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Bailey Station  
Student Handbook  
2018-2019

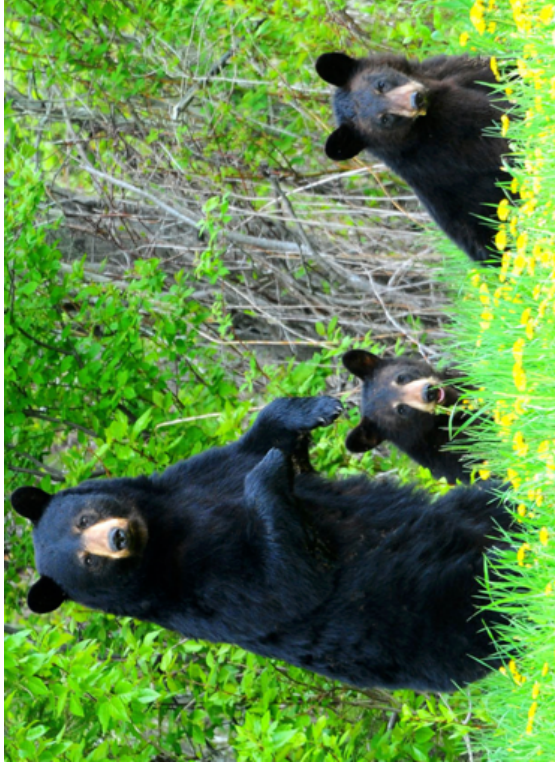


**HOME OF THE BEARS**

BAILEY STATION ELEMENTARY SCHOOL

# Student Handbook

## 2019-2020





## MEET THE ADMIN TEAM

**Street Address:** 3435 Bailey Station Road  
Collierville, Tennessee 38017

**Telephone number** (901) 853-6380  
**Fax number:** (901) 853-7380

**Principal:** Mrs. Cynthia Tesreau

**Assistant Principals:** Mrs. Deanna Jones  
Mrs. Miranda Manley

Bailey Station Web Page: <http://baileystationes.colliervilleschools.org>

Bailey Station Facebook Page: [www.facebook.com/Bailey\\_Station\\_Elementary](http://www.facebook.com/Bailey_Station_Elementary)

Bailey Station Twitter page: <https://twitter.com/BaileyBears05>



2019-2020

# Student Handbook

## Collierville Schools

**Street Address:** 146 College St.  
Collierville, TN 38017  
**Telephone number** (901) 861-7000  
**CS web page:** www.colliervilleschools.org  
**Superintendent:** Dr. Gary Lilly

### Welcome

Dear Bailey Station Families,

On behalf of the BSE staff and PTA, I would like to extend a warm welcome to all of our returning and new students and their families. We are very excited about our upcoming new school year, and we encourage our parents to support the education of their children by joining the PTA and volunteering their time and talent at BSE. I am looking forward to working with all our parents, students and community to help make this a successful year at BSE!

Mrs. Cynthia Tesreau, Principal

### School Hours

School hours are from 9:00-4:00 p.m. Students are not to be on campus before 8:45 a.m. **Supervision begins at 8:45 by school personnel.** No exceptions will be made. The Collierville YMCA runs a before and after school child care program on our campus (853-2355). Other before and after school care facilities are also available in the community. **If adults are not present at the car rider drop-off after the bell rings at 9:00, the entrance is locked, do not drop off your child. Bring your child/children to the front entrance and accompany them inside.** Students arriving after 9:00 a.m. must enter the building in the front and be accompanied by an adult to the office to check in. **The front driveway is not for student drop-off.**

### Bookstore

The school operates a bookstore called the "Bear's Den." The bookstore sells the basic suggested supplies needed by students. Price lists are posted in the bookstore. Bookstore prices are subject to change. Operating times are 8:45-9:00 every day. **Students must take care of all bookstore business before reporting to their homeroom at 9:40 or will be considered tardy.**

### Dress Code

BSE does not have a uniform dress code policy. Please see the guidelines in the Collierville Student Handbook for appropriate dress for our school. The responsibility for appearance of the students begins with parents and the students themselves. Student clothing, make-up and hairstyles should reflect neatness, cleanliness and self-respect so that the school is a desirable place in which to promote learning and character development. A student who is not attired appropriately or exhibits grooming which is detrimental and/or disruptive to the school environment shall be asked to refrain from wearing the inappropriate attire in the future or shall be required to make arrangements for more suitable or appropriate dress. **The principal or principal's designee shall make the final determination.**

### Communication

Bailey Station teachers can be contacted by calling the school (853-6380) or by emailing the teacher. If the teacher cannot receive a call at that time, a message and a telephone number will be taken. The teacher will return the call or email on the same day, if possible. When it is not possible, the teacher will return your call/email on the next school day. As teachers begin the school day, they will not be able to hold unscheduled parent-teacher conferences at the beginning of the school day during arrival time. We appreciate everyone's cooperation as we begin the school day for each child with adequate supervision and optimal instructional opportunities.

### Visitors

Parents, guardians, and other members of the community are always welcome at our school, but for reasons of safety, we do insist that all visitors sign in at the office upon arrival to obtain a visitor's pass. **All visitors to Bailey Station Elementary must report to the office and sign-in with school personnel.** All visitors must visibly display a Bailey Station Visitor Badge.

Visitors are not admitted to classrooms during school hours unless prior arrangements have been made with the office and the teacher. **Before and after school, please refrain from going to the classroom unless you have a scheduled conference with the teacher.** Please do not be offended if the teacher cannot visit with you if you "drop by" at arrival or dismissal. These are critical times for us and require that full attention be given to our students.

No adult or visitor should enter any classroom without permission from the administration. All school personnel are instructed to stop anyone in the building without a visitor's badge. The school is committed to a safe campus without interruption of the instructional process.

### Calls and Messages

School telephones are not available for student's use during regular or after school hours unless, a school administrator has approved it. Please make sure your child has lunch money, homework, etc. each day. We know everyone forgets something occasionally, however, there are over 800 students at Bailey Station and it is impossible to let all students call home if they forget something. Please make sure your child knows how he/she will get home daily. This minimizes classroom interruptions. **The school will not accept phone calls daily from parents leaving messages as to how students are to get home.**

### Conferences

**You may contact your child's teacher at any time to schedule a conference throughout the school year by simply calling the school office or sending an email directly to the teacher.**

Collierville Schools will schedule Conference Nights for you to take an opportunity to visit with your child's teachers. Information regarding Conference Nights will be distributed through your child's teacher and on the Bailey Station Website.

### Custodial Issues

The custodial parent is the parent that the school personnel should consider the legal guardian and follow this parent's direction as to what access the non-custodial parent shall have to the child(ren). In cases of joint custody, the parent with primary custody, or with whom the child lives, shall be considered the custodial parent. The non-custodial parent is entitled to all school records, if requested, including meeting with the teacher for informational purposes only. The custodial parent has the right to make all educational decisions unless it is stated differently in a court order.

### Pets and Animals on Campus

Pets/animals are prohibited on campus, as they can be a serious safety issue. Many students and teachers have allergies and/or fears of animals. Please leave your pet/animal at home.

### Lost Items

**Please write your child's name on coats, hats, sweaters, purses, lunch boxes, etc.** Every year numerous items are found and we are unable to return them because there are no names identifying the rightful owners. If your child is missing a garment or item, have him or her check in the Lost and Found area located in the school cafeteria. Unclaimed items will be donated to a local charity at the end of each semester.

### Publication Permission

At Bailey Station Elementary, we love to involve students in every way possible. Illustrating their creative work is one way we involve them and show all the ways our students are so special and talented. We need your help by providing written permission to present their names, photographs, work, etc. in our areas of multimedia. Presentations include postings of work and / or photographs in the hallways, Internet web pages, magazines, school newsletters, and local newspapers. **Parents must grant permission for publication by signing the Bailey Station School Handbook permission form that will be provided by the school.**

### Interims and Report Cards

Parents will be able to access student interim reports at the midpoint of each nine weeks through the power-school portal. Paper interims and report cards will not be sent home unless you have requested a paper version. If you do not have Internet access, a paper copy will be sent home with your child at the end of each

nine weeks. Please keep your address updated in Powerschool so that you will receive any information that is to be mailed.

### Weather / Inclement Weather Policy

Emergency drills are held on a regular basis. In the event of local severe weather, the school communicates with the National Weather Service and the local police department, and takes the appropriate action that is in the best interest of the students. Also, you should have an "Early Dismissal Plan" on file with your child's teacher in case of early dismissal due to inclement weather. DO NOT call the school to ask if school will close early. This ties up our phone lines needed for incoming information. Listen to the radio, check the Collierville Schools website, or tune in to a local television station for information on Collierville school closings. This is the quickest way to get information on school closings. **Y-Care is canceled when there is an early school dismissal.**

### Discipline

Our School Wide Positive Discipline Policy is based on "Choices" by Rick Morrison and also incorporates the philosophy of "Love and Logic," by Jim Fay and David Funk. Our school discipline system stresses self-discipline and responsibility while helping to develop positive, well-balanced students who possess good work skills and study habits. Students are involved in the development of their classroom discipline plan. Parents will receive a copy of the classroom discipline plan during the first week of school. We also incorporate a program called Project Wisdom that is a part of our school wide positive discipline policy. This program reflects the goals of our school. Our vision is to build Character by helping our students take responsibility for their choices and actions, to building Confidence by motivating our students to do their personal best, and to build Community by inspiring students to contribute to the world around them while honoring our individual differences (diversity) that makes our country and school great. Project Wisdom will become a daily part of our student's life through morning announcements and character building lessons in the classroom.

Our school wide positive support goals are:

- BE Respectful
- BE Ready
- BE Responsible

### Arrival and Dismissal-School Day

Students are expected to be seated and ready to receive instruction at 9:00. Students arriving on campus after 9:00 must be **accompanied by an adult to the office to check-in** and receive an admission slip to class. Your child is considered tardy after 9:05 a.m.

The doors will open at 8:45 a.m. each school day. Please make sure that your child does not arrive before 8:45 a.m. unless they are enrolled in the YMCA program or participating in a before school sponsored activity. Students will be dismissed at 4:00 p.m. They must leave the campus immediately. Students will be dismissed as a car rider, walker, bike rider, day care, or bus rider. Students may not remain anywhere in the building unsupervised. For the safety of our students, we must insist that all children be picked up every day on time, **no later than 4:15.**

\*\*Kindergarten parents may walk their student to class on staggered enrollment day and the first full week of school. For the safety and development of each kindergarten child we will allow students to walk to class by themselves after the first full week of school. In all other grade levels, we are asking parents only to walk their child to class the first day. Employees are available in the hallway and around the building if you or your child needs assistance.

### Bus Rider Procedures

Students may only ride the bus that serves their home address and may only get on or off the bus at their assigned stop. Students may not ride another bus home with a friend. Students should be at their assigned bus stop five minutes before the scheduled pick-up time. Students are expected to observe the same conduct on the bus as in the classroom. Misconduct on the bus will result in disciplinary action. Our number one priority at Bailey Station Elementary is the safety of all children. Disciplinary action can include discipline referrals and bus suspensions depending on the severity of the infraction. A bus rules sheet will be sent home at the beginning of school for parents to sign and return to school.

### Check-in/Check-out Procedures

**Check-in:** Students arriving on campus after 9:00 are tardy and must be accompanied by an adult to the office to check-in and receive an admission slip to class. Announcements and instruction begins promptly at

9:05. Do not drop your child off at the front entrance to the school. You will need to accompany them to the office and check them into school.

**Checkout:** No child will be checked-out at the front entrance to the school. We are preparing to end the day for a safe and orderly dismissal at that time. **If you must check your child out it must be before 3:30.**

Should your child be checking out early in the school day, please send a note to your child's homeroom teacher notifying her of an early checkout for your child. The office will notify your child when you arrive. **Students will not be called down to the office before your arrival. The only persons allowed to checkout your child are the persons listed on the registration form.** We cannot release children to persons not listed on the registration form you completed without written parental permission. **It is the parent's responsibility to notify the office in writing of any changes in student/parent information on the registration form.** An ID is required of all persons checking-out a student. If your child has special considerations: limited custody, shared custody rights, etc. please notify the school each year. We comply with all court orders. However, because of the number of cases we handle, we must have a current letter on file.

### Walkers and Bike Riders

Students who walk to and from school are to stay on the sidewalk and are to enter the building by the north and south door. In the afternoon, all walkers exit the building the same way they arrived. Bike riders are required to walk their bikes on and off campus, and to park their bikes in the bike rack. All bikes should be locked during the day and taken home each afternoon. Teachers escort all walkers and bike riders off campus. Walkers and bike riders must not cross over to the campus until the school-crossing assistant is at the designated crossing area. **Once students leave the school campus, parents assume responsibility for their safety.** If you choose for your child to be a car rider rather than a walker or biker during inclement weather, you must follow the car rider procedures. Students are not allowed to walk to a babysitter or to a friend's home at dismissal.

### Changes in Transportation

**Changes in the afternoon dismissal must be in written form.** Otherwise, students will be dismissed according to the information recorded on the registration form. **A verbal message to the teacher from a child is not acceptable.** Emails are not acceptable because teachers may or may not be able to check them during the day, there could be a substitute in the room or the Internet service might not be working.

### Attendance

Regular and punctual attendance is a very important part of education. When your child is absent from school, the parent **MUST WRITE A NOTE**, which gives the date(s) absent and the reason(s) for the absence. Please be sure to include the teacher's name on the note. This note is to be given to the teacher the first day back following the absence(s). If a note is not received, the absence is recorded as unexcused. Tardiness and early dismissals are cumulative. Collierville Schools has implemented the following truancy procedures:

- Tier 1-Once a student accumulates 5 Unexcused Absences
  - A. Letter-Notification of Truancy mailed
  - B. Attendance Conference-includes completion of an Attendance Contract which contains expectation, penalties, length of contract, follow-up date, signature of parent and administrator
- Tier 2-8 Unexcused Absences
  - A. Referral form sent to Student Services
  - B. Attendance Assessment by School
- Tier 3-12 Unexcused absences
  - A. Second referral form sent to Student Services
  - B. Student Services' Truancy Conference with parent
  - C. Referral to Juvenile Court

### Transfer Student Guidelines

Any student reaching the following criteria during the school year will have their transfer revoked:

1. Second failing grade at the end of a grading period
2. Fourth day of In-School Suspension
3. Third day of Out-of-School Suspension
4. Fourth Unexcused Absence
5. Tenth Excused Absence
6. Eighth Tardy/Checkout
7. Fifth Late Pick-up

### Make-up Work for Absent Students

Students will be given time to do make-up work upon their return to school (one day for each day of absence). Make-up work requests may be called in on your child's **third day of absence**. Please contact the office by 10:30 a.m. to request assignments. Make-up work may be picked up after 2:30 in the office.

### Cafeteria Procedures

The cafeteria serves breakfast and lunch daily in The Bear's Den. Free and reduced meal applications are distributed at registration or can be found at <https://nutrition.collierivilleschools.org>. Each student who receives a free or reduced meal must have an up to date application on file. The cost for breakfast is \$1.75 and lunch is \$3.00. Money may be sent to put on students' accounts via cash/check or you can access MyPaymentsPlus to electronically add money at the following link: <https://www2.mypaymentsplus.com/welcome>. You may visit Collieriville Schools Nutrition page at

[http://www.collierivilleschools.org/apps/pages/index.jsp?dREC\\_ID=278914&v=1&vpr=4&pREC\\_ID=636178](http://www.collierivilleschools.org/apps/pages/index.jsp?dREC_ID=278914&v=1&vpr=4&pREC_ID=636178)

for more information. Checks are to be made payable to Bailey Station Elementary. Please also include the child's name, parent phone number, teacher name, and lunch number. Parents will be notified when a student account is getting low. Snacks may also be purchased with the lunch account. Please send a note to the cashier if you would like to prohibit your child from buying snacks/treats with his/her lunch account. Collieriville Schools is excited to announce the creation of a new APP called *Meal Viewer To Go* which will show the school menu, calories, etc.

### Student PIN Number for Cafeteria System

All students have a Personal Identification Number (PIN) to be used in the cafeteria. The numbers can be used at any school in the district. The PIN is required for free and reduced price meals and to use prepaid balances. Students new to the district can learn their PINs from the School Nutrition Supervisor at their school.

### Breakfast Procedures

- Students who wish to eat breakfast are to go directly to the cafeteria upon arrival to school.
- Students who walk or who are car riders must pick up their breakfast no later than 9:00 am.

### Lunch Procedures

We are requesting that parents not come to lunch until after Labor Day. This gives us time to get the lunch schedule in place and to teach cafeteria procedures. Beginning the Tuesday after Labor Day parents are invited to eat lunch with their child. Please be aware that our school is growing and we will need to keep seat availability for our classrooms first. As long as seating is available, parents and guests are always welcome! Teaching our children how to act responsibly in the cafeteria is our focus during the first weeks of school. Teachers and staff will help students practice and understand cafeteria procedures in order to encourage our children to take the time to eat and to make good choices in the lunchroom.

### Cafeteria Rules

- Enter the cafeteria in a quiet and orderly manner.
- Students who bring a complete lunch from home may be seated immediately at the table assigned to their class.
- Students purchasing lunch are expected to obtain ALL the necessary items from the serving line and then walk directly to the assigned table.
- Students should remain seated until the class is dismissed from the table.
- There will be no loud talking, throwing of food, playing with food, or disturbing other students or their food. **We do not share food or give food to other students.**
- All students are expected to demonstrate good manners while in the cafeteria. No running or playing during lunch.
- After emptying trays at the end of the table, students line up quietly until the teacher arrives to escort them back to class.
- Food purchased in the cafeteria must be eaten in the cafeteria. All uneaten food will be thrown away before leaving.

### Cafeteria Procedures for Parents

When joining your child for lunch, please follow the following procedures:

- Sign in at the office and obtain a visitor's name tag.

- Meet your child at the lunchroom door. Do not go to your child's room.
- Sit with your child at the designated table. Please do not allow others students to sit with you.
- Say good-bye to your child as you depart the lunchroom. Do not go to your child's classroom to say good-bye.
- Check out at the office.
- Your child should follow all lunchroom procedures when eating with parents.
- No other students may be invited to sit with another child's parent.

### Student Lunch

If your child forgets his/her lunch at home, we ask that he/she purchase a lunch from the cafeteria. Classroom instruction will not be interrupted to pick up a lunch from the office. Also, the office staff will not accept Uber Eats, Grub Hub, etc as this is also an interruption to the school day. We know that sometimes this may happen, however we encourage our students to try a healthy cafe meal which offers a variety of options.

### Birthdays Parties and Celebrations

Due to the increase in food allergies and parent concerns, parents **MAY NOT** bring ANY food for classroom celebrations such as birthdays into the cafeteria or classroom such as cupcakes, cookies, etc. You may still bring your child food when coming to eat with them and if it is their birthday you may bring your child a treat! We only ask that you not give any type of food to the other children in the classroom or cafeteria. We want our children to still be recognized on their birthday, but food should not be a part of the celebration. Your child may bring classroom treat bags that will be given out in class that may contain pencils, stickers, fun games, dollar store items, etc.

Party invitations can be distributed in class if the child is inviting all the girls or all the boys or inviting the whole class. Your child may not hand out birthday invitations to a few select children as this causes hurt feelings and disrupts the classroom, taking away from instructional time. If you wish to invite only a few children to a birthday party we ask that you use the student directory to mail party invitations to fellow classmates and friends.

There is one school party during the school year, and it occurs at our Winter Break. Food that is brought in for this party will be monitored by the classroom teacher according to the needs of his/her classroom. The Health Department requires that any treat such as cupcakes, brownies, cookies, etc. must be store bought items.

\*\*Valentine's Day will be celebrated in the classroom with students exchanging valentine cards and a treat provided by the room parent. This will not be a party day.

### Health and Your Child

Our goal is to keep your children and their school environment as safe and healthy as possible. To accomplish this, we are asking for your help. Your child needs to stay at home if they have one or more of the following symptoms:

- A fever of 100 degrees or more
- A productive cough
- Thick, yellow or green drainage from the nose or eyes
- Diarrhea
- Skin rashes or eruptions
- Red throat, swollen glands around the jaw, ears or neck
- Complaints of carache, severe stomachache or headache, or sore throat
- Nausea, vomiting, or recurrent vomiting
- Lethargy, muscle aches or flu-like symptoms
- Head or body lice
- Ringworm (must be treated and covered before returning to school.)

Students who have any of these symptoms should remain home until they are symptom free for 24 hours. This time allows full recovery and prevents students from returning with a decreased resistance to infection. Your cooperation in helping to maintain a healthy school environment is greatly appreciated.

Minor accidents are handled in the health room by our nurse and/or parent volunteers. All head injuries and other more serious accidents are immediately reported to the parent(s). If a student has a fever, is contagious, or feels too sick to stay at school, parents are called. In the event a parent cannot be reached, it is imperative that the names and numbers of other family members or friends who may be contacted are available to the health room.

### Medication

The principal or the principal's designee will administer medicine to students. A form with written instructions for administering the medication must be signed by the parent, and this file will be kept in the front office. Medication must be in the original container with the label stating current dispensing instructions from the physician. Medication must be brought to school by an adult. Students may not bring medicine to school. Oral medication, such as aspirin, will not be given to children under any circumstances by school personnel. **No student can have medication, cough drops, or any other oral medicines in their possession.**

### Homework

For homework to be effective, it should support educational goals, take into account students' abilities and needs, and strengthen the school-home link to determine what the issues might be. Bailey Station Elementary has a new homework policy, which focuses on ways to increase student learning. Central to the policy is the focus on student opportunities for reading, applying writing skills, and practicing previously taught math skills. The primary purpose for homework in elementary school is to give students the opportunity to develop a sense of responsibility and accountability, engage in critical thinking and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. It is important that homework does not add stress to family life. **Therefore, it is up to the student, family, and teacher to share the responsibilities for homework.** Assignments generally provide additional opportunities for the child to practice skills learned in the classroom and usually are short in duration and skill specific.

**The most important element of homework in elementary school is reading.** The goal of reading homework is to foster a love of reading. While sometimes specific reading assignments may be given, most of the time the student is allowed to read whatever material or genre he or she enjoys. Reading to students should be a part of reading every night no matter the grade level! In Kindergarten, the homework is for families and children to spend time together with books, reading aloud and having your child read to you or other family members as they become better readers.

### Recommended Time Allotments for Homework:

Kindergarten, First & Second: 10 -20 minutes  
Third and Fourth Grade: 20 – 30 minutes  
Fifth Grade: 30 – 40 minutes

Homework will not be assigned on weekends or during holidays. The times above do not include nightly reading time (either together as a family or independently), which we recommend for at least thirty minutes each night.

### Money

If you send money or checks to school for any reason, please send it in an envelope labeled with the child's name, teacher's name and purpose. Students should not be allowed to bring money to school unless there is a definite need. When sending in a check, please remember to put the child's name, teacher's name, and home phone number on the check. If you are paying for more than one child, please write a check for each child separately. Also, when writing a check for workbooks, technology fee, etc., we cannot take one check for all items, but instead ask you to send in separate checks for each area. This is a requirement from the board.

### Field Trips

- Parent permission is required for field trips. If your child does not return the permission slip for the trip, he/she will not be permitted to go. Students who do not go on the trip with their class will be assigned to another classroom for the day.
- Parent chaperones must provide their own transportation.
- All students are required to ride the provided school buses even if their parents/guardians are chaperones.

- If a student leaves the field trip with the parent of his/her designee, the teacher must have a note from the parent stating that (the person's name) will check out the child at the end of the field trip. The person signing the child out with the teacher will need to present a picture I.D.

### Snacks

BSE encourages students to bring a healthy snack to school each day along with a water bottle. Healthy snacks include items such as fruits, cut up vegetables, nutritious snack bars, etc. Do not send chips, candy or any type of snack that is not healthy and will not provide energy for your child. Each grade level has a schedule for snacks and will share that at the beginning of school.

### Office Telephones

The telephones in the school office are for business use only. The school secretary or parent volunteers will call parents in case of a student's illness. Students may not use the phone to call for homework, tennis shoes, etc. **Please make prior arrangements for your child's daily return home or after school care. We strive to limit classroom interruptions.**

### Emergencies

School officials will be available to help parents and students in true emergencies. Updated emergency numbers are needed for each student in the event that the student is injured during the school day. Be sure to include the name and number of two emergency friends on your child's enrollment sheet. Whenever this information changes, please call the school office at 853-6380.

### School Colors, Mascot, & Motto

The school colors are blue, red and black. The school mascot is a bear. The school motto is "Where Children Are Loved and Love to Learn".

### Textbooks

It is the student's responsibility to take care of his or her textbooks. At the beginning of each school year, students and parents sign "Textbook Receipts", which issue responsibility for the care of textbooks assigned to the students. Textbooks are either issued "NEW" or "USED." **If a book is lost, the full price is charged for the replacement book.** Damages will also be assessed for markings in books, torn pages, water damages, etc.

Each student is required to place book covers on school issued textbooks. Please do not use adhesive-backed book covers, which damage school textbooks. These covers are to be removed when turning books in at the end of the school year to the classroom teacher.

### Cell Phones/Communication Devices

The use of cell phones will be highlighted in the Collierville Schools Student Handbook. Electronic games, toys and trading cards are also not permitted on campus. If parents want their child to have a cell phone for before/after school, the cell phone must be turned off and put in the child's backpack during the day. It cannot be taken out in class or ring during class time. Should a student have a cell phone in his/her possession, during the school day, it will be given to the administration for parents to pick up. Parents must come to the office in order to pick up confiscated cell phones. Students who have e-readers or kindles for use in the classroom will sign a release that you have given permission for this type of device to be in the classroom.

### Student Council

The BSE Student Council is open to 4<sup>th</sup> and 5<sup>th</sup> graders; offices are held by students in both grade levels. Two representatives are also chosen from each homeroom class in both grades. Student Council elections are held around the first of September. The goal of the BSE student council is to encourage leadership and service to BSE and the surrounding community. The student council raises money and spearheads different causes for the school such as Make-A-Wish, collecting food for MIFA and the Collierville Animal Shelter. Student Council members are also responsible for assisting the school with morning announcements and keeping the lost and found area organized.

### Fitness Playground and Recess Rules

All students will follow the Fitness Playground rules as well as recess rules for their safety and the safety of all students. Teachers will review all the rules with students and will practice the rules for safety during the first month of school and will continue to review as the year progresses.

- Be respectful and aware of others around you.
- No wrestling, tackling, or contact activities.
- Take turns.

- Follow all rules as established by your teacher.
- Leave foreign objects alone and report immediately to an adult.
- Stay in assigned area within teacher view.
- Dodge ball and football games are prohibited.

### **Digital Learning Devices**

Collierville Schools started the implementation of digital devices in January 2017. Students in third, fourth and fifth have an iPad per student they will use for the year and the fifth grade students can take the device home. There is a fee for fifth grade students that can be provided. Below are the details of the fee. Parents must provide a device and complete a short form to receive the device. The fee for the device is \$25.00. The fee for the device is \$25.00. The fee for the device is \$25.00. Your child will receive an iPad per every two students to use in the classroom.

Digital Citizenship is very important and will be discussed and taught to all students. In order to prepare our students to be able to meet the needs of college and the work force the use of digital devices is imperative for their success. This is an ongoing process that will take several years before the whole system is digital. Please stay tuned for more information as it is sent to you!

### **Schoolology**

Schoolology is an online course management system that allows teachers to create and manage academic courses for their students. It provides teachers with a method of managing lessons, engaging students, sharing content, and connecting with other educators. Students & parents of students in 3rd-5th grade will receive a username/password to access this tool.

### **Collierville School Fee**

The Collierville Schools Board of Education has approved student fees for certain supplies needed for instruction in our elementary schools. The approved \$2,500 fee per student will be used to purchase consumable supplies and materials used directly by students. The fee will also supplement the district's provided curriculum. This funding helps our schools provide items that are necessary to give your students the best learning experience. The fee is consistent among all elementary schools, and it is our hope that this will streamline the requests for fees throughout the year, as has been the custom in the past. This fee will cover things like schoolology, workbooks, instructional technology such as SeeSaw, Starfall, Brain Pop, etc.

This fee can be paid online and a link will be sent in an email from your teacher!