

Barksdale's Addendum to CMCSS Elementary Handbook

The following information should be added to what you have read on the district website.

ATTENDANCE

Regular attendance is one of the important keys to student success.

SCHOOL HOURS - The hours for K-5 are 8:45 a.m. to 3:45 p.m. Pre-K hours are 9:30 a.m.–3:00 p.m.

ARRIVAL - The front doors will open at 8:25 a.m. Breakfast will be provided in the classrooms for all students, free of charge. Students should be in class and prepared to learn by 8:45 a.m. Students arriving after 8:45 a.m. are tardy and must have a parent sign them in at the office. Students have a more successful start to the day when they are unhurried and in class by 8:35 a.m. Frequent absences, early dismissals, and late arrivals will be addressed.

DISMISSAL – Early dismissals are strongly discouraged. Changes in established dismissal procedures must be in writing. NO phone call changes please, except for emergencies.

BIRTHDAYS

Barksdale's administrators enjoy recognizing birthdays during morning announcements. Students receive a birthday pencil from the administrators and an ice cream certificate from the cafeteria. To avoid hurt feelings, students are not allowed to deliver birthday party invitations at school unless everyone in the class is invited. Please notify your child's teacher in advance if birthday treats are to be shared at school.

BUS

Students eligible for school bus transportation can only be served by **one school bus.

* Students must remain in their assigned seat until released at their designated stop. The student responsible for the damage must pay for any damage to bus seats, windows, etc., before the student is allowed back on the bus.

* Students are expected to be on time at the bus stop, which is 5-10 minutes prior to bus scheduled arrival. Students should not run to catch the bus. While waiting for the bus, students must stay clear of the roadway. Parent supervision at bus stops is recommended.

CAFETERIA GUIDELINES

In order to make the lunch period as pleasant as possible, we need everyone's cooperation. Please read and discuss these rules with your child.

Students will:

* Remain in an orderly line and will pick up needed items when going through the line.

* Sit at their assigned seats and remain seated until dismissed by the cafeteria monitor.

* Request permission to go to the restroom only in cases of emergency.

* Use quiet voices while talking to their **nearest** classmates.

* Use good table manners; refrain from sharing food.

* Clean their areas before leaving.

* Show respect to the adults in charge of the cafeteria.

“Pop-top” cans in home-packed lunches can be unsafe. Prepackaged pizza, chips, Lunchables, etc., can be difficult for younger students to open. Please repackage these food items in a container your child can safely and easily open. Please do not send carbonated drinks.

Parents and friends are welcome to eat with students in the designated visitor booths. **To make this a special time for your child and to avoid confusion, we ask that you not invite other students to join you.** Please monitor your child during this time. Children eating with parents must abide by cafeteria rules. No standing on seats or running back and forth between tables. At the end of lunchtime, please send your child to line up with his/her class.

CELL PHONES

Cell phones must be off and put away upon arrival to school and shall not be used until school dismissal. If a phone rings, the teacher will take the cell phone and a parent will be required to personally reclaim it.

CENTERSTONE SERVICES

Centerstone School-Based Services are designed to meet the mental health needs of students and are provided directly in the school setting. Teachers, guidance counselors, principals, and parents may refer students into the program. To be referred into the program, students may exhibit multiple symptoms. Some of these include: truancy, isolation, aggression, anxiety, and poor social skills. Centerstone's goal is to help students overcome emotional or behavioral problems that impede their school performance.

COMMON CORE STATE STANDARDS

Tennessee is one of 46 states that adopted Common Core State Standards. The CCSS are a set of standards for math and reading/language arts that ensure every student graduates high school prepared for college or for the workforce. CCSS are designed to set clear expectations of what students should know and be able to do at the end of each grade level.

DRESS CODE

Please refer to the student dress code section online in the CMCSS Student Conduct Handbook. In addition, for the safety of all and to avoid disruptions, heeled shoes, grill mouthpieces, attention seeking hairstyles, and brightly dyed hair are not permitted.

EMERGENCY INFORMATION CARDS

A student emergency information card must be kept in the office on every child enrolled at Barksdale. The information on this card must be kept current with transportation home, **correct phone numbers (home, cell, and work) for parent/guardian, two emergency contacts** with correct telephone or cell phone numbers, and who has custody of the child. Military dependents should have **yes** on their card. ***It is your responsibility to update the card with new information.*** **School and system wide phone notification messages are sent to the first phone number on the card.** Allergies or medication (any medication that is given to your child) and ANY special health conditions should be listed on this card.

FIELD TRIPS

Field trips are an integral part of the school's educational program. All students must have a permission slip signed by their parent/guardian to participate in field trips. Respectful and responsible behavior is expected. The teacher will communicate specific field trip information to students and parents.

LIFE FLIGHT LANDING

Barksdale has been designated as a Life Flight landing site. There will be times when the Life Flight helicopter will land on our campus to transport patients. Students will be directed into the building if recess is at that time.

SCHOOL FEES

School fees are due before the last day of the first nine weeks. Please contact our bookkeeper if you have questions or concerns.

SPECIAL EDUCATION

Special education services are provided to meet the needs of students who qualify. Enrichment, remedial, and other special needs programs are included in the curriculum.

TOYS

Toys should remain at home. Toys can distract your child from learning as well as distract fellow classmates. Any toy, including electronic games and trading cards, found in a student's possession during school hours, may be collected by the teacher and labeled with the student's name. A parent may personally reclaim toys. An exception to this rule would be when a teacher notifies parents in writing of a special activity for which toys are allowed.

VISITORS

Visitors are always welcome at Barksdale! Visitors are asked to sign in at the office and receive a visitor's badge. Please return the badge when you sign out. If you forget to sign in for a badge, you will be asked to return to the office for one. This is for the safety of our students. If you need to visit with your child's teacher, please call for an appointment. We appreciate your cooperation in avoiding unplanned visits.