



G.W. BRADFORD PRIMARY STUDENT HANDBOOK APPENDIX

2019-2020

440 Collins Street

Mailing: 203 East 7th Street

Rusk, TX 75785

903-683-5592

www.ruskisd.net/gw-bradford-primary

School Day: 7:55 am – 3:20 pm
 8:10 am – 8:59 am is considered a Late Arrival
 9:00 am – Daily Attendance Time
 (Students considered absent if they arrive after 9:00 am)
 3:20 Dismissal – Students that signed out before 3:20 are considered a Leave Early

Perfect Attendance: Requires a student be present the full day, 7:55 am – 3:20 pm, with no absences (excused or unexcused), late arrivals, or leave earlys. All campuses will notify parents regarding excessive late arrivals and leave earlys. This notification may be done through conference or letter, and will include that 5 late arrivals/leave earlys = 1 day absent for compulsory attendance.

7:30 am – Doors open. Parents must drop students off in the front by driving through the inside drop-off lane. Students are NOT allowed to be dropped off and walk across from the parking lot, by the caboose, unless a parent walks them to the door. Breakfast is served to all students starting at 7:30am in the cafeteria - free of charge.

3:20 pm – Pick up. Parents must drive through the inside pick up lane, with your child’s tag placed in a visible spot. Students will NOT be allowed to walk across to the parking lot for security and safety purposes. If parents want to park to pick up their child, they must park, have the student’s car tag in hand, and wait in line by the pick-up gate (by the train caboose). If parents do not have their student’s pick-up tag, they must come to the office, sign the child out, get a temporary pick up tag, and return to the caboose to wait in line.

Cafeteria: G.W. Bradford Primary is a closed campus. Approved visitors may provide lunch, and eat with their child/grandchild ONLY. Students **may NOT** invite friends to eat with them and their visitors.

Lunch Schedule:

11:15-11:45	Blakemore, Post	11:50 - 12:20	Cudd		
11:20-11:50	Beard	11:55 - 12:25	Bass, Springer		
11:25-11:55	Jones, Tipton	12:00 - 12:30	Tubbe, Godfrey		
11:30-12:00	Hesterly, Kinney	12:05 - 12:35	Lowrance, Killion		
11:35-12:05	Homann, Covington, Stewart	12:10 - 12:40	Britton, Tuilla		
11:45-12:15	Dudley, Pruitt	12:20 - 12:50	Goldsberry, McMurry		

Class Parties: Christmas and Easter only.

Dress Code:

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Wearing articles of clothing that promote gangs, alcohol, tobacco, and/or drugs is prohibited.
- Clothing with language, pictures, and/or drawings which may be interpreted as obscene will be prohibited.
- Immodest dress will not be allowed, which may include: short-shorts, tank tops, spaghetti-straps and/or strapless dresses or see-through materials, inappropriate sleeveless shirts and/or clothing that reveals a bare midriff. All shirts, blouses or any top garment must be buttoned appropriately. Shoes must be worn at all times. No shoes with rollers are allowed.
- Headdress articles will not be permitted. These include caps, hats, and/or other head ornaments.
- Sunglasses (except by written permission of a physician) or improper eyewear will not be permitted.
- Unusual or non-traditional jewelry will not be permitted. These include nose wear such as rings, studs, tongue rings or studs, and/or other body piercing jewelry of any kind, with the exception of pierced earrings for female students. Male students may not wear earrings.
- Unusual hairstyles considered to be disruptive will not be permitted. These include excessive hair coloring, style, designs in hair, and/or fad haircuts. All styles considered to be potentially disruptive cannot be listed; therefore the school administration will determine whether a particular style is to be considered disruptive and inappropriate.
- Unusual facial make-up or adornments that may be considered to be a possible disruption will not be allowed.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Lunch Application: Please refer to Rusk ISD website Family/Student Access, under Food Service Applications.

Birthday Cupcakes: Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance.

Please check with classroom teacher to schedule the best time to bring cupcakes.

Cell Phones: Students MUST turn cellular devices in to the office upon morning arrival, and pick them up at the end of each school day.

Report Cards: Report cards require a signature, and must be returned to the student's homeroom teacher.

Doctor's Notes for After an Absence for Illness: When a student's absence for personal illness exceeds three consecutive days, the student/parent will be required to present a statement from a physician or health clinic verifying the illness or condition that caused the student's extended absence from school.

Parent's Note for After an Absence for Illness: A parent/guardian may call or provide a note noting their child's illness and absence from school. With principal approval, 3 absences per semester may be marked excused based on a parent note. If there is no parent documentation of the absence, the absence will be marked unexcused. Excused absences will count in the 90% rule but will be exempt from compulsory attendance.

Additional Campus Information is available in the G.W. Bradford Primary School Student Handbook Addendum, or on the Rusk ISD website.

G.W. Bradford Primary School
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