

# Trenton Elementary School Student Handbook 2024-25

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# Trenton Elementary School

(731) 855-0971

Paul Pillow, Principal

Lois Ellison, Assistant Principal

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. We are limited to printing this handbook once a year; therefore, we retain the right to alter the application of these rules between our annual printings. This handbook is a guide to help teachers, parents, and school personnel work together.



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[www.trentonnssd.org/tes](http://www.trentonnssd.org/tes)

<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.
- Denim pants (jeans), shorts, and skirts are acceptable and should be one color [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 acceptable but must be a solid color and must be worn with a dress code shirt that ends no more than four inches above the knee.
- Pants cannot be gathered at the bottom and must have no rips or tears.
- Shorts and skirts must not be more than four inches above the knee.
- Gym shorts are not allowed.
- Students whose pants are deemed to be too loose or too tight will be required to change clothes or face other punishments up to and including suspension from school.

### **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 are not allowed.

### **Earrings/Piercings**

- Earrings or other piercings are not permitted with the following exception: Females may wear two pairs of earrings that are neither distracting nor present safety issues.

### **Book Bags**

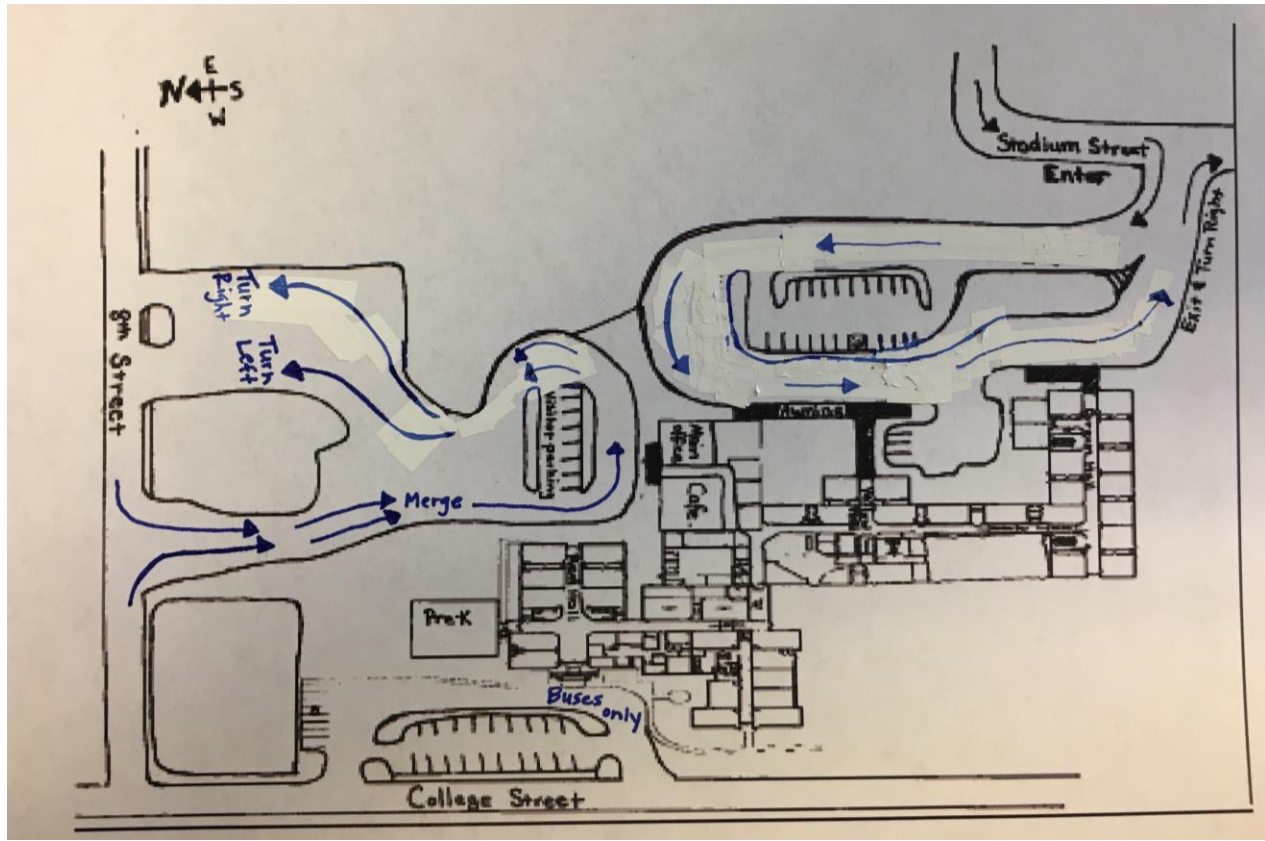
- Backpacks are allowed. No duffle bags and no rolling backpacks.

### **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](http://www.Trentonssd.org) or in the school office.

# TES Arrival



## 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 time.

## Buses

- All buses will drop off students on the College Street entrance.

## College Street Parking

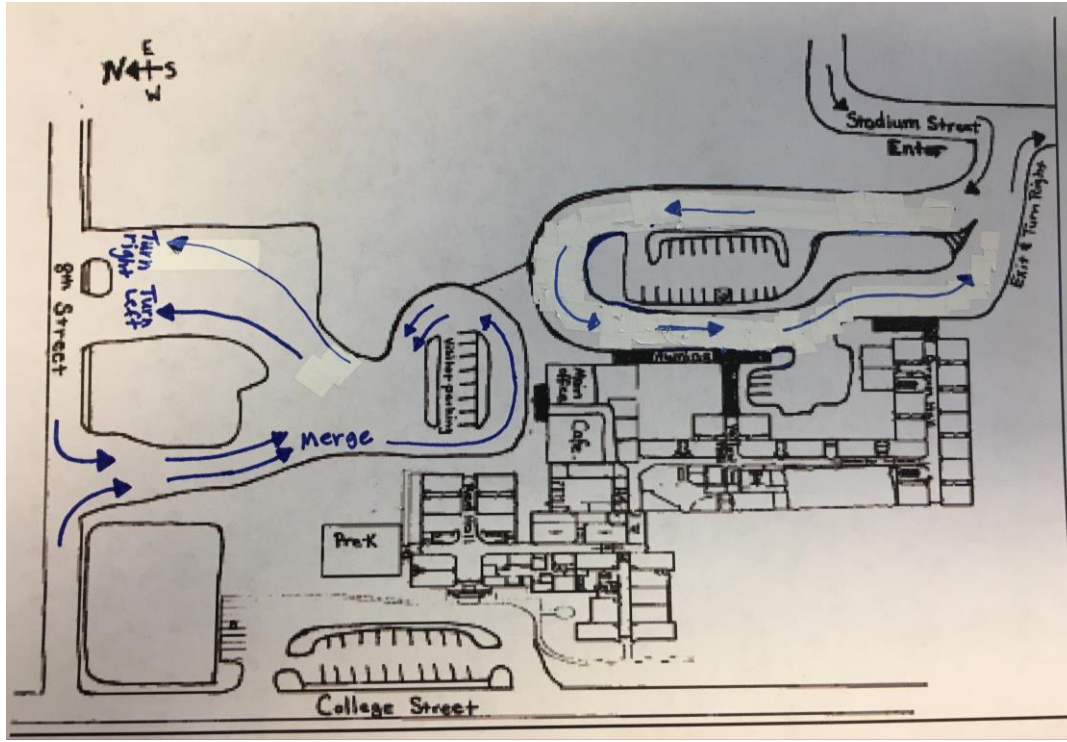
- Pre-K parking only in the spaces provided. There is NO PARKING on the curb.
- Pre-K arrival from 7:30 - 7:50
- PK Teachers and PK Teacher Assistants may park in the spaces along the playground fence.

## 8th Street and Stadium Street K-4 Car Rider Loop

- All students Kindergarten through Fourth grades will be dropped off from 7:20-7:50
- Doors opens at 7:20. Doors locked at 7:50.
- Any student can enter at either entrance.

All students should be in their room by 7:50.

## TES Dismissal



Older siblings go to the dismissal point of younger 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 dismissal time.

**\*\*\*PARENTS\*\*\***

Through the request of  
Trenton Elementary School state auditors,

**ALL MONEY**

(lunch, nacho, snack shack, picture, fundraiser, etc....) is to be sent to school with the student in his/her folder/book bag. It must be recorded through the student's teacher before being

sent to the school office. This will give the auditors the paper trail they require at the end of our financial school year. We realize this may sometimes put a hardship on you, the parent. Snack Shack and nacho day are usually always collected weekly. Picture and fundraiser money have always had a deadline. Weekly lunch money is due the first day of the week, etc.... Please do not drop money in the office. The office cannot be responsible for handling any student's money. We need your help with this very important matter.

Thank you for your understanding,  
Scarlett Mathis, TES Bookkeeper

**Buses**

- All buses will pick up students from the College Street entrance.

**College Street Parking**

- Pre-K dismissal parking only from 1:45 – 2:00 (Pre-K doors open at 1:45. Doors are closed at 2:00)

**8<sup>th</sup> Street (Red Hall)**

- Kindergarten and First Grade
- Dismissal begins at 2:50
- For safety reasons, parents are not allowed to walk up to the door and pick up their student.

**Stadium Street Car Rider Loop**

- Second, Third, and Fourth Grades
- Dismissal begins at 2:50

*There is no parking at any time between the front office parking spaces and the large front parking lot. This will now be an exit drive.*

**Morning Schedule**

- 6:30 ..... Child Care Program begins
- 7:20 ..... School doors open  
All students can enter the building from Stadium Street or 8<sup>th</sup> Street  
Students should not arrive before 7:20 unless attending the child care program.
- 7:35 ..... Students are dismissed to the classrooms
- 7:50 ..... Grades K-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 ..... Preschool students are dismissed.
- 2:50 ..... K-4 Students are dismissed

**Telephone Calls/After School Arrangements**

- Telephones are not generally 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 by phone. For your child’s safety, please take care of after school arrangements and/or appointments before your child leaves home. If the after school arrangements for your child change you must notify the office before 2:00 PM. Messages to students will not be delivered after 2:00 PM.
- 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 and Volunteers**

Guests and Volunteers are welcomed at Trenton Elementary School. Any person who is not a student or member of the staff is considered a guest. For your child’s safety, all guests must use the front door, check in at the office, and be issued a hall pass. Guests may be asked for identification.

**Grading System**

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

Progress Report	September 20, 2024
Progress Report	November 8, 2024
Progress Report	January 8, 2024
Progress Report	February 21, 2025
Progress Report	April 17, 2025
Report Card	May 23, 2025

### **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 seven absences, a doctor's note will be required.

### **Unexcused Absences**

- 1-4 unexcused absences - handled at the school level
- 5<sup>th</sup> unexcused absence – student will be reported to the Attendance Officer
- 6<sup>th</sup> unexcused absence – Attendance Officer may cite parents into court

### **Unexcused Tardies**

- 3<sup>rd</sup> 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 are sent home at the beginning of each month.
- 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 \$2.00 a day or \$10.00 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 Accounts**

- Each child has an account number.
- Money can be put in your child's account and withdrawn as needed to pay for lunches.
- Extra milk, juice, water, and ice cream can also be purchased. If you do not want your child to purchase extras, you must tell him or her not to pick them up.
- To put money in your child's account, please put your child's money in an envelope with his or her name and account number. 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.

## **Medication Policy**

- All medication to be administered to a student must be sent to the school nurse in the original pharmacy container.
- Written parental consent must be on file. Any changes in dosage or administration must have new documentation from the pharmacy or physician.
- Trenton Elementary School retains the right to refuse requests for administering medication and to send home any student who is on prescription medication whose supply has run out at school.

## **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.

## **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.

## **Deliveries to Student**

Please do NOT send flowers, candy, balloons, or gifts of any kind to students at school. These items will NOT be delivered to a student's classroom.

### **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. We expect our students to uphold the following standards of good behavior:

- Take Responsibility
- Expect Excellence
- Show Respect

Consequences for students who choose not to uphold these standards will be disciplined according to the infraction and the parent/guardian will be notified.

## Trenton Elementary School Progressive Discipline Matrix 2024-2025

**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.

<b>Behaviors</b>	<b>Consequences</b>
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.

<b>Behaviors</b>	<b>Consequences</b>
Disruptive Classroom Behavior	Minor 1 - verbal reprimand, parent signature
Repeated Level I Behaviors	Minor 2 - lunch detention, parent contact
Improper Use of Technology	Minor 3 - specials detention, counselor referral, parent signature
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

<b>Behaviors</b>	<b>Consequences</b>
Fighting (minor)	Administrative Discretion
Vandalism (minor)	
Stealing	
Extortion	
Threats to others	

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

<b>Behaviors</b>	<b>Consequences</b>
Threat	Administrative Discretion
Theft (major)	
Vandalism (major)	
Repeated Level I, II, or III Behaviors	

**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 Ms. 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.