



Guild Elementary School

Student Handbook

Mel Sawyers
Principal

1018 South Water Avenue - Gallatin, Tennessee 37066
Phone 615.452.5583 Fax 615.451.6582

Lauren Mayberry
Assistant Principal

Five Houses | One Guild Family



What can you find in the **Guild Student Handbook**?

- Welcome Letter pg. 3
- Faculty and Staff Placement pgs. 4-8
- Attendance Information pgs. 9-10
 - Bus Information pg. 11
- Cafeteria Information pg. 12
 - Technology pg. 13
- Student Information pg. 13
- Character Education pg. 13
- Behavior Systems pg 14-15
- Nurse Information pg. 16
- Family Engagement pg. 16
 - Discipline pg. 17-18
 - Dress Code pg. 18
 - Field Trips pg. 19
 - Grades pg. 19
- Skyward Parent Portal pg. 20
 - Money pg. 20
- Parent Teacher Conferences pg. 20
 - Parties pg. 21
 - Snow Days pg. 21
- Parent Student Handbook pg. 22



Guild Community,

Guild Elementary School has a long-standing history of excellence as a 2015 Reward School as well as being a Level Five school for three consecutive years (2019-2022). Additionally, in 2022, Guild Elementary was named a Reward School which recognizes the top five percent of schools in the state for annual achievement and growth. Our faculty and staff serve with purpose as we are committed to providing the most positive and productive learning environment possible. It is our goal that our partnership with you will allow your child the most meaningful educational experience possible while developing a love for learning and the necessary social skills to reach his or her potential today and in future endeavors.

Welcome to our Guild Family. We are so glad you are here!

Sincerely,

Mr. Mel Sawyers, Principal

Mrs. Lauren Mayberry, Assistant Principal



Guild Faculty and Staff

Administration

Principal	Mel Sawyers
Assistant Principal	Lauren Mayberry
Lead Educator	Caitlyn Tucker

Safety

SRO	Kia Towers
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Office Staff

Bookkeeper	Dana Sweeney
Attendance Clerk	Jan Breedlove
Receptionist	Donna Clark

Pre-K

Teacher	Chelsey McGregor
Assistant	Ashley Douglas

Kindergarten

Grade Level Lead RTI Team Lead Teacher	Erin Thompson
Teacher	Katherine Jones
Teacher	Alex Moore
Teacher	Celina Nippa
Teacher	Caitlyn Watkins
Intervention Teacher	Jackie White

First Grade

Grade Level Lead Teacher	Laura Parker
RTI Team Lead Teacher	Carly Tomkins
Teacher	Madisson Springer
Teacher	Katie Martin
Teacher	Lisa Bateman
Second Grade	
Grade Level Lead Demo Teacher Teacher	Shelley Misch
RTI Team Lead Demo Teacher Teacher	Angela Bowles
SCS Teacher Leader Teacher	Cassie Nipper
Teacher	Ashley Goodwin
Intervention Teacher	Kim Yoakem
Third Grade	
Grade Level Lead Teacher	Jodi Coles
RTI Team Lead Teacher	Chelsie Marshall
Teacher	Dana DePena
Teacher	Tonya Couch
Teacher	Sheryl Passen
Fourth Grade	
Grade Level Lead Teacher	Natasha Montgomery
SCS Teacher Leader RTI Team Lead Teacher	Justin Edmison
Teacher	Jennifer Zaragoza
Teacher	Kelsey Kittrell
Teacher	Emily Cron
Fifth Grade	
Grade Level Lead Teacher	Charlotte Balturshot
RTI Team Lead Teacher	Brittany Vernon

Teacher	David Burns
Teacher	Paige Glasgow
Teacher	Nikki Blessing
Title I Department REACH	
Reading Specialist	Kim Harkreader
Reading Specialist	Heather Hays
Paraprofessional	Dale Goad
Paraprofessional	Jan Graves
Paraprofessional	Joyce Hall
Paraprofessional	Bridget Kelsey
Paraprofessional	Mary Eubanks
Special Education	
Teacher	Caroline Lee
Teacher	Debbie Wynn
Teacher	Nancy Parrott
Resource Assistant	Regina Rutledge
Resource Assistant	Tracy Allison
Resource Assistant	Glinda Shuck
Resource Assistant	Dava Young
CDC	
Teacher	Kristen Kolodka
Teacher	Brian Last
CDC Assistant	Monecca Booth
CDC Assistant	Stephanie Smith
CDC Assistant	Kathy Roosz
CDC Assistant	Dara Link

Psychologist	
Part Time GES Psychologist	Catherine Hines
Speech & Language	
Speech & Language Pathologist	Brenda Kirk
Speech & Language Pathologist	Tessie Burke
Speech Paraprofessional	Josefina Clark
EL	
Department Lead Teacher	Curtis Cathcart
Teacher	Angela Walker
Related Arts	
SCS Teacher Leader Librarian	Sandy Dilbeck
Media Specialist	Ashley Lyle
Physical Education Teacher	Chris Goode
Physical Education Teacher	Lee Smith
Art Teacher	Lucas Troutt
Music Teacher	Carol Johnson
Intervention	
Reading Interventionist	Phyllis Madsen
Reading Intervention Assistant	Tiffany Anderson
Assistants	
Lead Assistant	Michelle Robinson
Assistant	Lynn Apple
Assistant	Martha Camp
Assistant	Addie McNeil
School Counselors	
Full Time GES Counselor	Linda Gottfried

Part Time GES Counselor	Jody Pryor
Centerstone Counselor	Shirlene Campbell
Maintenance	
Head Custodian	Shalamar Workings
Cafeteria	
Cafeteria Manager	Connie Brown



Attendance Guidelines:

- An excuse note is required for every student absence.
 - 5 Parent notes are allowed per semester.
 - Doctor's, court, etc. notes required when applicable.
- Excessive absences (6 days unexcused) result in the following protocol.
 1. A call from our Attendance Clerk to confirm missing notes and check on the status of your child.
 2. Parent(s) will come to the school and attend an attendance meeting, to include signing an attendance contract, with the Assistant Principal.
 3. Truancy referral with the Sumner County Attendance Department.

For your information:

- Please make every effort to make appointments outside of school hours.
- Make-up work may be requested by calling the office.

Tardies:

- The school day officially begins at 7:30 a.m.
- Parents must drive to the front of the building and sign their student(s) in with the receptionist. Students will be considered tardy and must have a completed tardy slip, by the parent, to enter class.
- Cases of excessive tardies will be referred to the attendance department.

Early Dismissal:

- Parents of students leaving school early from school must come to the office to sign the child out. Anyone signing out a student must present a photo ID and be listed on the student's information card.

Dismissal Changes:

Parents are expected to send in a note or communicate via Remind with your child's teacher if there is a transportation change. If you are to communicate via Remind, the teacher must confirm that they have received your Remind message. Without this confirmed communication, the child will be sent home by their normal means of transportation. If you have any questions or concerns, please call the school prior to 1:00 pm and speak to the Attendance Clerk and confirm your child's means of transportation for the day.

School Hours & Arrival and Dismissal Procedures:

Arrival:

- **6:45 AM:** Students may drop off their student (s) in the back of the building. Students report to the gym and/or the cafeteria for breakfast until their teacher arrives. Do not leave your child unattended at the back or front of the school at any time.
- **7:15 AM:** Teachers arrive & the main office is open and support is available. Students report to class.
- **7:31 AM:** Parents must drive to the front of the building and sign their student(s) in with the receptionist. Students will be considered tardy and must have a completed tardy slip, by the parent, to enter class.
- *Please note: Guild does not offer childcare before school.*

Dismissal:

- **2:30 PM:** Students are dismissed for the day.
- **2:45 PM:** Faculty and staff are dismissed for the day.
- **3:00 PM:** The main office closes for the day.
- **Please note:** After school childcare is available through the YMCA. Please contact them directly to register your child (615-826-9622).

Dismissal: Car Rider Pick Up

- Car riders pick up is at 2:30 pm daily
- Grades Kindergarten, First, and Second are to be picked up in the front of the school (South Water Avenue)
- Grades Third, Fourth, Fifth and Siblings are to be picked up in the back of the school (Turn on Bush Avenue)
 - What does siblings mean? If your third, fourth, or fifth grade student has a younger sibling, they, too, will be located in the back of the building for pick up.
- Please remember to have your child's name and grade written and visible on your dashboard at pick up. Be sure to include all students' names you are picking up on the car tag.
- Pre-K families, please pick up and drop off at your assigned entrance (the first exterior doors on Hawkins Avenue). Please note: your drop off and pick up times differ from K-5 students.



Bus Information:

The right of all students to ride a Sumner County school bus is conditional to each student's behavior. All students on the bus are under the authority of the school bus driver and must obey the bus rules. Students who violate bus rules will be reported to Guild's Principal and Assistant Principal and may result in losing the privilege of riding the bus.

Bus Rules:

1. The driver is in full charge of the bus and the students.
2. Students shall obey the driver.
3. The bus driver may assign seats.
4. No profanity or shouting.
5. Do not eat or drink on the bus; keep the bus clean.
6. Violence/horseplay is prohibited.
7. Remain seated.
8. Keep your hands and head inside the bus.
9. Do not distract the driver through misbehavior.
10. Do not destroy property.
11. Cross the road in the front of the bus, not behind.

Additional Information:

- Problems arising at the bus stop prior to boarding the bus are the responsibility of the parents.
- All students must get on and off the bus at their assigned bus stop.
- Call 615-452-1520 for the Transportation Department to inquire about all bus questions and concerns.



Cafeteria Information:

- Call 451.5260 for the Cafeteria Manager to inquire about all lunch related questions and concerns including applications for free and reduced lunch.

Pricing:

- Families can load their child's lunch account through MyPaymentsPlus. If you are new to the district and do not have an account, please reach out to the cafeteria manager.
- The USDA has not extended the free meal program. If you normally qualify for free or reduced meals, please fill out an online application or a paper application at the school.
 - Online application: <https://family.titank12.com/?identifier=UHTTBK>
- Breakfast: \$2.00
- Lunch: \$3.00

Visitors:

- Approved visitors may eat with their student(s). If the visitor is not listed on the emergency card, the visitor must bring a letter from the custodial parent approving that they are in agreement that person(s) may eat with the student. A Guild employee will call the custodial parent to confirm the letter. All visitors must stop in the office and sign in and receive a visitor's badge before entering the building and going to the cafeteria.
- Please reach out to your child's teacher or the Guild office staff to confirm your child's lunch time.

By district policy, no student will be denied access to a school lunch due to inability to pay.



Personal Devices:

Student cell phones, computers, Apple watches, headphones, etc. should not be out at any time during the school day or while on the bus. A student is welcome to call home from the office if necessary. If a student's device is seen, the student will be asked to turn it off and put it in their backpack. If the device is an ongoing disruption, the parents will be notified and additional disciplinary action may be taken. *Please note, while on the bus, the student is expected to respond to the procedure in place by the transportation department which may include confiscating the device.*



Student Information:

Please notify the school immediately if there is a change in your address, number, or person to contact in an emergency. This information is vital to helping us keep your child safe.



Character Education:

Guild emphasizes character building by celebrating students that exemplify the character word of the quarter. Each quarter the word is determined by our counseling department and communicated with the teachers and students. The award recipient is selected by the teacher. Students will be recognized at one of our BE MORE AWESOME Assemblies by walking the red carpet and receiving a certificate. Families are always welcome to attend school events.

Behavior Systems:

The Five Houses of Guild:



House Name:	Pronunciation:	House Meaning:	House Color:
FIDELIS	Fuh-day-lis	Fidelity, loyalty, honesty, trustworthy	BLUE
SINCERI	Sincer-e	Caring, integrity, dependable, compassionate	GREEN
VIRTUI	Ver-tu-e	Strength, bravery, courage, power	RED
AEQUITAS	EYE-kwee-tahs	Justice, fairness, equity, patience	ORANGE
DIGNITAS	Dig-nite-us	Dignity, self-respect, grace, self-discipline	PURPLE

During the 2015-2016 school year, Guild Elementary implemented The 5 Houses of Guild. This system separates faculty/staff and students into small groups (Houses) within the larger school community. This fosters pride, responsibility, and respect for the contributions of others. This endeavor has several purposes.

- To build and promote community across the grade levels and throughout the school
- To encourage positive behavior
- To strive to meet high academic expectations
- To teach students to take ownership of their role in the community
- To promote a positive mindset within our school climate

Students earn points for their House from all GES faculty and staff. Points are earned for positive choices and actions and demonstrating our “Guild Guide 25.” Once points are earned they cannot be taken away. Quarterly, an assembly is held to celebrate the House that has earned the most points for the quarter. A House Party is hosted the following day. At the end of the year there is a House Champion Party which celebrates the house that earned the most points for the entire school year. Additionally, the Spirit Stick is awarded to the House that shows the most House pride on Be More Awesome Assembly (BMA) days.

This endeavor is about empowering our students to believe in themselves and set high expectations for their future. By modeling and supporting positive choices and strong character traits students took more pride and ownership in their learning and academic

progress. The 5 Houses of Guild is the structure that supports the mindset of long-term educational goals and creates a school culture where everyone believes they can succeed.

As mentioned above, Guild's House system is based upon the Ron Clark Academy in Atlanta. As part of the system, we have adopted the Guild Guide 25 to promote making positive choices as a way to govern behavior and take ownership of the same. The following twenty-five guiding principles are what we have chosen for our school family that not only apply here at school, but in life as well.

Guild Guide 25

- 1 Respond to adults- "yes sir", "yes ma'am", "no sir", no ma'am".
- 2 Make eye-contact when spoken to or when speaking with others.
- 3 Congratulate classmates no matter what House they are in.
- 4 Respect other students' comments, opinions, and ideas.
- 5 If you win, do not brag or boast; if you lose, do not pout or show anger.
- 6 Cover your mouth when you cough or sneeze and say "excuse me"
- 7 Always say "please" when asking for something and "thank you" when given something. Never ask for more.
- 8 Answer all written questions with a complete sentence.
- 9 Follow the specific school and classroom rules and procedures.
- 10 Keep yourself, your classroom, the cafeteria, and the bathrooms clean and germ free.
- 11 If someone drops something and you are close to it, pick it up.
- 12 Do not ask for a reward.
- 13 When walking in line or in the halls, keep your arms at your sides and move quietly. Never cut line.
- 14 In the cafeteria, do not purposefully make a mess. Clean up your mess on tables and floor. Do not throw food or other items.
- 15 On the bus, remain seated at all times and speak only loud enough for the person beside you to hear.
- 16 If someone bumps into you say, "Excuse me" even if it was not your fault.
- 17 Greet visitors and make them feel welcome.
- 18 Treat a substitute with respect. All rules still apply.
- 19 Worry about your actions. Do not stare at others who are being disciplined.
- 20 Be positive and enjoy life.
- 21 Show kindness and respect. Think before you speak.
- 22 No matter the circumstances, always be honest.
- 23 Take pride in your work and your actions.
- 24 Learn from your mistakes and move on!

25 Be the BEST person you can be!

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Nurses' Information:

- Guild School has a clinic where a sick or injured child may temporarily remain until a parent or guardian can arrive to pick up him/her.
- Aspirin, Tylenol, and any other pain/fever medication will not and cannot be provided to students by Guild School.
- All prescription and non-prescription medication will be administered through the office. A permission form is available in the office and **MUST** be filled out in order for the school nurse to administer any medication.
- A form, "Permission for Administration of Prescription Medicine", **MUST** be filled out and signed by the **DOCTOR** before any medication will be given at Guild School.
- All medication must come to school in the original pharmacy container.
- Students who become ill during the day may call a parent to come pick them up from school.
- Any child who is too ill to stay in class or has a fever must go home.
- We ask that parents not send their children to school when they are running a temperature or show other signs of needing medical attention.



Family and Engagement Activities:

There are multiple events that are held annually at Guild Elementary. Please stay closely connected with your child's teacher on the Remind App, classroom folders, our school website (ges.sumnerschools.org), and our Guild Facebook page for Family and Engagement events that will be held such as Back to School night, school dances, Starbooks, Ghouls at School, chorus concerts, the talent show, art walk, etc.

Please be reminded that all three events are Voluntary and are not applicable to government waiver status.



Discipline:

The faculty and staff at Guild Elementary School believe that the key to a high functioning classroom are relationships with your students, high quality instructional practices, and explicit routines and procedures that are consistent and meaningful.

Each classroom, grade level, and department are required to create an active discipline plan that is sent home at the start of the school year for families to review and sign in agreement and understanding. We prioritize that our plans include supports from our guidance department, behavioral specialist, and special education department. Our plans reflect our understanding of restorative practices and the priority we place on our students social and emotional needs. In addition to departmentalized plans, the school also implements our HOUSE system to reward positive behavior and utilizes administration to intervene for chronic and severe behaviors requiring alternative discipline which can include SCS's alternative school and out of school suspension.

Thank you in advance for partnering with us to ensure your child has a high-quality educational experience that is safe.

R.T. Fisher Alternative School:

- Available to general education students who willfully and persistently violate school rules.
- Available to students who commit zero tolerance offenses.

Suspension [Out of School]:

- This consequence may be rendered for more serious offenses, including (but not limited to) the following:
 - Assault of another student or teacher
 - Bullying – gestures, physical, verbal, non-verbal, written, electronic
 - Disrespect to teacher or staff members
 - Excessive disruptions of other students RIGHT to learn
 - Fighting
 - Profanity
 - Stealing
 - Vandalism to the school – destruction of property; writing on property, etc.
 - Weapons, or items that can be used as a weapon, on school property

- When suspended, the child is suspended from school grounds and school sponsored events/programs for a determined number of days.
- Make-up work is allowed and expected to be completed and provided to the teacher upon return.
- All Out of School Suspensions are added to the child's permanent school record.



Dress Code:

Guild Elementary's dress code promotes an atmosphere conducive to instruction and safety for your child.

Dress Code Violations:

- Sagging pants showing undergarments
- Caps, hats, scarves, hood, or bandannas
- Strapless dresses or blouses
- Spaghetti strap dresses/shirts *permissible with a jacket or cardigan*
- Bare-midriff, halters, or tank tops
- Cleated shoes, shoes with wheels, and no backless shoes
- Clothing related to gangs
- Leggings and leotards unless with an appropriate length top or dress
- Suggestive slogans, pictures or advertisements for tobacco or alcohol products
- Extreme hair color, make up, or body piercing
- Holes in pants can't appear higher than 3 inches above the knee or need to be covered with fabric underneath
- Shorts that are shorter than "3" inches above the knee
- *Mesh may be worn with T-shirts underneath

In addition, any clothing that interferes with good order and discipline in school, such as clothing with sexually explicit or violence inciting slogans, may not be worn. This is defined by administration.

Response to Dress Code Violations:

The student will change into appropriate clothing provided by the school or brought in by the guardian from home. Repeat offenses will require a parent conference with the administration.



Field Trips:

During the school year, field trips may be taken to various places designed to enhance the educational program of your children. Per board policy, permission slips will need to be signed and returned for student attendance. Parent volunteers, for the supervision of our students, are vital for the success of these trips. Parents are encouraged to attend the field trips.

Guidelines for our volunteers are as follows:

- Parent chaperones must use their own transportation to get to the location of the field trip.
- When possible, parents are encouraged not to bring siblings on the field trip.



Sumner County Grading System:

Grades K-3 will use a Standards Based Report Card, and Grades 4-5 will adhere to the A-F Grading System. All grades will receive a Progress Report at the midpoint of the nine weeks and Report Cards at the end of the nine weeks period.

The parents of students who receive a standards-based report card will see each subject area divided into a list of skills and knowledge that students are responsible for learning. Students will receive a mark for standards or domains of standards. The marks on a standards-based report card are different from traditional letter grades.

The subject area standards will be expressed by the numbers 4, 3, 2, and 1 with corresponding meaning as follows:

(K-5) Standards-Based Report Card:

- 3 On-Track meeting the standard (Comprehensive Understanding)
- 2 Approaching the standard (Partial Ability to Apply the Skills)
- 1 Below expectations of the standard (Minimal Understanding)

Skyward Parent Portal:

Parent Portal allows you to access student information such as grades, attendance, or behavior incidents in a secure way. Please call the school and speak with our Skyward support contact in the main office if you have questions on logging into the Skyward platform.



Money

- All money should be sent to school in an envelope with the student's name, teacher's name and purpose. Please do not allow your child to bring excessive amounts of money to school.
- Please Print your child's name, and teacher's name on all checks and write the purpose of the check by the "MEMO" notice.



Parent-Teacher Conferences:

- The Sumner County System provides a time for parent conferences. This date is always available on the county calendar.
- If you want to set up an additional conference, teachers and administration will be happy to do so. Please call the office to schedule an appointment.
- Please do not drop by during the school day. To do so puts the teacher in a position that may also take him/her away from instruction for all the other children in the room.
- If you need to speak with an administrator, we ask that you call to schedule an appointment. We want to be able to fully address your concern and give you our complete attention. The best way for us to do so is to schedule a time.
- The office telephone number is 615-452-5583.
- For security measures, please always stop in the lobby to sign in using Lobby Guard and to let us know why you are in the building.



Parties:

According to School Board Policy, there may be three (3) parties at the elementary level. This option is at the discretion of the classroom teacher and the administration. Students may not give parties for teachers, without permission from the office.

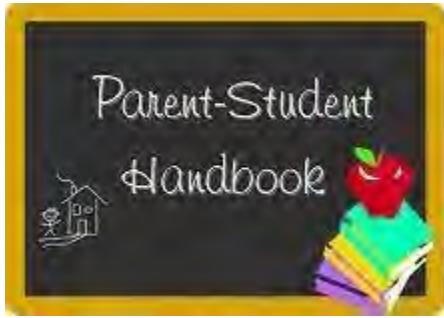
Please do not send party invitations to school unless there is one for every child in the class. Also, we ask that parents, who would like to send cupcakes or other items for birthday celebrations, please do so by planning with the teacher in advance and providing enough for the entire class.



Snow Days:

There will be a snow letter kept on file in the classroom for each student explaining our Early Dismissal procedure and an area where the parent/guardian will designate what their child(ren) are to do in the event of an Early Dismissal. Students may be signed out early on snow days from the classroom. As with daily Early Dismissals, anyone signing a child out will be required to present a photo ID and be listed on the child's information card.

Information concerning school closings will be reported on all local news stations, via the school's Remind App, and our school and district's social media.



Sumner Schools Student Handbook:

Thank you for taking time to familiarize yourself with the expectations and requirements for students. Please take the time to read and discuss all the material in this handbook with your children. Upon registering your child in Skyward, you have marked yes that you have read the school's handbook.

Keep in mind that this booklet is not a complete listing of rules for students. Principals are authorized to enact and consistently enforce additional regulations to maintain good order and a quality learning environment. Should you have any questions about school rules, Board of Education policies, or other school matters, please feel free to contact your principal for additional information. You may also visit our website, www.sumnerschools.org, where you can find more valuable information about our school district.