

J.R. Baker Elementary School

Student Handbook

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Principal's Welcome

Welcome to Baker Elementary School! We have a staff dedicated to ensuring ALL students learn and are successful. We encourage parents to be an active part of their students learning. We welcome you to our school and hope that you will engage with us as we work together to make your student as successful as possible.

The staff at BES are all highly qualified. We make it a point to get to know every student and work together to find the best ways to ensure their success throughout the school year. We implement intervention and enrichment times in the daily schedule to ensure all students are academically challenged.

I hope this student handbook will be helpful as you plan for a successful school year. If you have any questions, please give us a call at 931-388-3319.

Baker Elementary's Vision:

- **Ensuring that ALL will GROW!**

Baker Elementary's Mission:

- **Baker Elementary will be a school where EVERYONE will GROW by being Goal oriented, Risk takers, Owning our choices, and Working collaboratively to learn.**

J.R. Baker Elementary School Student Handbook

Our building is open to the Public from 7:30 A.M. – 4:00 P.M. School Hours and Schedule

School Hours and Schedule:

- 7:30 A.M.** Front door/ Bus Room Opens
Children cannot be dropped off before the doors open at 7:30 A.M.
This procedure is designed for the safety of all children.
- 8:00 A.M.** Children may proceed to classrooms.
- 8:15 A.M.** Classes begin. All students should be in their class at 8:15. Student's arriving after this time **must report to the** office for a tardy slip. Please see Maury County Board of Education Policy 6.208 and addendums for disciplinary procedures.
- 2:00 P.M.** All requests for change in transportation must be received in writing by 2:00 P.M. EMAIL REQUESTS CAN BE ACCEPTED.
- 3:00 P.M.** Students will not be signed out after 2:55 P.M. Parents will need to wait for dismissal at 3:15 if you come after 2:55.
- 3:15 P.M.** Student dismissal
- 3:30 P.M.** End of Day for Teachers.
ALL STUDENTS MUST BE PICKED UP BY 3:30 P.M. The school is only responsible for the supervision of students from 7:30 A.M. to 3:30 P.M.

Visitors

All visitors are required to come to the office, sign in, and pick up a Visitor's Badge upon entering the school. Visitors must also show photo ID to be admitted to the school. Badges are to be worn so that they are easily seen. Visitors must stay in the building area they have requested.

Birthday's

To minimize disruption in the classroom, we do not allow parents to go to the classroom to celebrate birthdays. However, we do allow parents to drop off **store bought** "goodies" for their son/daughter's birthday. The parent should drop off the snack in the front office and the office staff will get the snack to the child's teacher at the end of the day to celebrate the child.

Distribution of gifts, invitations etc. will not be Distributed at school. Please do not expect flowers, stuffed animals or invitations to be distributed at school.

Lunch in the Cafeteria

All classrooms have a standard lunch time assigned. Teachers can provide this to parents upon request. Parents are welcome to visit students and eat lunch with them during the assigned time. Parents should check in at the office and wait in the lobby area until the appropriate lunch time. Tables are available in the cafeteria for parents to eat with their student. We ask that parents and visitors follow directions of cafeteria monitors as well.

Outside Food

To help our Cafeteria staff, students are not allowed to have outside food (McDonalds, etc.) in the cafeteria during lunch. If a parent brings in food from an outside vendor, the office will do it's best to provide an alternate location/ solution to eat lunch with the student being visited.

Parents should not return to classrooms after lunch or bring students to the office for early sign out. If there is a need to sign their child out, please let the office know after lunch and we will follow procedure for dismissal. This is for the safety of the student.

Parent –Teacher Conferences

There are four scheduled PTC throughout the year. However, should you need to schedule one prior to those times please feel free to do so. Please schedule all conferences by calling the office at 388-3319. Office personnel will assist you in arranging a time to speak with your child's teacher. Conferences may be scheduled during a teacher's planning period, before or after school. **Here are the scheduled PTC for the 2022-2023 school year: September 19th, November 7th, February 7th, and March 21st. Conferences are from 4-7pm.**

Medication

Baker Elementary's school staff can provide or assist in giving over the counter medication as stipulated in the Maury County Board of Education Policy 6.405. However, the **Over the Counter and Short-Term Prescription Medication** form must be filled out and signed by parent. Over the counter medicine must be provided to the School Nurse or Office Staff in a new unopened container along with parent note and directions. **At no time should a student have medication on them.**

Students who need medication, such as antibiotics for colds, earaches, and sore throats, are to take these medications at home, if possible. However, if any medication must be given at school requiring a prescription, the medicine **must be personally delivered by the parent and be in the original prescription bottle or container. Written permission to administer the medication must also be submitted** (for over-the-counter or short-term prescriptions). **Any administration of prescription medicine will require a prescription medical request form to be filled out.**

Attendance

It is important for your child to be at school on time, everyday, unless he/she is ill. If a child is ill, parents must send a note to the child's teacher **within 3 days**.

Perfect attendance is recognized by Maury County Public Schools at the end of the school year. For this recognition, guidelines require students to be counted present for all school days. Tardies and early sign-outs are not considered for county recognition.

It is expected that students remain at school for the entire day until dismissal at 3:15. Early checkouts deprive your child of instructional time and are discouraged. Please check Maury County Board of Education Policy 6.200 and Addendums for disciplinary procedures involving excessive tardies and early checkouts.

Regular student dismissal will occur through the bus line or car rider line. Check out through the office before 3:00 p.m. will be considered an early sign-out. **Students will not be signed out in the office after 2:55.** After 2:55 students will only be dismissed through the car rider line.

REMEMBER: We must be informed of any change in transportation by 2:00 p.m. – in writing. We cannot take a change of transportation over the phone.

Notes

A student must bring a note signed by a parent or guardian:

1. When the student is absent from school indicating the reason for the absence.
2. If your child must miss recess or physical education class.
3. If your child is going home by different transportation than usual. **We do not accept changes by phone. Requests must be sent to school, in writing, no later than 2:00 P.M.**
4. If your address or phone number changes.

Report Cards

Report cards are issued each nine weeks. Progress reports are distributed each four and one-half weeks. Parents are asked to return signed report cards to school as soon as possible.

Please see [Board Policy 4.600](#) for the Maury County Grading Scale.

Student Recognitions (Honor Roll)

Student academic achievement is recognized by an Honor Roll for Grades 3 & 4 that is sent to the local newspaper for publication. Students are recognized as follows:

High Honors – All As

Honors – As and Bs (could be all Bs)

Honor Roll is based on five subjects – Reading, Language Arts, Math, Science, and Social Studies

There will be consistent honor rolls in all 3rd and 4th grades.

Court Orders

It is the parent/ guardian's responsibility to provide up to date court orders/ papers as applicable to the front office. The Attendance Clerk, Administration, and SRO will keep copies of these documents in a secure location. This includes notifying the office of rights/ requests of report cards, attendance, and other School related documents being mailed to a custodial guardian. [Board Policy 6.209](#)

Media Use Information

Throughout the school year, Maury County Public Schools will take photographs and videos of students for promotion and publication. **The use of the photographs is for public relations purposes to promote our students, their accomplishments, their participation in school events, and news in general.** Students may be identified by their first and last names. Examples of use by Maury County Public Schools include, but are not limited to, posting on the school website, posting on the district website, posting on the district Facebook page and inclusion in digital slide shows at the school or Central Office.

You may opt out of having your child appear in photographs and videos promoting events, celebrations, and accomplishments and news in general. To opt out, please write to your child's school with the request that he/she should not be photographed, filmed, or identified for media purposes. [Board Policy 6.604](#)

General Rules of Behavior

The staff of Baker Elementary School accepts the responsibility for working together to maintain discipline and promote a learning environment that assures a safe, orderly atmosphere for each child to develop his/her potential. Students are expected to follow established classroom and school rules, as well as maintain a respectful relationship with peers and adults.

Teachers and Administrators have the right and responsibility to correct any behavior that is not in accordance with Maury County [Board of Education Policy 6.300](#) or does not meet school guidelines. Each student will receive a copy of the Maury County Public Schools Code of Student Rights, Responsibilities, Rules, and Due Process Procedures. Parents are to read and discuss the information in this booklet, then sign the first page, tear out and return it to your child's teacher.

Methods of discipline at Baker Elementary School **DO NOT** include corporal punishment.

Dress Code

Please see Maury County Board of Education [Policy 6.310](#) for dress code requirements. BES follows this code.

There may periodically be other days that students can wear top wear separate from the adopted dress code policy. These days will be reward or celebratory days and will be communicated through the Principal to Parents. (Example: red, white, and blue day to support Veterans Day or Sports Team Day as a reward for smart card sales).

Items Brought to School

Students should not bring large amounts of money, electronic games or equipment, cameras, cell phones, toys, trading cards, other games, sports equipment, expensive jewelry, or watches. These items detract from the instructional setting and can be lost or broken when brought to school. Students will be subject to disciplinary procedures for bringing such items to school.

Outside Food

To help our Cafeteria staff, students are not allowed to have outside food (McDonalds, etc.) in the cafeteria during lunch. If a parent brings in food from an outside vendor, the office will do it's best to provide an alternate location/ solution to eat lunch with the student being visited.

Communication

All communication to be distributed is to be approved by the school administration. **Private party invitations such as Birthday parties should not be distributed at School.**

Inclement Weather

When severe weather creates hazardous conditions the regular school day may be suspended to ensure students' safety. It is the parent's responsibility to monitor the local news reports via radio and television and make sure ALL contact information is up to date in the office.

Morning Car Riders

The school has two entrances. One coming in off Hampshire Pike and the other of Lion Parkway. These two lines merge to form one line in front of the school. Please be considerate of others and watch for students, parents, and others crossing from the parking lot. When dropping your child off, please pull all the way forward (first car should be parallel to school doors). All cars stopped can unload their student along the covered sidewalk. You do NOT have to unload one car at a time. **Remember that the school is not open until 7:30 A.M. Children are not to be on school grounds without a parent present prior to 7:30 A.M.**

Afternoon Car Riders

Line up cars in a double line coming off Lion Parkway. Cars will line up in a single file line coming off Hampshire Pike. Usually, an administrator will call numbers and bring cars in ten at a time and repeat with the next line until finished. Display your car rider number so that it can be seen. School personnel supervising dismissal will call your numbers so that your child will be up front and waiting, ready to load at the appropriate time. If for any reason your child is not ready to load, you will be asked to pull over and park until your child can be located.

Do not come into the building to wait for your child. Please wait in the car rider line. This is a very important safety issue. Students whose parents come into the office prior to 2:55 to check out students will be considered early sign-outs. All regular dismissal after 3:00 will take place through the car rider line. Students who are tardy, or who have absences will not be eligible for nine weeks attendance/behavior rewards.

Textbooks

Textbooks are on loan to your child for this school year. Any damages or losses will be assessed and charged to the parent.

Refer to Board Policy 4.401 for more information regarding textbooks.

Head Lice

BES follows Board Policy 6.4031 as below:

No student will be denied an education solely because of head lice infestation and his educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation.

It shall be the responsibility of the Principal or School Nurse to notify the parents in the event a child has pediculosis (head lice). Parents will be contacted to pick up the child and a copy of MCPS Board Policy will accompany the child to explain the conditions and requirements for readmission.

Upon exclusion, satisfactory evidence must be submitted to school personnel that the student has been treated for pediculosis (head lice). This evidence may include but may not be limited to:

- (1) proof of treatment with a pediculicide product (head lice shampoo); and
- (2) satisfactory examination by a school official.

Treatment and prevention procedures will be developed by the Director of Schools/designee/school nurse and made available to all school principals.

A student will be expected to have met all requirements for treatment.

Maury County Public Schools/J.R. Baker Elementary School

ATTENDANCE/TRUANCY Notifications & Expectations

Absences From School

Attendance is key to students having a successful school year. If a student is absent, he/she must bring a note explaining the absence. The note must be dated and signed by a parent/guardian. If the student has a doctor/dental appointment, the note must be on letterhead, have the doctor/dentist's name and date and time of the appointment. All notes must be turned in to the school office. All notes will be reviewed and may be verified with doctor/dental office. The note will be kept in the student's attendance file. **Students must be present at least 3.5 hours to be counted present for the entire school day.**

- Students are allowed **five (5) parent notes PER SEMESTER**. After that, **ALL** absences will be unexcused, unless a doctor/dental note is provided. These are accumulated district wide and will remain in a student's attendance record even if they transfer schools within the county.
- Excuse notes must be submitted within **five (5) days of absence. NO EXCEPTIONS.**
- Funeral notes must include either a funeral card or obituary. These absences are only excused if death of an immediate family member (parents, children, grandparents, siblings). Administrators may make situational exceptions.

- Parent Notes For Absences

- A note must include a student's full name (not a nickname or only first name), date the student was absent, reason the student was absent and signed by a parent/guardian. **If no reason for absence is given, absence will be unexcused.**
- One student per note. We must have a separate note for each student's file.
- Each day absent equals 1 parent note. For example, a student was absent 08/01, 08/02 & 8/03 and returns with a parent note. That equals Parent Note #1, Parent Note #2, Parent Note #3 of the semester.

Tardy/Early Dismissals (Per Semester)

A student is expected to be on time to school and be in his/her classroom when the tardy bell rings at 8:15 a.m. After the front doors close, parents/guardians must ring the bell at the side of the school and sign students in. Please make every attempt to have your student at school all day long. School officially begins at 8:15 a.m. and does not dismiss until 3:15 p.m. If a child is tardy or signed out early due to a doctor or dentist appointment, you must return a doctor/dentist excuse within five (5) days. **NO EXCEPTIONS.** Habitual tardiness and early sign-outs will be referred to the School Level Truancy Administrator. Tardy/Early Sign-Out Count starts over each semester.

MCPS PROGRESSIVE TRUANCY INTERVENTION PLAN

It's the law for your student to be in school. The State of Tennessee has passed and implemented new truancy laws. The following Progressive Truancy Intervention Plan will be implemented for all students.

Tier 1: All students begin the school year in Tier 1. An attendance expectations letter is sent to parent/guardian at the beginning of each school year. After 3 unexcused absences, the homeroom teacher (or attendance clerk) will contact the parent/guardian.

Tier 2: After 5 unexcused absences, a conference with student and parent/guardian will be required along with an attendance contract. There will also be regular communication discussing student's progress. Check In/Check Out may be implemented daily.

Tier 3: This tier will be implemented if truancy interventions under Tier 2 are unsuccessful. If unexcused absences continue, a home visit by SRO and/or school personnel may occur and a referral to DCS may be sent.

12 unexcused absences or failure to comply with the Progressive Truancy Intervention Plan at the school level will result in referral to District Truancy Review Board and petition to Juvenile Court.

**Tardies/Early Sign-Outs (Per Semester)

Excessive tardies and early sign-outs will be referred to the School Level Truancy Administrator.

EVERY DAY COUNTS