

WALTER HILL ELEMENTARY SCHOOL

Quick Guide to School Policies and Procedures

6309 Lebanon Pike
Murfreesboro, Tennessee 37129

Phone: (615) 893-8046 Fax: (615) 848-5272
School Web site: www.whs.rcschools.net
Principal: Helen Campbell
Assistant Principal: Laura Heath

SCHOOL COLORS- Green and Yellow
STUDENT POPULATION- 400

SCHOOL MASCOT- Hornets
SCHOOL HOURS- 7:30 a.m.-2:30 p.m.

ATTENDANCE

Regular attendance is an important factor in achieving success in school. When a child is absent from school, parents must send a note with the student when he/she returns stating the reason for the absence. Notes to excuse absences must be turned into the office within 5 days of returning to school. It is the student's responsibility to meet with each teacher and arrange for make-up of class work and tests. If there is going to be a prolonged absence, parents should contact the school administration. After 3 unexcused absences, the student will be reported to the county truancy officer. Parents will be contacted by the school to discuss how to improve attendance. Court action against the parents or guardians may result. If a child becomes ill at school or needs to leave early, the child will report to the office and the parent will sign out the child after presenting a state issued ID.

It is recommended that all doctor appointments be made outside of school hours if possible. If an appointment is made during school hours, the parent should write a note and send it to school with the child, so the teacher and office can be informed of the early dismissal. If the child returns to school after the appointment, the parent must come in the office and sign the child back in to school.

The state of Tennessee has implemented new guidelines for truancy regarding unexcused absences. There is a 3-tier system in place that requires schools to contact parents and provide additional support and accountability to parents. All absences should be excused through up to 8 parent notes and/or doctor excuses.

The principal or his/her designee has the authority to excuse students for absences and tardiness due to but not limited to:

1. Personal illness. A doctor's statement will be required after three days. If a student has accumulated ten (8) absences whether excused or unexcused, a doctor's note specifying inclusive dates for the illness must be submitted in order for any subsequent absences (the eleventh absence and all (thereafter) be excused.
2. Illness of immediate family member. A doctor's statement may be required after three (3) days.
3. Death in the family. (1) day will be excused. Additional days will be at the discretion of the principal.
4. Dental or medical appointments for the student. The school may require verification of a doctor's visit.
5. Religious observances. T.C.A.49-6-3005.
6. Required court appearances. Verification will be required.

TARDINESS

Students who arrive after 7:30 will be considered tardy. Parents must bring in students that are tardy to school (this does not include late bus) and report to the office to sign the student in and get an admission slip to class. This note will then be given to the homeroom teacher. Excessive tardiness will be discussed with the students and parents.

ACADEMIC HONORS

Walter Hill Elementary rewards students who achieve excellence in their academic work. Each grading period students in 3rd, 4th, and 5th grades who meet the requirements for Principal's List or Honor Roll will be recognized. At the end of each grading period, an academic awards ceremony will be held to recognize student achievement. At the end of each year, certificates of academic achievement in each subject area are presented to students attaining these goals.

REQUIREMENTS:

1. Principal's List- All A's on report card and no unsatisfactory grades in conduct.
2. Honor Roll- A combination of A's and B's or all B's in the core academic subject areas on the report card and no unsatisfactory grades in conduct.

ARRIVAL AND DISMISSAL

The building opens at 6:45 each morning. Children arriving at school prior to 7:15 will report to a designated area under teacher supervision. Students are dismissed to classrooms at 7:15 and need to be in their classrooms by 7:30. All students, parents, and visitors must enter through the front doors. Parents and visitors must check in with the front office upon arrival. To encourage independence and help develop self-esteem, students will walk themselves to their classrooms every day after the first week of school. Farewells and hugs should be done in the car, outside, or in the lobby.

Students should not be checked out early from school after 2:10. Students will not be released for early check out after 2:10. Parents picking their child up from school must have a car tag displayed in the front windshield of the car and wait in the car line for their child's name to be called for dismissal. If the school provided car tag is not displayed, then the adult will need to park, come into the office, show a state ID for verification. All students should be picked up by 2:45. Students may only be released to an adult that is listed on the registration card. The adult must present a valid state issued ID in order for the student to be released from school.

POSITIVE BEHAVIOR / HORNET'S NEST

Our goal is to provide our students the best education possible. We want to develop the entire child academically, socially, and emotionally. Walter Hill has high expectations for our students. We want to help maintain order with our students, so they can achieve their full potential. These high expectations will help prepare student how to handle situations they may encounter and give them confidence to do so. In order to promote positive behavior and reward students who strive to meet these expectations, students will have the opportunity to earn individual House Points through LiveSchool during the week in the classroom, cafeteria, and special area classes. Extra points can be awarded for outstanding behavior and for those individuals that go above and beyond the expectations. The students will earn individual points through LiveSchool, and will be given the opportunity to cash them in for rewards. Each week students work to earn the privilege of going to the Hornet's Nest to receive a reward for their good behavior. If concessions are served and students do not have money for concessions, a free item will be given to them. PTO hosts the Hornet's Nest, and we encourage parents to volunteer on Fridays to serve these items to the students.

BUS RULES

The school bus is an extension of school. Therefore, Rutherford County School students are expected to conduct themselves on the bus 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 reasonable directions given shall be followed. Suspensions from the bus or school will be given based on discipline standards used by our school system. Students riding a bus other than their zoned bus for a special occasion will need a parent note. Transportation changes for several days will need to be requested through the transportation department at the County Office.

CAFETERIA

Walter Hill is on the Federal Hot Lunch Program and provides nutritious breakfasts and lunches. All students have the opportunity to purchase breakfast and lunch from the cafeteria. Students are encouraged not to charge their lunch. The cafeteria manager will provide each student with the policy regarding lunch charges and the federal breakfast and lunch program. No food from outside eating establishments (i.e. Chic Fil-A, McDonalds, etc.) or sodas will be permitted in the cafeteria. Each student is expected to display appropriate conduct while in the cafeteria. Students will sit at their assigned tables and will remain seated. Lunch monitors are available to help students with lunch items and give permission to get out of their seat. Loud talking and throwing garbage on the floor is not acceptable behavior.

COMMUNICATION

All teachers have a school issued email that is checked daily. If you need to contact your child's teacher by calling the school, emailing the teacher, messaging the teacher through class DOJO, writing a note in their child's take home folder, or scheduling a conference with the teacher.

Notes are written in the Take Home Folders, DOJO, or LiveSchool about academic work and behavior. We encourage parents to view these avenues each night, so teacher and parent communication remains fluid.

Every teacher and administrator are a part of class DOJO and LiveSchool. Many classroom and school events are posted on DOJO, pictures of class and school activities are posted on DOJO and messages can be sent between parents and faculty on DOJO, behavior is communicated through LiveSchool.

DAMAGE TO SCHOOL PROPERTY

Parents are held responsible by law for any damage or loss of school property caused by their child. Parents will be notified of any damage caused by their child.

DISCIPLINE

In order to provide an atmosphere that is conducive to learning, it is necessary to maintain discipline. Students should accept responsibility for their own behavior. Those students who fail to accept these responsibilities will be held accountable. Students are expected to show self-discipline at all times. Any behavior that interferes with the learning opportunity of others will not be tolerated. Each student is expected to behave in an orderly and courteous manner. Walter Hill's reputation depends on the ability of students to exhibit good citizenship. Dishonesty, profanity, disorderly conduct, disrespect for authority, and disregard for school property will not be tolerated. Teachers will have the authority to maintain order in the school building and campus and the right to discipline all students whenever and wherever they see a violation occur. Refer to the county code of behavior handbook for further guidance.

DRESS CODE

1. Headgear may not be worn or brought to school except on appropriate days designated by the administration.
2. Jewelry, clothing, accessories depicting drugs, alcohol, sex, gang-related symbols, drug paraphernalia, violence, professional wrestling, or profanity will not be worn. This includes big bulky chains worn around the neck and wallet chains.
3. Rubber flip-flops or house shoes are not acceptable.
4. Biker shorts, spandex, cut-offs, or boxer shorts will not be worn. Leggings are acceptable with an appropriate length shirt.
5. For grades 3-5 shorts and skirts must be long enough to cover their bottom and not reveal areas of the body that are not appropriate. This is also recommended for K-2.
6. All pants and shorts must be worn at the waist. No sagging allowed.
7. Clothes must fit appropriately. Shirts and tops should adequately cover the mid section while engaged in school activities.
8. Tennis shoes or sneakers are required for all students participating in physical education classes.
9. Clothing made of see-through material is not permitted, unless proper undershirts are worn under the see-through garment. Athletic jerseys must be worn with a T-shirt.
10. No ripped or torn clothing that reveals inappropriate parts of the body, halter tops, or short sleeve tops with straps less than 2 inches (two fingers wide).
11. No spaghetti strap tank tops or sleeveless shirts with large arm openings.
12. Unnaturally colored hair, hairstyles, or haircuts that cause a disruption to the learning environment will not be allowed. School personnel have control in defining acceptable standards of dress in specific areas not covered by this dress code in order to maintain an appropriate classroom environment. School personnel will make a final decision on appearance.

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FIELD TRIPS

During the school year, teachers may feel that a trip outside the school may reinforce classroom activities. Parents must sign a form granting their child permission to participate in these activities. All field trips will be of educational benefits to the students. These opportunities will be offered to students who practice positive behavior throughout the building. The administration has the authority to not allow a student to attend a field trip because of disruptive behavior. Parents are encouraged to chaperone field trips, and we ask that younger siblings not attend the trip, so parents can participate with the class. Parents will provide their own transportation for field trips.

FOOD AND CELEBRATIONS

Any food brought for the consumption of students must be store bought because of health regulations and possible allergies. Parents are welcome to send food to celebrate a child's birthday, or for other classroom celebrations. Please only bring store bought items that have the nutrition facts on the package. Food can be delivered to the front office and the staff will deliver these items to the classrooms. No balloons or flowers will be delivered to students on special occasions.

HOUSES AND FRIDAY CELEBRATIONS

Every student that enrolls at Walter Hill will draw for their house. Houses are an opportunity to build teamwork and ownership through a positive culture. The houses compete for points through house incentives and individual house points earned in class by demonstrating excellence in academics and behavior. To celebrate successes during the week, Friday mornings are reserved for Friday Celebration time from 7:15-8:00. Celebrations will be held every other Friday this year. Parents are welcome to attend Friday morning celebration after signing in at the office. House meetings will be held on the alternating Fridays that there is no celebration. This will be a time for the House to celebrate their successes of individual members, review our Essential 10, and practice house chants. House meetings will also be 7:15-8:00.

LICE

According to state and county policy, a student found to have live lice or nits in their hair must be separated from close contact with students. In most cases, we ask students to be picked up, so they can be treated. They may return the following day as long as they have been treated and have their head rechecked by the school nurse before returning to class.

LOST AND FOUND

Label all items with your child's name. Items that are lost will be turned in to the office to be kept until students claim their items. If items are claimed within 3 weeks, the items will be donated to a charitable organization.

LUNCH CHARGES

Lunches may be charged on the day that a student might forget money, but the charge should be paid the next day. Charges not paid at the end of the year may result in loss of special activities like Super Star Day, Field Day, and End of the Year Awards. Meal Pay Plus allows you to manage your student's account online and receive reminders when balances get low. You will need your Student ID # to log in to www.mealpayplus.com

MEDICATION / MEDICAL NEEDS

If medicine (over the counter or prescription medication) must be taken during the school day on a regular basis, the parent must fill out a medical form that can be acquired from the school office. The school does not dispense morning medication, only mid-day doses are administered. Medicine will be stored and dispensed in the clinic. No medicine should be sent to school with a student. Parents should bring the medicine to the nurse in the clinic in the original packaging.

Students are expected to participate in PE unless the student brings a written excuse from a doctor which states the reason for nonparticipation. Students requiring crutches or other medical devices at school need to consult the school nurse to fill out proper paperwork before these devices are used in the school building.

PARENT-TEACHER ORGANIZATION

This organization encourages communication between home and school, which promotes better understanding and enhances the educational process. Parents and teachers are urged to attend meetings and activities planned throughout the school year. Contact the PTO for any information concerning involvement in this organization at Walter Hill.

PERSONAL PROPERTY

Students should be careful with their purses, bags, and valuables. Do not leave your purses or belongings for even a few minutes. Large sums of money (not to exceed \$20.00) should not be brought to school. Toys, tablets, electronic games, toys, cell phones, or MP3 players are not to be brought to school unless directed by a teacher. Cell phones are allowed in the school building if they are turned off and remain in a backpack. The school is not responsible for damage or loss of these items.

PROMOTION/RETENTION/CLASS PLACEMENT GRADES K-5

Promotion/Retention will be based on:

- A. Teacher and RTI Team Recommendation, Evaluation
- B. Grades and Daily work
- C. Attendance
- D. Age and Maturity (e.g. age, social adjustment)
- E. Mastery of Grade Appropriate Skill in the Core Curriculum

Anytime a student is retained, the education experiences the second year in a grade must vary from those of the previous year. If a student is to be retained in grades K-5, a conference will be scheduled with the parent(s)/ guardian(s), and teacher. Walter Hill teachers work as a team and plan lessons as a grade level team. All teachers are highly qualified in the grade and subject they are teaching. All class assignments are made by the administration.

REPORT CARDS

Grade cards are issued at the end of every nine weeks, and are to be signed by the parent and returned the next day. Grade cards will contain academic grades, conduct grades, and attendance. The basic grading system for subject area grades 3-5 is to be expressed by numerical grades on the report card with corresponding letter grade values below. There will also be a conduct grade for each grading period. Conduct in grades K-5 shall be marked using the letters below. Conduct grades are based on behavior and shall not be deducted from scholastic grades. If an erroneous grade has been recorded, corrections will be made and initialed by the teacher.

GRADING SCALE:

A	93-100	D	70-74
B	85-92	F	BELOW 70
C	75-84	I	INCOMPLETE

The basic grading system for subject area grades in grades K-2 is expressed by codes: Mastery, On-track, Approaching, and Basic. The report card is based on the state curriculum objectives and standards. The report card shows student progress towards the skills and content knowledge needed to be achieved by the end of the school year. Grade cards will contain academic grades, conduct grades, and attendance. Each grading period grades are based on the current skills being assessed and the student's mastery of these skills. Skills will change, and the difficulty will change, so grades could fluctuate from Mastery to Approaching, etc.

Marking Code	Translation
M	Mastery: Meeting the grade level standard and consistently producing quality work independently . This indicates that a student demonstrated mastery of subject material.
O	On Track: Progressing toward the standard and producing required grade level work with some teacher direction and assistance. This indicates that a student is still developing the skills needed for independent and consistent mastery.
A	Approaching: Beginning to develop the standard but not yet able to produce required grade level work without teacher direction and assistance. This indicates that a student is still developing the skills needed for independent mastery.
B	Basic: Limited ability to produce the grade level standard without significant teacher support and assistance. This indicates that a student needs significant teacher support and assistance and there is a concern for the child's performance on this standard.

SEARCHES IN SCHOOL

Any principal, or his designee, having reasonable cause for a search may search any student, place, or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, if he/she receives information which would cause a reasonable person to believe that the search will lead to the discovery of:

- a. Evidence of any violation of the law;
- b. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
- c. Any objects or substance, which, because of its presence, presents an immediate danger or harm or illness to any person.

The student using a locker that is the property of the school system has no right of privacy in that locker or its contents. All lockers or other storage areas provided for the student use on school premises remain the property of the school system and are provided for the use of students, subject to inspection, with access for maintenance and search.

A student may be subject to physical search or a student's pocket, purse, or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member, or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. A particular student has violated policy.
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug.
3. The search is in pursuit of legitimate interests of school in maintaining order, discipline, safety, supervision and education of student; and
4. The primary purpose of the search is not to collect evidence for a criminal prosecution.

SUSPENSIONS

The principal may suspend any student from attendance at school or any school-related activity on or off campus (out-of-school suspension) or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons T.C.A. 49-6-340 Refer to the RCS code of conduct book for further information on suspensions.

TELEPHONE CALLS / TRANSPORTATION CHANGES

Students leaving school early or changing transportation must have a note signed by their parents along with a telephone number where they may be reached for verification of the note. The note must be signed by the school administration or designated office staff. The school **will not** permit students to make arrangements by telephone to change transportation. Any transportation change must be verified for authenticity by parent/guardian signature before any changes will be made. This requirement protects your child's safety. Transportation needs to be arranged prior to school, unless there is an emergency situation. Students should bring the transportation note with them to school. Students who stay after school for a club or activity will sign a note for the duration of the club or activity. If the student is not staying for the club or activity one afternoon, a note is required to change transportation. No transportation changes will be made after 2:00. If a transportation change needs to be made during the school day, and the parent calls, an email must be sent to the office personnel the parent spoke to on the phone by 2:00 in order to verify the change of transportation. Open gym is not considered an after-school club or activity, the policy for notes is determined by the open gym staff.

Students will not be allowed to use the phone unless a staff member gives them permission. Permission will not be given to call home for forgotten items during instructional time; students can call prior to the start of the instructional day at 7:30. Please do not ask our office staff to relay messages to children except in cases of an emergency. We will not call children to the telephone except for real emergencies.

VISITORS TO THE BUILDING

All visitors must report to the office, sign-in, and receive a visitor pass. It is the responsibility of the school administration and staff to ensure the safety of all students. We appreciate the cooperation of all visitors by signing in the office. A photo ID will be exchanged for visitor's pass. Our school uses the Raptor System to screen for sex offenders and wanted criminals before admitting visitors to the building. Visitors will not be allowed to walk students to class or deliver items to the classrooms in the morning. All items may be delivered to the office for the office personnel to deliver to classrooms. Gifts, flowers, and presents for students will not be distributed at school. Parents are welcome to join students for celebrations and lunches. However, due to privacy, the school cannot allow parents to observe children in classrooms. Students will not be called out of instructional time for visitors. Parents should make appointments in advance to discuss their children with the teacher. The fifteen minutes prior to school starting and the fifteen minutes after school are designated as duty times. The teachers are monitoring student arrival and dismissal. Please note this is not the time for a conference.

VOLUNTEERS

Walter Hill is always in need of great volunteers. Please consult your child's teacher to arrange a time that is convenient for you. When volunteering, we request that parents do not bring additional guests that may cause a distraction to the parent or the classroom.

ZERO TOLERANCE

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. The superintendent shall have the authority to modify this expulsion on a case-by-case basis. Zero-tolerance acts are as follows:

1. Students who bring or unlawfully possess any narcotic or stimulant drug, prescription drug or any other controlled substance (including marijuana), or a dangerous weapon onto a school bus, onto school property, or to any school event or activity.
2. Any student who while on a school bus, on school property or while attending any school event or activity:
 - a. Unlawfully possesses any narcotic or stimulant drug, prescription drug or any other controlled substance (including marijuana).
 - b. 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.
 - c. Uses or transfers any dangerous weapon.
 - d. Unlawfully uses or is under the influence of any narcotic or stimulant drug, prescription drug, or any other controlled substance (including marijuana); sells, distributes, or transfers any narcotic or stimulant, prescription drug, or any other controlled substance (including marijuana).

Please refer to the Rutherford County Code of Conduct Book for further information on policy and procedures within the school system. As always, you may contact the office if you need assistance with any matter. Thank you for your support in making Walter Hill the best school in the state of Tennessee!