

# JACK ANDERSON ELEMENTARY

2018-2019 STUDENT HANDBOOK  
INFORMATION, POLICIES & PROCEDURES

## Important Phone Numbers

Jack Anderson Elementary	615-264-5830
Fax Number	615-824-0470
Cafeteria	615-822-3733
Jags Tree House	615-338-4502
Sumner Co. Board of Education	615-451-5200
Transportation	615-452-1520
District 504, Selena Elmore	615-451-6598
Title IX, Katie Brown	615-451-6500
District ADA, Norma Dam	615-451-5401
To report child abuse:	877-54-ABUSE

**Instructional Hours 8:40-3:40**  
**Office Hours 8:00-4:00**

## Car Rider Information

### Arrival & Dismissal

Students may not be dropped off prior to 8:00. As a courtesy, we open the front doors at that time. Upon arrival, students report to the gym. Students will be dismissed to classrooms at 8:30. If a student arrives past 8:40, a parent is required to sign him/her in at the office. Afternoon dismissal will begin at 3:40. Please remain inside your vehicle while waiting for students. Display the car rider signs according to the directions on the back of the card, and turn on hazard lights when students are loaded.

### Late Arrivals

Any student who arrives after 8:40 is considered tardy and requires a parent to sign him/her in at the office. The student will be given a pass to be admitted to class. Tardiness is an unnecessary interruption of class time and should be avoided. Students who arrive late cannot be escorted to class by a parent unless approved for special circumstances. All entrances will be locked at 8:40. After that time, everyone must use the main entrance. Students who arrive after 12:15 p.m. will be considered absent for the entire day.

### Early Dismissals

When students leave school prior to 3:40, it is counted as an early dismissal.

## Bus Information

The school bus is an extension of a school activity; therefore, students shall conduct themselves in a manner consistent with the established standards for safety and classroom behavior. A student may be denied the privilege of riding the bus if the principal determines that the student's behavior is such as to cause disruption on the bus, or when the student disobeys state or local rules and regulations pertaining to student transportation. Buses run daily. Parents will need to seek out information regarding time schedules and bus stops. **RESPECTFUL, RESPONSIBLE, AND SAFE BEHAVIOR IS EXPECTED ON ALL BUSES.**

In the event that a bus will be late or a change has been made for the afternoon, the administration will send a notification in the JAE App as soon as we receive notice. However, please be aware this is a courtesy, and the office does not always receive information prior to dismissal. Please also refer to the Transportation Department and the app that is provided for parents of bus riders.

### Bus Expectations

- ✓ Stay seated and facing forward until the bus comes to a complete stop.
- ✓ Keep hands/feet to yourself and objects inside the bus.
- ✓ Respect all people and property.
- ✓ Speak kindly at all times.
- ✓ Cell phones are to remain in backpacks, & smart watches stay on airplane mode.
- ✓ Always obey the bus driver.

**If a student needs to ride a different bus, go to a different location, or any other circumstance different from his/her regular schedule, a note with permission signed by the parent must be sent to school. All bus changes must be completed in writing.** The note must contain the child's name, street address, parent phone number, the bus number the child will ride, the child's destination, the reason for the bus change, and the date. The note will need to be turned in to the front office where a form can be completed and signed by the principal. **Students will not be allowed to board the bus without a form.** Additional information related to transportation and the school bus may be accessed through the number and web address below. **Transportation: (615) 452-1520**  
<http://www.sumnerbus.com>

## Walkers

It is your child's responsibility to walk directly home after dismissal. Once a child leaves JAE's campus, the school is no longer responsible for student safety. As a courtesy to the neighbors in our community, please do not park on side streets during dismissal to avoid the carline. **FOR SAFETY REASONS,** students should only be walking from campus if they live in close proximity to the school.

## Dismissal Changes

**All requests for dismissal changes must be made by a parent or guardian before 2:40 p.m.** Please send a note or call prior to that time. During the school day, teachers and staff may not have an opportunity to check emails. There is no guarantee that an email will be received to communicate a transportation change. Student safety is our top priority, and we want to make sure that everyone makes it home safely. With almost 900 students, our office is a busy place...especially during dismissal. When students begin to transition toward designated dismissal areas, it is difficult for our secretary to track a child down to leave early.

**There will be no early dismissals after 3:15.** If your child has an appointment, please sign him/her out earlier.

## Incident Weather/Emergency

On the "Weather Dismissal" form, list how your child will be going home in the event of an early dismissal. Students without this information will be sent home the way they are normally scheduled. Check local TV/Radio news and the county's website at <http://www.sumnerschools.org>. School Messenger calls will also be sent out by the school system. Please do not call the school or a teacher to confirm an announcement.

## Delayed School Start

In the event school is delayed 2 hours, we will start at 10:40 a.m. Instructional and cafeteria schedules will be adjusted. Breakfast will not be served.

## Change of Information

Please notify the attendance clerk within 5 days of a new address or phone number. It is very important when any pertinent information is altered that our records reflect the change. Our School Messenger communication tool must be updated with new information so parents can receive valuable information and alerts. This includes a long-term or permanent change in dismissal transportation.

## Attendance

Recognizing that absenteeism is a hindrance to education and that the progress of students depends to a great extent on regular attendance, the Sumner County Board of Education observes the following policy rules and regulations:

### Tennessee Compulsory School Attendance Law

Every parent, guardian, or other person residing within the state of TN, having control or charge of any child between the ages of six and seventeen years, both inclusive, shall cause such child to attend public or non-public school, and in the event of failure to do so, shall be subject to the following penalties.

Penalty for Violation: Any parent, guardian or other person who has control of a child or children, and who shall violate the provisions of this part shall be guilty of a class C misdemeanor. Each day's unlawful absence shall constitute a separate misdemeanor.

## Excused or Unexcused Absence

Absences are excused when verified by a licensed physician, dentist, or health agency in writing.

Parents are allowed 5 parent notes per semester for an absence to be considered excused. If a note is not provided, the absence is unexcused.

**After 3 unexcused absences**, parents will be required to attend a meeting with school staff to sign an attendance contract.

**After a total of 6 unexcused absences**, the student will be reported to the county's truancy department. At this point, parent notes will no longer be sufficient, and a doctor's note or other supporting documentation must be presented.

## Absences may be excused for:

- Student's personal illness, medical appointment, or hospitalization verified by a licensed physician, dentist, or health agency.
- Death of a family member or death of a non-family person if approved by the principal.
- Special recognized religious holidays regularly observed by a particular faith. A parent note must be submitted to the school principal prior to the student being absent for a religious holiday.
- Required court appearances. Verification of court appearance times from appropriate authorities must be approved.
- Other extenuating circumstances beyond the control of the student. For such absences to be excused, they must be approved by the principal.

Absences that are not verified, absences that do not have a valid parent excuse or those which do not meet valid reasons for excused absences are considered unexcused. All out-of-school suspensions are unexcused. If a student is not present for the day, he or she cannot participate in extracurricular activities for that day.

## Make Up Work for Excused Absences

Since the teacher is the originator of the assignments, he/she will assign a reasonable amount of time for make up work. The allowable time is not to exceed the number of days missed, plus one school day. When requesting a child's make-up work, the school must be contacted by 10:00 a.m. so that teachers can prepare the work during a planning period. The work may be picked up in the office after 3:00 p.m. or sent home with a sibling or friend if that is more convenient.

## Late Arrival or Early Dismissal

Arriving any time after 8:40 is tardy, and dismissing prior to 3:40 is an early dismissal. This includes field trips. Students who have an excessive amount of tardies/early dismissals, though counted present for the day, will not receive credit for Perfect Attendance and may be subject to referral to SCS Attendance Department for truancy.

## Medication/Clinic

JAE has a full-time registered nurse on staff. Our school only provides basic first aid. If your child shows symptoms of illness, please keep him/her at home. Children should be symptom free for 24 hours before returning to school. Non-prescription or prescription medication can only be administered at school with proper forms completed by a parent or physician. Medication must be brought in the original container with current instructions. There will be **NO** exceptions. A parent will be expected to come to school to administer medication if the child doesn't take it before school. Medication must be picked up by the last day of school or it will be destroyed per Sumner Co. Board Policy.

## Report Cards

Report Cards are issued every 9 weeks during the school year. Progress reports are issued every 4½ weeks. Grading serves as a measurement of student progress and skill mastery. Grades K-4 utilize standards-based report cards. Grade 5 will earn a numerical grade for each subject that corresponds to a letter grade.

## DOWNLOAD THE JAE SCHOOL APP



 IOS

Scan this code with your mobile to get the download link



 ANDROID

Scan this code with your mobile to get the download link

**Tressa Sanders, Principal**  
tressa.sanders@sumnerschools.org

**Jonathan Thurman, Asst. Principal**  
jonathan.thurman@sumnerschools.org

*Jack Anderson Elementary Jaguars*

## Parent Conferences

Twice a year, your child's teacher will extend an invitation to meet and discuss your child's progress. If you would like to meet additionally, we ask that you contact your teacher to set up an appointment. Please do not stop by the school for an impromptu conference.

### **PARENT CONFERENCES**

**Monday, September 17, 2018**

**Tuesday, February 19, 2019**

## Registration Data Cards

For each student, JAE must have a Registration card that lists parent or guardian names, complete home address, correct phone numbers for home and work, and correct phone numbers of four people that may be contacted in case of emergency. If there are any changes in any of this information, please notify the school immediately in writing.

**Court documents must be provided annually to restrict access to a parent or guardian.**

## Counselor Support/Student Advocacy

JAE has two guidance counselors who support student safety and character development through whole group lessons, care groups, and individual counseling for anger, divorce care, bereavement, anxiety, and study skills. Please contact our guidance department directly for confidential consultation. Food, holiday assistance, and additional support may be provided for families who are in need.

[alissa.beasley@sumnerschools.org](mailto:alissa.beasley@sumnerschools.org)

[runez.downs@sumnerschools.org](mailto:runez.downs@sumnerschools.org)



## Dress Code

We want your child to come to school dressed comfortably and not have apparel distractions that may impede learning. Thank you for monitoring your child and helping your child abide by the dress code. The following shall NOT be worn to school: shorts that are shorter than three inches above the knee, spandex shorts, shorts with writing on the back, cut off jeans that are frayed or with pockets showing, clothing with holes, saggy/sagging pants, leggings or leotards unless with appropriate length skirt or dress, suggestive slogans, pictures or ads of tobacco or alcoholic products or drug paraphernalia, caps, hats, scarves or bandanas, strapless dresses or blouses, spaghetti strap dresses, bare midriff, halters or tank tops, backless shoes (sandals with a back strap are permitted), cleated shoes, shoes with rollers, flip flops, clothing related to gangs, extreme hair color or style that results in classroom disruption. Jewelry may not be distracting or disruptive.

## Field Trips

Field trips are a part of JAE's educational program. For safety, students must travel to and from a field trip on the school bus. We ask that parents volunteer to attend field trips as chaperones. All volunteers are asked to sign-in at the Lobby Guard kiosk in the front office prior to departing. Younger siblings may not attend field trips. Chaperones are asked to give full attention to the students in the class for which they are assigned to monitor. Due to the nature of STEM field trips, the number of adult chaperones is often limited. If not all parents are allowed to attend, a lottery will help decide who gets to chaperone the STEM field trip. Students must return to school before being signed out for early dismissal.

## Textbooks & Library Books

Textbooks and library books are loaned to the students for their use during the school year. Damaged or lost items are the responsibility of the student.

Additional information about STEM, instruction, staff, programs, calendars, menu, events, and newsletters may be accessed at <http://jae.sumnerschools.org>

## Cell Phones & SMART Watch Policy

Cell phones are to remain "off" in backpacks during school hours and on the bus. If a cell phone is out, it will be collected and must be picked up in the office by a parent.

"Smart" watches are only permissible at JAE if

- Watches are turned to "airplane mode" (if equipped) during the school day
- Watches are used for the function of telling time only during the school day
- The owner of the watch is responsible for its uses if the watch is used to send/receive text messages, emails, or other functions other than telling time, then the watch becomes a "device" like a cell phone, and the current cell phone policy would apply.

## Physical Education • Dress Code

Children will be involved in numerous activities throughout the year. Please help us to have a safe year by understanding the following rules:

- Tennis shoes or other soft rubber soled shoes should be worn during PE class. **No** Flip-flops or other backless shoes.
- Girls need to wear shorts under dresses.
- If your child is sick and does not need to participate in PE for that day, a note from the parent is required. If more than 3 days of PE have to be missed, a doctor's note is required.
- If your child has a physical limitation, please contact the PE department, his/her teacher, and the school nurse.

## Security

School Security is taken very seriously at all Sumner County Schools. All visitors must sign in and out of the main office. Visitors must also bring a driver's license, check in at our Lobby Guard kiosk, and wear a visitor badge. The safety of our children is our first priority.

Please remember that students are only allowed to leave with persons indicated on their registration card. Any exception must be put in writing. All students must be released from the office when leaving school early. Students will not be released with anyone under the age of 18.

Even though schools and buses may have video-taping surveillance systems, the tapes are to be viewed by school system or court personnel only. Privacy laws (HIPAA and FERPA) prohibit parents from viewing the tapes when students other than their own are in view.

## School Cafeteria

The options for meals and snacks are incredibly healthy, and we have the friendliest and hardest working cafeteria staff around! We highly encourage your child to try our school cafeteria meals.

Money may be deposited electronically into your child's account. There is a lunch account and a separate account for "extras." Money cannot be transferred from one account to another on a day-to-day basis. **A student may only charge lunch for two consecutive days. Please send money promptly.** When sending lunch money in an envelope, please include your child's name, teacher's name, your phone number, and to which account the money is going. **Phone # must be on checks.** Applications for free and reduced meals are available online and during registration.



## Lunch Visitors

Visitors are special guests, and we welcome you to eat lunch with your child. We ask that parents encourage good behavior and manners. Please follow these guidelines when visiting the cafeteria with a student:

- Only family members will be allowed to eat with a student. There are special tables designated for students with visitors. **Students are not allowed to ask friends to join family visitors at side tables.**
- We ask that parents limit additional guests to 2 in order to save space for other students' visitors.
- **Federal guidelines prohibit outside restaurant items or soft drinks from being brought into the cafeteria.**
- All visitors should sign in at the front office where you will be given a visitor's badge.
- **Students are allowed visitors 1x/week.**
- Please refrain from taking pictures of students in the cafeteria.

### ADDITIONAL RULES DISCLAIMER

The items outlined in this handbook represent most of the important rules and regulations that help govern Jack Anderson Elementary School. These rules & regulations will be reviewed and revised on a periodic basis. Other problems or matters not covered in this handbook will be handled in a manner the administration and faculty deem appropriate or necessary. New School Board policies may override rules and regulations stated in this handbook.

## Allergies, Treats, & Nutrition Policy

Please make the nurse, teachers, and office staff aware of allergy concerns. We offer a "nut free" table in the cafeteria for students with allergies. It is the student's responsibility to sit at that table, but he/she may choose a friend to join him/her.

In accordance with Sumner County Nutrition Policy, we encourage students to eat nutritious snacks and refreshments. Please check with your classroom teacher before sending snacks for special occasions. We prefer to serve store bought items rather than homemade items so the teacher may check the nutritional guidelines for students with allergies or medical conditions.

## Cafeteria Rules

- Parents are encouraged to send containers or wrappings that children can open without an adult's help. Glass bottles are not allowed.
- If packing your lunch, please send an adequate drink, utensils needed, and a napkin. Water bottles should be sent or a drink may be purchased.
- Obtain all food, utensils, napkins, etc. on the first trip through the serving line. Do not go back for any items. Raise your hand if you need something.
- Students must remain seated at their assigned tables.
- If a student needs help, he/she should raise his/her hand, and an assistant will help.
- Students are responsible for cleaning up after themselves. There should not be trash under the tables.
- Students may not leave the cafeteria during lunch without permission.
- Students are expected to act responsibly.
- Running, yelling, throwing food, touching another student's food, or horseplay will not be tolerated.
- Students are not permitted to visit with students from other tables during the lunch period.

If rules are not followed, students may be asked to sit in a designated area, away from their peers. Moreover, consequences will be given from administration.

## Behavior Expectations

It is our goal to create a safe and positive learning environment that protects the rights of all students. Our school rules and discipline policies are developed and enforced to foster respect, responsibility, and safety. School rules apply on school grounds, buses, and at any event where our school is represented. Teachers handle discipline issues unless a child must be referred to the office. Consequences will be determined by the type or frequency of misbehavior.

## JAE Rules and Expectations

- All hallways are "quiet" zones and students will use "hallway" hands.
- Every student in school will follow the instructions of all teachers, assistants, and staff at all times and in all places.
- All adult school staff members will be addressed as Mr., Mrs., Ms., or Miss.
- Students should not bring any items that are dangerous or appear dangerous. (This includes knives or any other weapon).
- There will be no fighting of any nature at school.
- Students may not trade, sell, or purchase items from other students at school. **(The school will not be held responsible if this rule is broken).**
- No student will leave school without proper office check out.
- Running in halls, classrooms, or cafeteria will not be permitted.
- There will be no loitering or playing in the restrooms, parking lots, or school grounds. All students must be out of the building by 4:00 unless under the direct supervision of a staff member.
- Students should not bring any type of TOYS to school. If these items are brought to school, they will be kept until the last day when a parent may come to collect them. This includes but is not limited to fidget spinners (unless an item is part of an educational plan).
- Electronic devices are only permitted for educational purposes and only at the teacher's request. The school is not responsible for lost, stolen, or damaged items.
- Individual cell phones are not permitted. Cell phones should remain powered OFF and concealed in student backpacks.
- Backpacks, lockers, and other storage areas, containers, and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, weapons, or for any property that does not belong to the student.
- Students will not be called to the phone unless it is an emergency. Students **may not** use the office telephone unless it is an emergency. Calling home for forgotten homework or to ask permission for a friend to come over is not an emergency.
- School property is for the benefit of students, both present and future. Proper care of school property simply means a better education for you and others. **Both students and parents are legally responsible for the abuse of school property.** Parents will be asked to pay for damage to school property.
- Students will be expected and required to use appropriate language. Any student using profanity or inappropriate language will be disciplined accordingly. Profanity will not be tolerated at JAE. This includes any language that disrupts the learning process for any student or which demeans or degrades another person.
- Serious threats, forms of harassment, and bullying are not tolerated. Repeated incidents are to be reported to school officials. Parent conferences, suspensions, and other consequences will be considered.

Schools are not bound to the same legal standards of proof as required in courts of law. Our school handbook code of conduct is applied to student behavior in a fair and consistent manner as we impose consequences to those situations in which it appears more likely than not that misconduct has occurred. Behavior rules and infractions are not all inclusive, principal's discretion may be applied. School administrators are **not** allowed to discuss student discipline except with the legal parent/guardian of a given student. School administrators cannot tell a parent how they have disciplined someone else's child.

