DUPONT ELEMENTARY
STUDENT/PARENT HANDBOOK
2019-2020

GO BULLDOGS!
Learning Today, Leading Tomorrow
Arrival and Dismissal
School doors will open at 7:45 a.m. for students to go to breakfast or their classroom. In order to keep students safe, please do not drop your child off early or let them walk to school early. Teachers are not on duty until 7:45 a.m. and there is no supervision for the students until the bell rings. Students must be seated and ready to begin the instructional day when announcements begin at 8:00 a.m. Students arriving after 8:00 a.m. are tardy and must be signed in by an adult at the office. Students are dismissed at 3:00 p.m.
All students should be picked up no later than 3:15 p.m.

Buses
A student must live at least 1½ mile from the school to be eligible to ride the school bus. Written policies governing the behavior of students riding the school buses will be sent home at the beginning of the school year. This form includes any possible school field trips. Parents and students should read the policies and return the portion designated for the signatures. The signatures indicate that everyone understands the policies and expectations to follow bus and safety rules with their children. If necessary, this privilege will be removed.
Riding the bus is a privilege not an automatic right.

Walkers
Walkers will cross at the crossing guard on Merritt Street for arrival and dismissal. Please stay on the sidewalks when walking to and from school. Walkers will be dismissed before the car rider circle begins to move.

Daycare
Daycare vans will drop off and pick up students on Livingston Street.

Car Riders Kindergarten - 4th Grade
All car riders will be dropped off and picked up at the circle drive on Merritt Street beside the gym. During morning arrival please form one line to drop off and watch out for the orange cones! Teachers will assist your child from the car into the building. Please have all items in backpack and ready to go. During afternoon dismissal we will form two car rider lines. You must be in the circle drive for your child to have their name called and ready to load on the signal from the teachers. We will not load your child on Merritt Street. Our goal is to keep everyone safe.
Early Dismissal
Any student leaving school prior to the official dismissal time must be signed out through the office. We will call your child to the office for you. Students will be released only to parents, guardians and persons listed on the emergency contact form. In order for someone other than the parent to pick a child up from the office, the person's name must be on the emergency contact form and they must have valid identification. This is done to assure parents that on unauthorized person may get their child out of school.

No child will be dismissed early after 2:30 p.m.

NOTE: Students will not participate in the end of the year perfect attendance award program if their combined early dismissals and tardies total more than five for the school year.

Weather-Related Dismissal
When weather-related early dismissal days when children are dismissed because of snow, ice, etc., the school bus will carry the children as close as possible (in the judgement of the bus driver) to their home top. Buses will not operate on steep hills, dangerous curves, or dead end roads. Listen to your local radio and television stations on sleight weather for information regarding losing of school. The news will keep you informed and this will help keep the lines of communication at school open for emergency calls from the central office. All children need to know what to do in case of early dismissal.

Tardiness To School
Arriving to school before the 8:00 a.m. bell rings is vital to your child's success. Tardiness to school results in a loss of instructional time in the classroom. If a student is late to school, he/she will spend most of the day attempting to catch up on work that was missed due to late arrival.
If a student is tardy, parents must accompany their child to the office to sign in.
A written referral will be made to the Attendance Division of the Metropolitan Nashville Public School System if your child has excessive tardies.

Attendance Policy
EXCUSED ABSENCES
1. Child's personal illness. We would appreciate your call to notify the office and teacher in the event that your child is absent two or more days. A doctor's statement may be required.
2. Illness in the family requiring the student's temporary help.
3. Death in the family (not more than 3 days).
4. Head lice, up to 3 days per infestation.
5. Recognized religious holidays regularly observed by persons of the child's faith.
6. Court appearances or legal mandates.

A written statement is required for ALL absences whether it is excused or unexcused. All absences for which no written verification is received will be considered unexcused. Regular attendance is extremely important. Please make every effort to have your child at school each day. If a student has five or unexcused absences, a referral will be made to the Metro Schools Attendance Office or Attendance Review Board, an arm of the Metropolitan Nashville/Davidson County Juvenile Court.

1. Request for alternate format.
   To request this information in an alternate format, please contact your principal's department head.

2. Request for auxiliary aids at a school building statement.
   Individuals who need auxiliary aids and services are to make their request known to the building principal or department head prior to the date it is needed. (Interpreters for the deaf or hard of hearing must be requested forty-eight [48] hours prior to the event.)
The Household Contact Information form is EXTREMELY IMPORTANT. Please return the form the first week of school. Telephone numbers, cell phones, work phone, and emergency contacts are especially important in the event of an illness or injury. Should these numbers change during the school year, please notify the school office immediately, so that we may update our records.

Student Illness:
Your child’s health is extremely important to us. We need your help in maintaining a healthy environment for all of our children. Please be protective of your child and other children by not sending your child to school if he/she exhibits any of the following signs of illness: fever above 100 degrees, diarrhea, or vomiting. Any child with these symptoms must be kept at home a full 24 hours without symptoms before returning to school.

Custody
Custodial parents are encouraged to provide the school with all current and relevant legal documentation showing any restrictions to a natural parent’s visitation. If this is not provided, a parent proving legitimate connection to a student has parental rights under the non-custodial legal provisions of access. This includes all student records and could involve release of the student, if we have not received documents proving otherwise.

Self-Administered or Employee Administered Medication
Children who are required to take prescribed medication during the school must have a form on file detailing this need, which must be acknowledged by the child’s physician. The physician’s signature must be affixed to this form. Medication, which is to be housed in the office, must be labeled clearly with the attached pharmacy label. A daily record is maintained showing the dispensing of the medication. Please come by the office for the necessary forms.

Standard School Attire Guidelines
- All shirts must have short or long sleeves and must have a collar (polo, dress-style, Peter Pan or turtleneck). Any color shirt is acceptable.
- All pants, shorts, capris, skirts, skorts or jumpers must be navy blue, black or any shade of khaki. Cargo pants and denim jeans of any color are not permissible.
- All shirts must be properly buttoned and tucked inside pants, shorts or skorts. All clothing must be appropriately sized.
- Logos or manufacturing trademarks, if any, must be no larger than two inches.
- T-shirts with or without sleeves may be worn as undergarments. They must be a solid color and may not display any writing, pictures or images.
- Appropriate footwear must be worn at all times. Laces on shoes or sneakers must be tied.
- Torn clothing or see-through clothing is prohibited. Spiked accessories and inappropriate head coverings such as bandannas or do-rags cannot be worn or seen during school time or school functions.

Homework Policy
Homework is an extension of classroom learning. Each Grade Level will share their homework plan with students and parents.

Breakfast and Lunch
The district is working with CEP (Community Eligibility Program) this school year. After completing an economic survey your child will be eligible for Free Breakfast and Free Lunch. The economic survey is mandatory for all students. Breakfast is served daily in the cafeteria starting at 7:45 a.m. Snacks are available for purchase only. No charges will be allowed for snacks. The cost of lunch for adult visitors is $3.75 and adult holiday meals are $4.50.

Cafeteria Rules
The general assistants of the school will supervise the cafeteria. If students need attention while in the cafeteria, they should raise their hands and someone will respond. It is the goal of Food Service that all lunches will be nutritious and well balanced. When packing your child’s lunch please also make the lunch nutritious. PLEASE NO CARBONATED DRINKS. All students are expected to follow school wide rules, use good manners and use appropriate behavior while in the cafeteria. If they choose not to follow cafeteria expectations consequences will follow.

Birthday Party
Birthday parties are not allowed during school hours. If parents wish, they may send in a healthy snack (See policy at www.mnps.org) to be eaten during lunch time in the cafeteria. Birthday party invitations may not be given out at school, unless invitations are brought for every child in the classroom.

Cell phones
Students must keep their personal cell phones in their backpacks/lockers during the school day. All phones should remain turned off during school hours. Cell phones will be taken up if they are out at school.

Toys
Toys, games, trading cards (of any kind), game players, head phones, and other like items should not be brought to school unless requested by a teacher in writing for special purposes. If an item this nature is brought without the teacher’s permission, the item will be held at the office until picked up by a parent. At the end of the school year all unclaimed items will be discarded. The school is not responsible for any lost or stolen items.

Field Trips
Student’s must have written parental/guardian permission to participate in trips away from school. The student’s teacher will send this permission form home a few weeks before the trip.

Bullying/Threats
Serious threats, forms of harassment, and bullying are not tolerated. Parent conferencing is required and other consequences will be considered.

Textbooks/Library Books
Textbooks and Library books are provided to all children enrolled in Metro Public Schools. Each child is responsible for the proper care and use of these books. Each textbook is scanned and assigned to a student. It is their responsibility to have the same textbook at the end of the year when they are scanned and turned in. Library books are checked out with a child’s school ID, it is their responsibility to treat the book with care and return it to the library.

Head Lice
If live lice are found, the child must be medicated and cleared in writing by a health provider before returning to school. A student’s absence will only be excused for 3 days following being sent home for head lice.

Code Of Conduct
Code of Conduct information is provided to each child in Metropolitan Public Schools. This publication relays the official Code of Conduct adopted by the Metro Board of Education. Please read the information carefully, sign the form and return it to your child’s teacher.