Policy and Procedures.

\_\_\_ I understand that **student insurance** to cover accidents that occur during the school day is available and that I will request the required forms from my child's school if I am interested in acquiring the policy

\_\_\_ **Health Screenings.** I understand that various (such as vision and hearing) may be provided at no cost to me while my child is at school and I grant permission for my child to participate. **OR**

\_\_\_ I **DO NOT** give permission for my child to participate in **health screenings** while at school.

**Transportation options in case of early dismissal due to weather or other unforeseen emergency (initial each permissible option).**

\_\_\_ Ride his/her regular bus home (Bus # \_\_\_\_\_)

\_\_\_ Ride another bus with a friend or family member (Bus#\_\_\_ This change will be noted in the Student AGENDA).

\_\_\_ My child will be picked up as a car rider by the adults listed on the student registration form.

\_\_\_ My child may walk home.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**2019-2020 Rutherford County Schools Academic Calendar**  
(Specific times shown are only for Barfield Elementary School)

Thur., August 1: In-service day– (No school for students)  
Fri., August 2: In-service day 1 (No school for students)  
Mon., August 5: Teacher workday 2 (No school for students)  
**Tue., August 6: Registration Day/1<sup>st</sup> day for students (2 hrs., 7:30 am-9:30 am)**  
Wed., August 7: Teacher work day (No school for students)  
**Thur., August 8: 1st Full Day for students, (7:30 am-2:30 pm)**  
Mon., September 2: Labor Day (Schools closed)  
Thur., September 5: Progress Reports  
Thurs., September 12: **Early Dismissal** (staff in-service in pm)  
**(3-hr., 15-min. day for students/7:30 am-10:45 am)**  
Fri., October 4: End of 1<sup>st</sup> nine weeks  
**Mon., October 7 – Fri., October 11: Fall Break (Schools closed)**  
Thurs., October 17: 1st nine weeks report card  
Thur., October 24: Parent / Teacher conferences (grades PK-5) **(2:45 pm-5:45 pm)**  
Thur., November 7: Progress reports  
Thurs., November 7: **Early Dismissal** (staff in-service in pm)  
**(3-hr., 15-min. day for students/7:30 am-10:45 am)**  
**Wed., November 27 – Fri., November 29: Thanksgiving Break (Schools closed)**  
**Fri., December 20: Abbreviated day for students and teachers (2 hrs., 7:30 am-9:30 am);**  
End 2nd nine weeks  
**Mon., December 23 – Fri., January 3: Winter Break (Schools closed)**  
Mon., January 6: In-service day (No school for students)  
Tues., January 7: **Students return from Winter Break**  
Thurs., January 9: 2nd nine weeks report card  
Mon., January 20: MLK Holiday (Schools closed)  
Thurs., January 30: **Early Dismissal (3-hr., 15-min. day for students/7:30 am-10:45 am)**  
(staff in-service in pm)  
Thur., February 6: Progress reports  
Mon., February 17: President’s Day (Schools closed)  
Tue., March 3: Election Day (Schools closed)  
Fri., March 6: End 3<sup>rd</sup> nine weeks  
Thurs., March 12: **Early Dismissal (3-hr., 15-min. day for students/7:30 am-10:45 am);** 3rd  
nine weeks report cards  
Thur., March 19: Parent / Teacher Conferences (grades PK-5), **(2:45 pm-5:45 pm)**  
**Mon., March 30 – Fri., April 3: Spring Break (Schools closed)**  
Thur., April 9: Progress reports  
**Fri., April 10 – Good Friday (Schools closed)**  
Mon., May 25: Memorial Day (Schools closed)  
Tues., May 26: Teacher work day (No school for students)  
Wed., May 27: End 4th nine weeks; 4th nine weeks report cards  
**Wed., May 27: Last day for students: (2hrs. 7:30 am-9:30 am) 4<sup>th</sup> nine weeks report card**