

WALTON FERRY ELEMENTARY

Jami Warren, Principal

School Hours: 8:30 - 3:30 p.m

Office Hours: 8:00 -3:45 p.m.

Website: <https://wfe.sumnerschools.org/>

2023–2024 Student Handbook

Information, Policies, and Procedures



Important Phone Numbers

Front Office: (615) 824-3217

Fax: (615) 264-5809

Cafeteria: (615) 264-6011

Sneakers: (615) 264-6000

Library: (615) 264-5829

Transportation: (615) 451-1520

Sumner Co. BOE: (615) 451-5200

Common Mission

Sumner County Schools

**Preparing Graduates, Engaging Minds,
Developing Character**

The WFE Mission:

Walton Ferry is our home where everyone is a leader who is nurtured, challenged, encouraged, and celebrated to unlock our ability to change the world.

Monies

Anytime you are sending money in for yearbooks, lunch, PTO sales, field trips, etc., PLEASE send it in a sealed envelope or zip-locked bag, labeled what it is for, with your child's name and teacher.

Transportation

Car Rider Information

Arrival:

Doors will open for students at 8:00 a.m.

Car riders should be dropped off in a single file line at the back of the building. To maintain safe and efficient arrival, all students should exit their vehicle once the car has stopped beside the sidewalk. The entire length of the sidewalk is the drop-off zone.

Mrs. Warren and staff will be present on the sidewalk to greet, supervise, and ensure the safety of your child. Students eating breakfast should

Bus Stop Information

Bus stop locations and times can be found on the Sumner County School website. The "Here Comes the Bus" app can be downloaded to track the location of your student's bus. The app can be found on our WFE website or your app store. Please note, your student's safety continues to be your responsibility until they board the school bus.

Bus Expectations

All pupils are under the authority of the bus driver. According to the regulations of the Sumner County Board of Education, students must obey the driver and the rules. Failure to do so can result in a student not being permitted to ride a school bus. Proper school behavior extends to the bus. Students are expected to be Safe, Respectful, and Responsible on the bus. Riding a bus is a privilege.

- 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.

Attendance

For absences of a full or partial day to be considered excused, a written note from the parent, guardian or doctor must be provided. For illness or hospitalization that exceeds ten (10) consecutive days homebound instruction should be applied for by the parent/guardian after the first five (5) days. **Unexcused absences** are absences which are not verified, or which do not meet valid reasons for absence. To ensure regular student attendance and compliance with Tennessee state law, Sumner County Schools maintains an aggressive attendance policy. Upon the third unexcused absence, a phone call to obtain valid note/excuse. After the fifth unexcused absence, an attendance contract meeting will be completed by the administrator and parent. Upon the seventh unexcused absence, a school attendance review team will take place. Upon ten unexcused absences, a truancy referral will take place along with Truancy Office Interventions.

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
- 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

report to the cafeteria immediately upon arrival. All other students should report to their assigned locations. Students will be released to class at 8:15.

Please do not drop your child off in front of the school. Students entering through the front door (except bus riders) MUST enter the office with an adult.

Dismissal:

Car riders will be dismissed at 3:30. Prior to dismissal, cars will line up, creating two lanes for pick-up in the back of the school. Further down the drive, cars should form a single file line on the right, so buses are not blocked. Students will be accompanied by teachers and may not leave the sidewalk to go to their car until signaled by the whistle.

All cars should remain in park until the entire line is signaled to move forward. All cars MUST have a printed car tag provided by the front office to pick up students. Please stay in your car while students are loading. When picking up a student in the car rider line, you MUST have a car tag posted (or prior approval from the office). Otherwise, you will be asked to pull forward and sign your child out with a valid photo ID in the front office. Please cooperate with our system, as your child's safety is our top priority.

- Speak kindly at all times.
- Cell phones are to remain in backpacks, & smart watches stay on airplane mode.
- Always obey the bus driver.

Transportation Changes

All students will be sent home daily according to what parents indicate on forms completed on registration night. If a student needs to ride a different bus, go to a different location, or any other circumstances different from their regular schedule, **a note with permission signed by the parent must be sent to the school**. In emergency situations, you may call the school before 2:00 to change transportation. **Please do NOT use email or REMIND to change transportation.**

Delayed School Start

In the event school is delayed 2 hours, we will start at 10:30 a.m. Instructional and cafeteria schedules will be adjusted. Breakfast will not be served.

Early/Inclement Weather Dismissal

In the event of an early dismissal, students will be sent home the way indicated at registration unless you send a written change.

- Other extenuating circumstances beyond the control of the student. For such absences to be excused, they must be approved by the principal.
 - Approved school-related activities
- After 3 unexcused absences, parents will be required to attend a meeting with school staff to sign an attendance contract.

Upon the seventh unexcused absence, a referral will be made to the SCS Attendance Department for truancy per SCS policy and Tennessee state law. All out of school suspensions are unexcused.

Tardiness

Direct instruction for your child begins every morning at 8:30 and it is imperative that all students are present and settled in to begin their day. Students arriving after 8:30 must get a tardy slip in the office. Because it is very disruptive when students come into class late, we ask that families adjust their schedule so your child can be in the classroom no later than 8:30. Being in the building is not the same as being in the classroom ready to learn. Students not arriving to class by 8:30 are also considered tardy.

- 5 Tardies– Letter of concern
- 10 Tardies— Conference/contract
- 11 or more Tardies– Referral to Sumner Schools Attendance Office

Academics

Report Cards/Progress Reports

Report Cards are issued at the end of each nine-week grading period, and progress reports are issued 4 ½ weeks into each quarter. You can access your students report card through Skyward. This report indicates all academic grades and other pertinent information.
<https://sites.google.com/view/sumner-connect/support-at-home>

Grading and Classwork

All information concerning grades and classwork will be communicated by your student's teacher.

Parent Conferences

Parent Conference
September 18th, 2023

Teachers will communicate how to sign up for a conference time.

WFE School Habits

The WFE Staff is excited to introduce a new model, which we believe will have a profound effect on the staff, students, and community of our school. The Leader in Me model empowers young people to make positive, effective, and responsible choices by introducing and reinforcing the 7 Habits of Highly Effective People. This year, we will be implementing the Leader in Me Model as an introduction to personal leadership. Your child is about to embark on an exciting journey and our hope is you will ask your child how he/she is doing along the way. Having your child reteach the content to you will give him/her an even deeper understanding and will give your family an opportunity to learn together!

The WFE staff has made the commitment to model and implement the 7 Habits in order to provide a caring and nurturing learning environment for our students! Through the 7 habits, our staff is working together with students to create a school that honors and maintains the dignity of children through productive interaction while fostering positive relationships with peers, staff, parents and other community members.

7 Habits

Habit 1: Be Proactive

Habit 2: Begin With the End in Mind

Habit 3: Put First Things First

Habit 4: Think Win-Win

Makeup Work

If the student has been absent for 3 or more consecutive days, a parent may call the school to request the student's makeup work. When requesting student work, please call the school before 10:00. If you call to request, please make sure you come pick it up and make sure your child completes the assignment.

Dress Code



If you need assistance with appropriate school apparel, please let us know. If your child needs a change of clothing during the school day, we will do our best to provide a change of clothing. To meet the needs of all students, we ask that you wash and return the borrowed clothing.

Support Services for Students

The following services are provided to students based on data collected or a formal process performed by faculty and staff:

- Response to Intervention (RTI)
- Individualized Education Plan (IEP)
- 504 plans

More information can be obtained by contacting the classroom teacher.

Visitors

We appreciate parent involvement and welcome you at WFE. We respect you as active participants in our school community and value your partnership in your child's social, emotional, and academic education. Please reach out to your child's teacher for specific opportunities to volunteer or support your child's classroom.

Ensuring a safe learning environment is of the utmost importance. For this reason, only those listed in Skyward or on the registration sheet will be allowed to visit their child for lunch or pick a student up. A photo ID will be required for every visit. All visitors must report to the front office and receive authorization and a visitor's badge. Your badge should remain visible for the duration of your visit.

We welcome you to join your child for lunch. We have reserved a place for you to eat with your child. Please keep the following in mind

Habit 5: Seek First to Understand, Then to Be Understood

Habit 6: Synergize

Habit 7: Sharpen the Saw

Bullying/Fighting/Threats

WFE expects students to treat each other with kindness and respect. Serious threats, forms of harassment, fighting, and bullying are not tolerated. All incidents should be reported to teachers, counselors, or administration. Appropriate investigation will follow for all parties involved.

School Language Policy

Inappropriate language is defined as language that disrupts learning for any student, demeans or degrades another person, or is any act of retaliation against someone for reporting instances. This type of language is prohibited at any school-related time.

Weapons/Threat/Illegal Substance Policy

Any student who brings a weapon, illegal substance, or makes a serious threat to the safety of the school is subject to severe consequence, including possible expulsion from school for one year.

Cell Phones, Smart Watches, Electronics

ALL student cell phones, smart watches, electronic devices, etc. MUST be stored in backpacks and TURNED OFF. They are NOT

Food Services

Breakfast and lunch are served daily unless otherwise announced, but are NO LONGER FREE for all students. Families may apply for free or reduced meal benefits at any time during a school year. Family Meal Applications are available in each school office. Approval for free or reduced meals only applies for meals obtained after the application approval date each school year. Charges incurred before approved applications are to be paid by the parent or guardian. We know you work hard for your money, so please help us put your funds in the correct place by sending money in an envelope with the following information, student name, teacher name, grade, and what the money is to be used for (lunch or extra snacks) or use the LINQ App to load money for your students. Should you need additional information regarding our school nutrition regulations and program, you may contact our Cafeteria Manager, Tammy Curry, via email or phone.

- (615) 264-6011
- tammy.curry@sumnerschools.org

when you visit:
Respect our cafeteria rules and expectations for students.

It is against board policy to use a cell phone inside the cafeteria. Please refrain from taking pictures of students in the cafeteria. Confidentiality of students must be protected.

• Federal Law prohibits food to be brought into the school cafeteria from outside commercial food service establishments during school serving time. Due to Child Nutrition regulations, fast foods and soft drinks are NOT permitted in the school cafeteria.

Medicine

Walton Ferry has a full-time registered nurse, Amanda Elliott. Nurse Amanda is well equipped to assist all students with minor and major medical needs. Should your child have a medical need, please make sure to contact Nurse Amanda, so we can provide your child with an IHP (Individualized Health Plan). In addition to health plans, there are a few situations where students might need medication at school. If your child needs daily or emergency medication, please follow the steps below:

1. A prescription/non-prescription form by the parent or doctor giving permission must accompany the

to be used under any circumstance throughout the school day. If students need to make a call, they will use the front office phone. Parents are NOT to contact their students during the school day on their personal devices.

WFE 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.
- 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.

Point your smartphone here and sign up for the LINQ Connect:



Food Service Charges

Breakfast

Students \$2.00

Adults \$2.50

Milk \$.60

Lunch

Students \$3.00

Adults \$5.50

Special Event

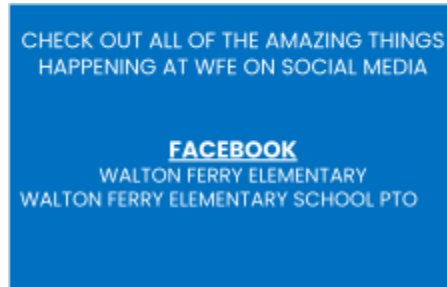
Meal \$7.00

medicine. No medication will be given without the properly signed form.

2. Medicine must be brought to school by the parent in the original container.

3. Once a day medication (a.m. doses) must be given at home. Antibiotics that are 3 times a day will not be given.

Schools are not permitted to keep medication over summer break; therefore, all medication not picked up will be discarded.



- 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 WFE. 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 will not tell a parent how they have disciplined someone else's child.

