



# **Student/Parent Handbook**

**2025-2026**

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## **ATTENDANCE, DROP OFF, & PICK UP POLICIES**

- The school day begins at 8:30 a.m. and ends at 3:30 p.m.
- In the morning, students should be dropped off at the top of the stairs in the parking lot and should enter through the double doors.
- The school opens at 7:30 a.m. Students arriving between 7:30 a.m. and 8:15 a.m. will be supervised in the multipurpose room. Students arriving between 8:15 a.m. and 8:30 a.m. will report directly to their classroom.
- Any student who is tardy should report to the office.
- If a student is absent, a call to the office or email to the teacher from the parent is expected as soon as possible to inform the school of the child's absence. Homework and missed assignments can be picked up in the office by arranging with school personnel.
- Parents should not visit classrooms during the school day to deliver items (such as lunches and homework) to students. These items should be given to office personnel who will ensure the student receives the item.
- Parents are expected, as soon as possible, to inform the school of their child's early checkout time. Parents must visit the main office to check out their child. Early checkouts must be made before 3:15.
- Students are to be picked up promptly after school. They are to wait in front of the building and are not allowed to wait in the parking lot or near the street. Students must be picked up in the car line; students may not walk across the parking lot. If it is necessary for students to remain at school later than the dismissal time, arrangements must be made with school personnel.
- After-school care is available for a fee from 3:30-5:00 p.m.
- Aftercare fees will apply to any student not picked up by 4:00 p.m.
- If a student is to be picked up from school by an individual not previously authorized to do so, the parent must provide authorization in writing by sending a note or email to the school.
- Any individuals who are picking students up may be asked to provide identification.
- If a student becomes ill at school and must be sent home, the school will contact a parent or another individual who is authorized to pick up the student.
- It is recommended that appointments be made after school hours. If it is necessary to schedule an appointment during the school day, afternoons are better than mornings so that students do not miss language arts remediation in the morning.
- Parents planning family vacations during the school year should notify the school ahead of time. It is expected that make-up work be completed as instructed.
- If parents plan to go out of town and leave their student with a caretaker, please notify the school ahead of time and provide the caretaker's name and phone number.

## **PARENT PARTNERSHIP POLICY**

Bodine School believes that a positive and constructive working relationship between the School and a student's parents (or guardian) is essential to the fulfillment of the School's mission.

Thus, Bodine School reserves the right not to continue enrollment or not to re-enroll a student if the School reasonably concludes that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or otherwise seriously interfere with the School's accomplishment of its educational purposes.

## **EXPECTATIONS FOR STUDENT CONDUCT**

We believe it is important for students to take responsibility for their own actions. We must maintain standards of behavior to ensure an environment conducive to learning. All students are expected to adhere to the Bodine Pledge: As a student of Bodine School, I will give my best effort, keep a positive attitude, and respect myself and others.

### **DRESS CODE**

Every student is expected to arrive at school each day in dress code and remain in dress code until leaving campus. Every faculty and staff member is responsible for monitoring compliance with the dress code.

Boys are required to wear:

- A collared shirt (a long sleeve button-down or a polo shirt)
- Khaki, black, brown, gray, or navy trousers or shorts of an appropriate fit with a belt or elastic waistband. Shorts must be fingertip length while standing.
- No sweatpants or athletic wear.
- Jackets or sweatshirts may be worn over a dress code shirt, graphics must be school appropriate.
- Closed toed and closed heeled athletic shoes with socks. No sandals, flip-flops, or crocs.

Girls are required to wear:

- A collared shirt (a long sleeve button-down or a polo shirt)
- A collared dress that reaches fingertip length while standing.
- Khaki, black, brown, gray, or navy skirts, jumpers, capris, shorts, or skorts of an appropriate fit reaching at least fingertip length.
- Shorts must be worn under skirts and dresses to maintain modesty.
- Leggings and tights are not acceptable dress code, but may be worn underneath a jumper, skort, or skirt.
- No sweatpants, athletic wear, jeggings, or skintight clothing.
- Jackets or sweatshirts may be worn over a dress code shirt or dress, graphics must be school appropriate.
- Closed toed and closed heeled athletic shoes with socks. No sandals, flip-flops, or crocs.
- Hair: For both boys and girls, hair should be well-groomed, not distracting, and must not cover eyes.
- Jewelry/Accessories: Jewelry should not be loud or distracting. Earrings must not be hooped or dangle, studs only.

Fridays:

Fridays are casual days. Students may wear appropriately fitting jeans with no rips or frays paired with a Bodine top. If students choose not to wear jeans or a Bodine shirt they must follow the usual dress code guidelines

## **HARRASSMENT POLICY**

### **General Statement of Policy**

Bodine School is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect and to accept the rich diversity which makes up the community. Disrespect among members of the school community is unacceptable behavior which threatens to disrupt the learning environment and decrease self-esteem. Harassment is a form of unlawful discrimination as well as disrespectful behavior which will not be tolerated.

It is hereby the policy of Bodine School to oppose and prohibit, without qualification, unlawful harassment based on race, color, religion (creed), national origin, marital status, sex, sexual orientation, or disability. Any unlawful harassment of a student by a member of the school community is a violation of this policy. The school shall act to investigate all complaints of harassment, formal or informal, verbal or written, and to discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

### **Definitions**

“School community” includes but is not limited to all students, school employees, contractors, unpaid volunteers, and other visitors. “Unlawful harassment” means verbal or physical conduct based on a student’s actual or perceived race, religion (creed), color, national origin, marital status, sex, sexual orientation, or disability and which has the purpose or effect of substantially interfering with a student’s educational performance or creating an intimidating, hostile or offensive environment.

Harassment can include any unwelcome verbal, written, or physical conduct which offends, denigrates, or belittles any individual because of any of the characteristics described above.

Such conduct includes, but is not limited to:

unsolicited derogatory remarks

- a) jokes
- b) demeaning comments or behavior
- c) slurs
- d) mimicking
- e) name calling
- f) graffiti
- g) innuendo
- h) gestures
- i) physical contact
- j) stalking
- k) threatening
- l) bullying
- m) extorting or the display or circulation of written materials or pictures.

### **Reporting**

Any student or other person who believes that unlawful harassment of a student has occurred may inform any school employee. Any student who believes that s/he has been the target of unlawful harassment as defined in this policy may bring their complaint to the attention of any school employee.

## **PARENT/TEACHER COMMUNICATION**

Parent Information Meetings are held in August for teachers to review their classroom procedures and expectations with parents. Individual conferences are scheduled with parents 3 times a year to review the student's progress.

Parents can schedule additional conferences at any time during the school year to discuss concerns. Parents should contact the student's teacher to schedule a conference rather than initiating an impromptu conference.

Parents can communicate with faculty and staff via email. Time sensitive information should be communicated by calling the school office at 901-754-1800. All school-related communication should be relayed to staff via school email or school telephone.

Throughout the school year, parents will receive important information through mass emails; these emails will be sent from [communications@bodineschool.org](mailto:communications@bodineschool.org). Parents should notify the school of any changes in mailing address, phone number, and email address during the school year. Changes in contact information should be sent to [communications@bodineschool.org](mailto:communications@bodineschool.org).

## **STUDENT RECORDS**

When a student leaves Bodine School, the student's records can be sent to the new school upon written request from that school and with parental consent as long as any financial obligations to Bodine School have been paid. Student transcripts consist of a student's Bodine progress reports. Bodine School will retain a student's permanent record for a period of one year after his/her date of last attendance. Student progress reports are available to parents online in TADS Educate.

## **TOYS, ELECTRONIC DEVICES, & STUDENT PHONE CALLS**

Toys are not to be brought to school unless otherwise permitted by school personnel. Electronic devices, with the exception of cell phones, are not to be brought to school unless otherwise permitted by school personnel. Cell phones must remain off during school hours and stored in backpacks. Smart watches capable of calls or messages may not be worn during school hours. No games, videos, or music (including wireless earbuds) can be accessed while on school property. The school reserves the right to confiscate any electronic device for any reason. The school is not responsible for any lost, damaged, or stolen electronic devices. Students may use the phone in the office to call home with permission from school personnel. Calls should be made before or after school or during lunch/break.

## **PARTY INVITATION POLICY**

Students may only hand out party invitations at school if every student of the same gender in the class or grade is invited. Otherwise, invitations are to be mailed and the party is not to be discussed at school.

## **LUNCH, FOOD, & DRINKS**

Students have a daily lunch period. Students may bring their own lunch from home that does not require microwaving or participate in the school's catered lunch program. Any dietary restrictions or allergies should be reported to the school. Students are not permitted to chew gum. Students should bring a refillable water bottle daily. Students are only permitted to bring water to school. Outside beverages (i.e. Starbucks) and outside food should be consumed before going to the morning room at drop off.

## **FIELD TRIPS**

Attendance on field trips is considered mandatory for all students. Parents are notified ahead of time about any upcoming field trip, explaining the nature of the trip and any special arrangements that are necessary. A general release for participation in field trips is signed on an annual basis by parents during the enrollment process.

## **LEARNING MATERIALS, SUPPLIES, & LIBRARY BOOKS**

Textbooks, workbooks, and classroom supplies are provided by the school. If materials are lost or damaged by a student, the family is responsible for the replacement or repair costs. Students are expected to treat educational materials appropriately.

All library books are checked out through the librarian. Reference books are to be used in the library only. Families will be billed for the replacement cost of damaged or lost books.

## **HOMEWORK POLICIES**

Homework is assigned for the purposes of reinforcing skills taught in the classroom; developing organizational skills; improving reading, writing, and math abilities; and encouraging independence and self-reliance. Homework is sent home with the student and should be completed and returned as instructed by the teacher. While some portions of homework might require parent participation, most homework should be completed independently by the student. If your child has difficulty with homework, please contact your child's teacher.

## **SUMMER REQUIREMENTS**

All returning Bodine students are expected to attend Bodine School's Summer Reading Program. Information about the program is released each year early in the second semester. If a student is unable to attend the summer program, s/he may work with a multisensory, structured language tutor for a specified number of hours over the course of the summer; these arrangements must be approved by Bodine administration.

In addition, all Bodine students are required to complete summer reading assignments. Summer reading requirements are shared during end-of-year conferences and through mass email. Summer reading books are provided by Bodine School.

## **SCHOOL SECURITY, EMERGENCY CONDITIONS, & INCLEMENT WEATHER**

Lockers, student desks, computers, and storage areas are considered school property and are subject to search when school personnel have reason to believe that drugs, dangerous weapons, or articles which may be detrimental to the efficient operation of the school are contained therein.

All exterior doors are locked at 8:30 a.m. and remain locked throughout the school day. All visitors must enter through the main office and be checked in.

In the event of inclement weather, Bodine School will make an independent decision regarding school closure. Updates will be communicated through mass email, local news outlets, and at [www.bodineschool.org](http://www.bodineschool.org) and [www.facebook.com/bodineschool](https://www.facebook.com/bodineschool).

## **HEALTH RECORDS & MEDICATION POLICIES**

In the event there exists a valid health reason which makes the administration of medication to a student advisable during school hours or the hours in which the student is under the supervision of school personnel, the following procedures shall apply. Medication is defined as all prescription or over-the-counter drugs/medication. The school reserves the right to discontinue the service at any time.

The administration of any medication to a student by a school employee must be requested and authorized in writing by the student's parent or legal guardian. Authorization must be provided through the Administration of Medication Form: Copies of the form are available in the school office. Such request and authorization will be effective for the current school year only unless a shorter period is specified. Medication must be brought to the school office by a parent or legal guardian.

Medication may be administered by designated school employees who have received training in proper medication procedures. Students cannot self-administer any medication.

Before administering any medication, the school employee shall determine that the medication is in the original manufacturer's container.

All medication, including prescription and non-prescription drugs, shall be kept in a secure place as determined by the school employee. All medications shall be given immediately to school personnel and will not be kept in the possession of the student.

Changes in dosage of medication must be submitted to the office in writing