

Trenton Elementary School
Student Handbook
2022-2023



Trenton Elementary School

(731) 855-0971

Cortnee Wilkes, Principal

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At Trenton Elementary School, we put our children first. All policies, procedures, and rules are written to help fulfill our mission of being a safe, caring community of successful learners. School rules, policies, and procedures are listed in this handbook. By no means is this manual all-inclusive. Because Trenton Elementary is evolving, we are constantly improving our school. This handbook is a guide to help teachers, parents, and school personnel work together.



Follow us online:

<http://www.tes.trentonssd.org>

<https://www.facebook.com/TSSD2017>

Trenton Elementary School Dress Code Summary

Footwear

- All footwear is acceptable except flip flops, shoe-skates, and house shoes.

Pants/Shorts

- Pants must fit at the waist and inseam.
- Pants, shorts, and skirts are acceptable and should be one color [denim (jeans), black, khaki (tan), or navy] with no lace, beads, or wording other than a factory logo.
- Jumpers are acceptable but must be one color [black, khaki (tan), or navy] with no wording other than a factory logo.
- Leggings are not considered pants. Leggings may be worn under dress code approved dresses or skirts.
- Pants cannot have rips or tears.
- Shorts and skirts must not be more than four inches above the knee.
- Gym shorts are not allowed.

Shirts

- Solid color, collared shirts (polo type, button down, or turtleneck), regardless of color, long or short sleeve, are acceptable.
- Logos may be worn if they are no more than the size of a credit card (approximately 2"x3.5").
- Shirts with buttons must be buttoned at all times with the exception of the top button.

Headwear

- Caps, hats, toboggans, and bandanas are not permitted to be worn inside the building.

Coats/Jackets

- Jackets and sweaters worn in the building must be light weight, waist length and be a solid color or two-toned.
- Logos or graphics are not to be more than the size of a credit card (approximately 2"x3.5").
- Hoodies can be worn with a dress code approved shirt underneath. Hoods cannot be worn over the head and they cannot have inappropriate logos or drawings.

Book Bags

- Backpacks are allowed. No duffle bags and no rolling backpacks.

Black and Gold Fridays

- On Fridays, TES students are allowed to wear school sponsored t-shirts, black and gold cheerleading outfits, or black and gold jerseys.

The complete dress code is available online at www.Trentonssd.org or in the school office.

TES Arrival and Dismissal Procedures

Doors open for kindergarten through 4th grade at 7:20 and locked at 7:50 AM.

K-4th grade students arriving before 7:35 AM should report to the gym.

Pre-K students arrive between 7:30 and 7:50 AM.

ALL students are tardy at 7:50 AM and MUST be signed in at the main office.

Older siblings will enter and dismiss with the youngest siblings.

Office Business

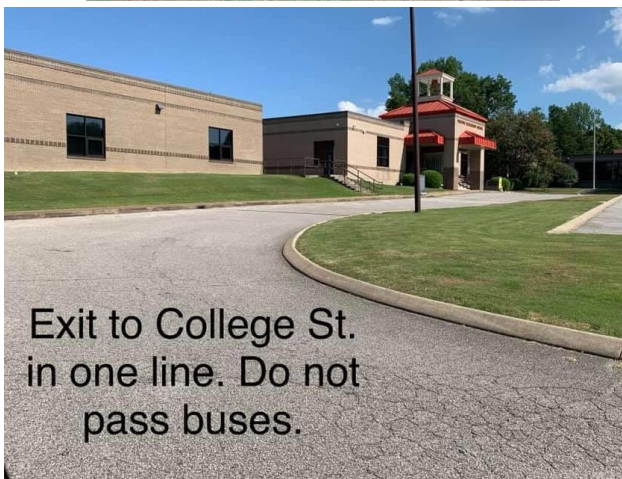
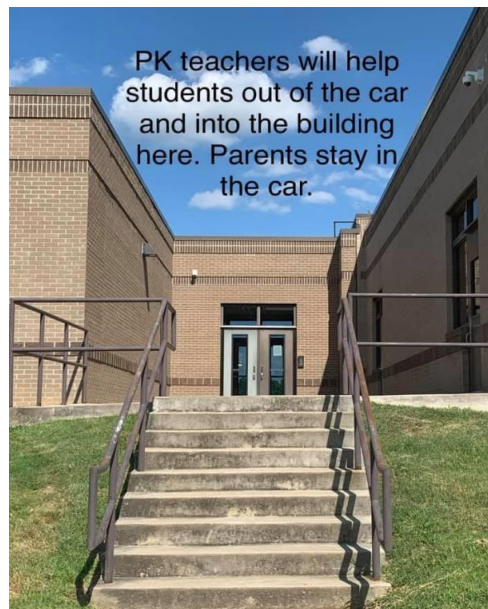
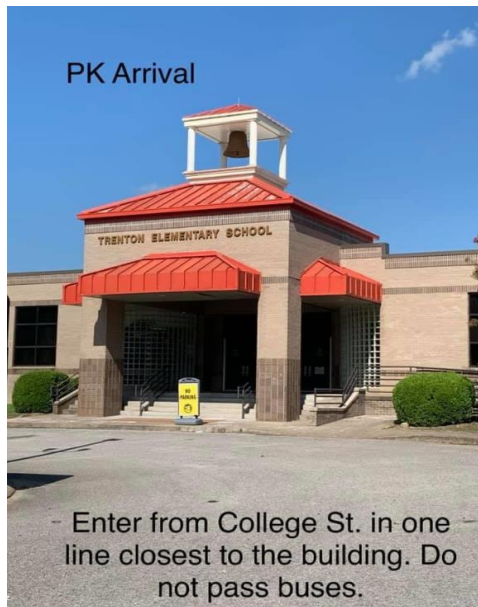
- Parents may park in the Visitor spaces provided in front of the office. There is NO PARKING in the loop in front of the office during arrival or dismissal time.

Buses

- All buses will drop off and pick up students at the College Street entrance.

Pre-K - College Street Parking

- See the photos for directions.
- Siblings will enter and dismiss with the youngest child.
- Car tags must be visible or we will not release your child.
- Parents please remain in the car.
- Pre-K arrival from 7:30 – 7:50

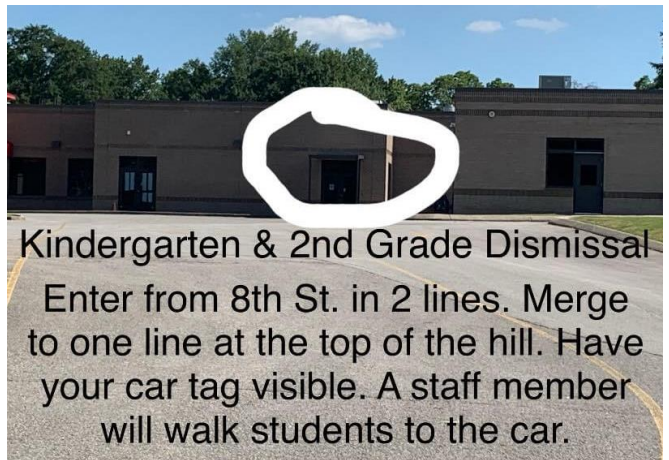


Pre-K Dismissal

- 1:45-2:00 PM
- Parents must park in the available spaces
- Enter the building using the PK door
- PK students should be signed out in the classroom
- Students picked up after 2:00 PM should be signed out in the main office

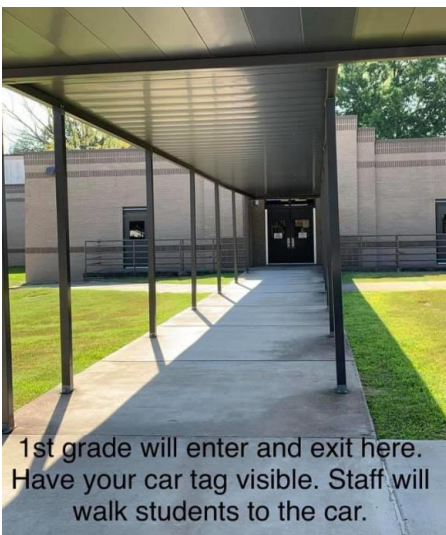
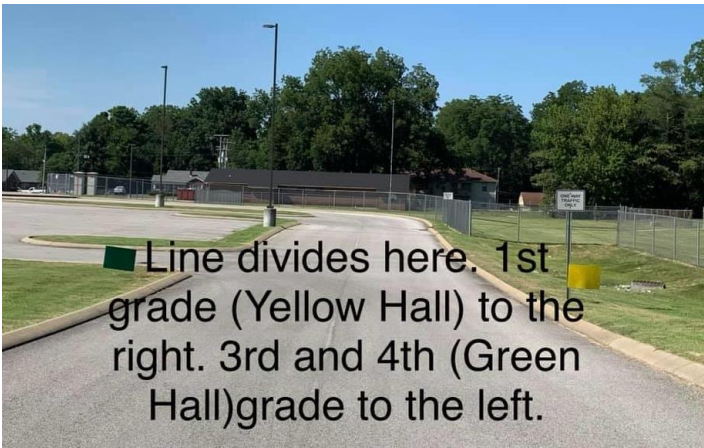
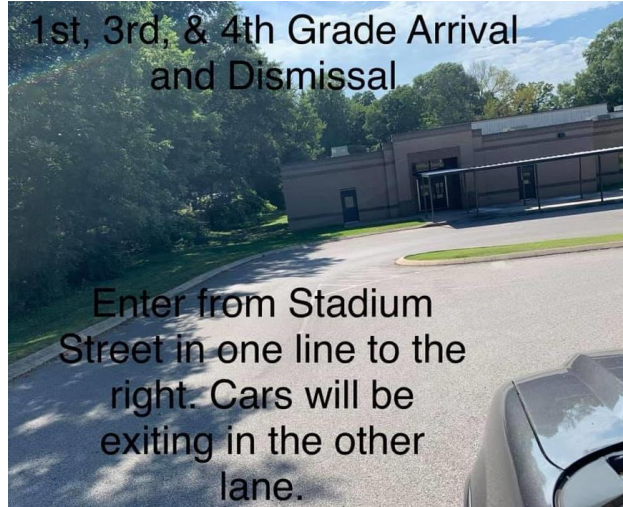
K and 2nd Grade - 8th Street Car Rider Loop

- See the photos for directions.
- Siblings will enter and dismiss with the youngest child.
- Car tags must be visible or we will not release your child.
- Parents please remain in the car.



1st, 3rd, and 4th Grade - Stadium Street Car Rider Loop

- See the photos for directions.
- Siblings will enter and dismiss with the youngest child.
- Car tags must be visible or we will not release your child.
- Parents please remain in the car.



Morning Schedule

- 6:30**.....Child Care Program begins (use Green Hall entrance off Stadium St)
- 7:20** School doors open. Students report to the gym.
Students should not arrive before 7:20 unless attending the Child Care Program
- 7:35**..... All students enter the building from their arrival door and should go directly to their classroom.
- 7:50** Grades PK-4 students are tardy
All outside doors are locked and student must be brought through the front doors to the office by a parent.
- 7:50** Breakfast Ends
- 8:00** Instruction begins

Afternoon Schedule

- 1:45-2:00**.....Pre-K Dismissal
- 2:50** K-4th grade dismissal

Telephone Calls/After School Arrangements

- Telephones are not available for student use. We will discourage your child from phoning anyone unless absolutely necessary.
- We can legally no longer accept changes in your child's after school arrangements after 2:00 pm. For your child's safety, please take care of after school arrangements and/or appointments before your child leaves home.
- If your home, work, or emergency numbers change during the year, please make a special effort to notify the school.

After School Care

After school care is available every day after school until 6:00 p.m. For an application or more information, please call the office.

Guests

Guests are welcome for school programs and meals. Guests must sign in at the main office before entering the building. For your child's safety in an emergency, all guests must use the front door and check in at the office. Guests will be asked for identification.

Deliveries

We do our best to never interrupt instruction. Parents can help us with this by ensuring your child has everything they need for the day before leaving home. Deliveries include lunches, snacks, money, order forms/permission forms, and gifts. When you enter the foyer, place the item on the appropriate shelf and ensure that it is labeled with the child and teacher's name.

Grade Reporting System

TES reports grades on a six week grading periods. Progress reports will be sent home in 6 week intervals on the following dates:

Progress Report	September 17, 2021
Progress Report	November 5, 2021
Progress Report	January 7, 2022
Progress Report	February 24, 2022
Progress Report	April 12, 2022
Report Card	May 25, 2022

Severe Weather

In the event of a tornado drill or severe weather warnings during school, the teacher and class will follow the building's posted drill procedures. Parents are encouraged to leave their children at school during severe weather warnings. Should a severe weather warning occur at the time of regular dismissal, school buses will not be loaded until the warning is lifted. Parents should not telephone the school during severe weather conditions. The safety of the students may depend on the telephone lines being kept open to transmit warnings and directions to the school by emergency services.

Attendance/Absentee Policy

- If your child will not be at school, please call the office to report the absence. If you do not have a phone, you may send a written note when your child returns to school.
- Absences will be classified as either excused or unexcused. Excused absences include personal illness, illness of a family member, death in the family, and religious observations. **In order for an absence to be excused, a doctor's note/funeral note must be provided on the day the student returns to school.**
- Unreported absences will be counted as unexcused.
- After 5 absences, a doctor's note will be required to be excused.
- Only 10 doctor's notes will be accepted during a school year.
- Vacations during the school year require principal approval.

Unexcused Absences

- 1-5 unexcused absences - handled at the school level
- 6th unexcused absence – student will be reported to the Attendance Officer which could result in a truancy court citation.

Unexcused Tardies

- 3rd unexcused tardy – counted as one day unexcused absence

Child Custody

The school recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent or a legal guardian may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school principal.

Lunch

- Menus can be found on the TSSD and the TES websites.
- Free and reduced price meals are available for eligible students. Applications must be filled out and then approved. Applications can be obtained from the office.
- Full price lunches are \$2.25 a day or \$11.25 a week.
- Reduced-price lunches are 40 cents a day or \$2.00 a week.
- Your child may pack a healthy lunch to bring to school instead of purchasing a school lunch. Do not pack a soft drink; it is not permissible for lunch.
- Lunch must be sent with your child.

Lunch Accounts

- Each child has an account number.
- Money can be put in your child's account and withdrawn as needed to pay for lunches.
- To put money in your child's account, please put your child's money in an envelope with his or her name and labeled "Lunch Money". It is best to pay weekly or monthly on the first school day of the week.

Breakfast

Trenton Elementary School provides breakfast for all students free of charge.

Snacks

- Please send a healthy snack to school each day for your child.
- Snack cart will be available for all students to purchase a snack once a week.

Medication Policy

- All medication to be administered to a student must be sent to the school nurse in the original container. Students will only be administered over the counter medications that are provided by the parent. We will no longer stock over the counter medications for student use.
- Written parental consent must be on file. Any changes in dosage or administration must have new documentation from the pharmacy or physician.

Birthdays

All student "school birthday celebrations" should be SIMPLE. The school is NOT the place for elaborate and costly birthday parties. The homeroom teacher should be consulted at least by the day before the desired party to obtain permission. To help ensure student safety, all served treats are to be store bought, individually wrapped, and sent with the student to school.

Private Parties

Birthday invitations may be distributed at the school ONLY if the entire classroom is invited to the party, or if ALL the girls or ALL the boys in the classroom are invited to the party.

Toys/Electronic Games at School

Students should NOT bring toys, electronic games, or other such items to school UNLESS instructed to do so by a teacher. These items are a distraction and could get lost or broken during the school day. TES is not responsible for lost, stolen, or broken items.

Animals/Pet on Campus

As a general rule, animals and pets are not permitted on the school grounds unless pre-arranged with a teacher or school official. This is for all our students' safety and well being. Please do NOT take your pet out of the car when you come to pick up or drop off your child.

Discipline

TES strives to build good character and strong work ethics in all students.

Please see the Progressive Discipline Matrix below for inappropriate behavior.

Level I Minor Behaviors - These misbehaviors impede orderly classroom procedures or interfere with operations of the school.

Response: Does not generate an office referral, handled at the instructional level.

Behaviors	Consequences
Classroom Disturbance	Minor 1 - verbal reprimand, parent signature
Cheating/Lying	Minor 2 - lunch detention, parent contact
Inappropriate Language	Minor 3 - specials detention, counselor referral, parent signature
Failure to do assignments or carry out directions	
Disrespect - adult/peer	Minor 4 - generates a Major for accumulated offenses

Level II Minor Behaviors - These misbehaviors disrupt the learning climate of the classroom or school. They do not represent a direct threat to the health/safety of others. These behaviors are serious enough to require corrective action at the instructional level.

Response: Does not generate an office referral, handled at the instructional level.

Behaviors	Consequences
Disruptive Classroom Behavior	Minor 1 - verbal reprimand, parent signature
Repeated Level I Behaviors	Minor 2 - lunch detention, parent contact by teacher
Improper Use of Technology	Minor 3 - specials detention, counselor referral, parent contact by teacher
Inappropriate Physical Contact/Horseplay	
	Minor 4 - generates a Major for accumulated offenses

Level III Major Behaviors - These acts are directly against a person or property, but do not seriously endanger the health or safety of others.

Response: Office Referral

Behaviors	Consequences
Fighting (minor)	Major 1 - ISS, parent contact by admin
Vandalism (minor)	Major 2 - ISS, parent contact by admin
Stealing	Major 3 - ISS, parent conference with Local DHB
Extortion	Major 4 - ISS, parent contact by admin
Threats to others	Major 5 - referral to District DHB
Harassment	
Inappropriate Language to a person of authority	
Noncompliance with administrative directive	
Repeated Level I or II Behaviors	

Level IV Major Behavior - These acts result in violence to another's person or property or which pose a threat to the safety of others.

Response: Office Referral

Behaviors	Consequences
Threat	Major 1 - ISS, parent contact by admin
Theft (major)	Major 2 - ISS, parent contact by admin
Vandalism (major)	Major 3 - ISS, parent conference with Local DHB
Repeated Level I, II, or III Behaviors	Major 4 - ISS, parent contact by admin
	Major 5 - referral to District DHB

The minor/major referral system should only be used if the classroom management plan (warning system) has been exhausted or has become ineffective in correcting the student's behavior.

All offenses, major or minor, must be documented in PBIS Rewards.

Students being referred to the office for discipline must have a green form. Otherwise, the student will be given a verbal warning and returned to class.

TES Bus Discipline Guidelines

Riding the bus is a privilege. This privilege can be revoked if a student is disruptive while riding the bus.

Bullying

Bullying is the repeated mistreatment of a person who either cannot or does not defend him/herself from the perpetrator (bully). A bully acts with a sense of real or imagined power, driven by the need to control others. It can involve a variety of negative acts that are carried out repeatedly over time. Bullying also includes the coercion of others to join in the mistreatment.

Bullying tactics include, but are not limited to, verbal or physical teasing, taunting or intimidating of a peer, threatening, jeering, name calling, rejection, ostracizing, blackmail, direct vandalism, spreading rumors, manipulating social relationships or engaging in social exclusion. Bullying may also include physical abuse, such as shoving, kicking, punching, spitting or taking personal belongings.

If you feel that your child is being bullied at school, call the office and ask to talk to an administrator or guidance counselor. Also, please encourage your child to seek a trusted and supportive teacher, school counselor, or administrator for guidance. Administration will be involved and a plan will be worked out to stop the bullying. An educational component or discipline consequences may be enforced, including punishment if bullying behavior persists.

PE Rules

Below is a list of PE rules for Trenton Elementary School. These rules are designed to create a safe, successful, and healthy physical education environment in the gym for all students.

1. Tennis shoes must be worn to PE at all times.
 - Keds are acceptable but should cover the entire foot including both the heel and the top of the foot.
 - Heelys, Crocs, Mary Janes, and Skimmers are not allowed.
 - All shoes must have a back.
 - Girls must wear shorts under skirts, if the skirt does not already have “sewn in” shorts.
 - If a child wears inappropriate shoes or attire, he or she will walk to get his or her exercise, but will not participate in that day’s activities.
2. Excuses exempting a child from PE over a week’s time require a doctor’s note.
3. If your child has been out due to illness and you feel it is in their best interest to sit out of PE, it is necessary for you to send a note to your child’s teacher explaining such. Their total health is our top priority.

Thank you for your cooperation. We look forward to a great year!

Coach Holly and Coach Dana

Section 504 and ADA Grievance Procedures

Section 504 of the Rehabilitation Act of 1973 provides that: No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Section 504 complaints of disability discrimination may be made orally or in writing by contacting Amy Allen, TSSD Section 504 Coordinator.

McKinney-Vento Homeless Assistance Act of 2001

The term "homeless children and Youth" defined as: individuals who lack a fixed, regular, and adequate nighttime residence, and includes, doubled up households, living in hotels or motels, living in vehicles, abandoned buildings, parks, public spaces not designated as sleeping areas, and migratory children who qualify for above clauses.

These children have the right to: go to school, no matter where they live, attend a local school, receive transportation to and from, enroll in school immediately, even If permanent records are missing, and participate fully in all programs offered without segregation due to a child being labeled as homeless.