

WEST CHEATHAM ELEMENTARY
3120 Highway 12 North
Chapmansboro, TN 37035
615 792-5167 (office)
615 792-1230 (fax) www.westcheathamccs.net

Dear Parents and Students,

Welcome to West Cheatham Elementary School (WCES)! I look forward to an exciting and **successful** year and hope you do, too.

This handbook has been prepared to help you become better acquainted with the rules, procedures and services of our school. PLEASE TAKE TIME TO READ THIS HANDBOOK TOGETHER SO EVERYONE IS MORE FAMILIAR WITH WCES.

On behalf of the faculty and staff, I would like to extend an invitation for you to visit our school, attend your child's programs and become an active member of the PTO.

I also invite you to become one of our West Cheatham Elementary volunteers. Working together we can make your child's education a very rewarding and positive experience. I encourage you to support the school, teachers and programs. Help us make ***West the Best!***

I am proud of our school, students, faculty and staff. It is my sincere hope that your experience at West Cheatham Elementary will be one filled with happiness and success.

If you have questions concerning the school, school policy, or your child's progress, please don't hesitate to contact your child's teacher or me.

Sincerely,

Amber F. Raymer
Principal

Cheatham County Schools . . . Committed to Excellence

THE MISSION OF WEST CHEATHAM ELEMENTARY

West Cheatham Elementary School’s mission is to provide a safe and nurturing learning environment in order to ensure that prior to leaving our school all children will experience academic success, therefore achieving proficiency and beyond in the areas of Reading, Language Arts, Math, Science, and Social Studies.

OUR BELIEFS

Our school community believes and upholds the following:

1. High expectations should be held for all students.
2. High performing learning cultures promote student achievement and actively involve stakeholders.
3. A safe, inviting and positive learning environment, where good character is valued and respected, should be provided for all students.
4. Basic instruction in technology, health, physical education and the arts should be provided for all students, in addition to teaching the core subjects of Reading, Language Arts, Math, Science and Social Studies (as state mandated).
5. A variety of research based teaching methods and materials should be used in classroom instruction, with a clear purpose and understanding.
6. Data gained from student formative and summative assessments should be used to guide our school’s decisions about student learning.
7. To ensure that a quality of education is provided to all students, additional services and resources should be available to meet the needs of individual students.
8. Learning opportunities that allow students to experience cultural diversity should be provided.
9. Internal and external communication should be used by school staff to collaborate regularly with stakeholders.
10. While maintaining a focus on student learning, the school’s decision-making processes and policies should actively involve representatives of all stakeholders.

OUR VISION

The vision of West Cheatham Elementary School is to develop life-long learners by empowering each student to progress and achieve academically, emotionally, socially, and physically in an increasingly changing society.

SCHOOL MOTTO/ SLOGAN

West is Best . . . Where Children Experience Success!

**Tennessee Department of Education
Annual Parent Notice
Right to Request Teacher Qualifications**

2019-2020

Dear Parent or Guardian,

As a Title I school, we receive additional federal funding.

You have the right to request information regarding the professional qualifications of your child’s classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- A. if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- B. if the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- C. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- D. if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact our school office.

Thank you for your interest and involvement in your child’s education.

Sincerely,

Mrs. Amber Raymer

Principal
West Cheatham Elementary School

FACULTY AND STAFF
CERTIFIED PERSONNEL

Amber F. Raymer

Principal

Ext. #1595

Janelle Mahaney	RTI Teacher	#1511
Melissa Durard	RTI Teacher	#1513
Renee Adler	Special Ed Pre-school	#1531
Kelly Peppard	Pre-K	#1501
Ashley Aaron	Kindergarten	#1510
Anna Avery	Kindergarten	#1504
Jessica Church	Kindergarten	#1509
Sarah Roberts	Kindergarten	#1503
Vickey Ford	First Grade	#1508
Amy Gupton	First Grade	#1506
Heather Gupton	First Grade	#1505
Terri Lockert	First Grade	#1507
Amy Gasser	Second Grade	#1525
Robin Higdon	Second Grade	#1532
Jenny Lockerman	Second Grade	#1530
Stephanie Stevens	Second Grade	#1523
Cathy Gilstorf	Third Grade	#1533
Emily Hoilman	Third Grade	#1522
Katie Reeves	Third Grade	#1534
Kate Green	Fourth Grade	#1529
April Long	Fourth Grade	#1528
Nikki McClellan	Fourth Grade	#1526
Kamisha Anderson	Centerstone Counselor	#1560
Melissa Looney	School Psychologist (part time)	#1552
Kaye Hunter	Music	#1516
Cindy Weakley	Librarian	#1551
Lindsey Boyd	Special Education (Resource)	#1518
Amanda Nelson	Physical Education	#1536
Tara Canterbury	School Counselor	#1529
Julie Whittaker	Speech/ Language Therapist	#1520
Connie Langley	Nurse (Central Cluster schools)	#1580
Sheri Brumit	Special Education (Life Skills)	#1512
August Malouf	Speech/Language Teacher	#1524
Amanda Bradley	ELL Teacher (part time)	#1517

CLASSIFIED PERSONNEL

Marissa Binkley	Bookkeeper	#1596
Pam Brown	Attendance Secretary	#1591
Dixie Dies	Receptionist	#1590
Andrew Atkinson	Special Ed Teacher Assistant (ECI)	
Rhonda Baker	Special Ed Teacher Assistant (Resource)	
Lena Cox	Special Ed Teacher Assistant (ECI)	
Tammy Parker	Special Ed Teacher Assistant (Life Skills)	
Eneyda Perez	Special Ed Teacher Assistant (Resource)	
Terry Seay	Special Ed Teacher Assistant (Life Skills)	
Judianna Johns	Pre-K Teacher Assistant	
Tracy Douglas	RTI Teacher Assistant	
Wendy Dowlen	Teacher Assistant	
Jennifer Gann	Teacher Assistant	
Leslie Hartman	Computer Lab Tech	
Terri N. Krantz	Custodial Building Supervisor	

IMPORTANT NUMBERS

WCES Office	792-5167	
WCES Fax	792-1230	
WCES Cafeteria	792-5904	Deanna Heine, Manager
WCES Before & After Childcare	792-8789	Linda Williams, Director
Board of Education	792-5664	Dr. Cathy Beck, Director
Transportation Dept.	746-1405	Cal Blacker, Supervisor
Claudette Fizer	746-1406	Family/Community
Involvement Coordinator		

ARRIVAL/DISMISSAL SCHEDULE

- 7:15 AM Bus riders arrive. **CARS SHOULD NOT ENTER THE DRIVE WHEN BUSES ARE LOADING/UNLOADING STUDENTS.**
- 7:25 AM Car riders begin arriving. **PLEASE DO NOT PARK IN THE**

**DRIVEWAY AND LEAVE AN UNATTENDED CAR
BLOCKING THE LANES.**

7:45 AM SCHOOL BEGINS. Each day starts with students reciting the pledges and a minute of silence is observed. Students late for school (after 7:45 a.m.) must be signed in at the office by a parent or guardian.

PLEASE DO NOT PARK IN THE FIRE LANE.

2:45 PM Car riders and walkers dismissed. There are two dismissal areas for car riders. K & 1st grade car riders are dismissed at the K-1 wing. 2nd, 3rd & 4th grade car riders are dismissed at the main entrance of the school.

DO NOT PARK IN THE DRIVEWAY AND LEAVE AN UNATTENDED CAR BLOCKING THE LINE. FOR SAFETY, TEACHERS AND STAFF WILL ASSIST YOUR CHILD TO YOUR CAR.

2:55 PM Daycare students dismissed.

3:10 PM Bus riders dismissed.

OFFICE HOURS 7:15 AM - 3:30 PM

HELP YOUR CHILD GET OFF TO A GOOD SCHOOL DAY

Your child should:

- *Get plenty of sleep. Ten to twelve hours is recommended for children this age.
- *Have a good, healthy diet, including breakfast.
- *Get up in plenty of time for school, so he/she does not have to hurry and is wide awake when school starts.
- *Wear neat, clean, comfortable clothes.
- *Get to school at the proper time; not too early (before there is adequate supervision), and not too late, as classes begin promptly at 7:45 a.m. Students arriving after this time miss valuable instruction and will begin the day behind other students in the class.
- *Stay at school the entire day (7:45 a.m. – 2:45 p.m.). Checking students out early can cause them to miss important announcements and affects attendance records.

SCHOOL ADMISSIONS Board Policy 6.203

Any student entering school for the first time must present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;
2. Evidence of a current medical examination. There shall be a complete medical examination of every student entering school for the first time; and
3. Evidence of state-required immunization.

The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the school principal as proof of date of birth.

A child whose care, custody and support have been assigned to a resident of the district by a power of attorney or order of the court shall be enrolled in school provided appropriate documentation has been filed with the district office.

A student may transfer into the school system at any time during the year if his/her parent(s) or legal guardian moves his/her residence into the school system.

If a student has at any time been adjudicated delinquent for any offense listed in TCA 49-63051(b), the parents/guardians and a school administrator of any school having previously received similar notice from the juvenile court or another source, shall provide to the school principal/designee, the abstract provided under TCA 37-1-153 or TCA 37-1-154 or other similar written information when any such student:

- (1) Initially enrolls in an LEA;
- (2) Resumes school attendance after suspension, expulsion or adjudication of delinquency; or
- (3) Changes schools within this state.

This information shall be shared only with school employees who have responsibility for classroom instruction of the student and the school counselor, social worker or psychologist who is developing a plan for the child while in the school, and the school resource officer. Such information is otherwise confidential and shall not be released to others, and the written notification shall not become a part of the student's record.

ARRIVAL IN THE MORNING

WEST CHEATHAM TEACHERS WILL NOT BE ON DUTY UNTIL 7:15 AM.

Please do not drop children off until 7:15 a.m. as there will be no adult supervision until the teachers arrive for morning duty.

CHILDCARE STAFF WILL NOT SUPERVISE STUDENTS LEFT BEFORE

8:00, UNLESS THEY ARE ENROLLED IN THE CHILDCARE. Children are to go to their classrooms, unless going to the cafeteria for breakfast. **The front doors are locked after 7:45 a.m.**

BEFORE AND AFTER SCHOOL CARE

We offer before and after school care to children in grades K-6 in our community. The hours of operation are 6:00 AM until 6:00 PM. The program is planned and operated according to DCS and State Department guidelines. The director is Mrs. Linda Williams. Contact her at 792-8789 or 792-5167 ext. 2002 for more information.

VISITORS TO THE SCHOOL Board Policy 1.501

Except on occasions, such as school programs, athletic events, open house and similar public events; all visitors will report to the school office when entering the school and will sign a log book. Authorization to visit elsewhere in the building or on the school campus will be

determined by the principal or designee. Guest passes shall be issued for all persons other than students and employees of the school.

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the 6 grounds or into the school buildings during the hours of student instruction except students assigned to that school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.

Persons who come onto school property shall be under the jurisdiction of the site administrator/designee. Individuals who come onto school property or who contact employees on school or district business are expected to behave accordingly. Specifically, actions that are prohibited include, but are not limited to:

- Cursing and use of obscenities;
- Disrupting or threatening to disrupt school or office operations;
- Acting in an unsafe manner that could threaten the health or safety of others;
- Verbal or written statements or gestures indicating intent to harm an individual or property; and
- Physical attacks intended to harm an individual or substantially damage property.

The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the teachers or students on the premises, or on the premises for the purpose of committing an illegal act.

The principal shall contact law enforcement officials when he/she believes the situation warrants such measures.

Visitors are not allowed to photograph, video, or record any students, staff, or event on any electronic device that will interrupt the educational process during the day.

ATTENDANCE

At our school we strive to provide every opportunity for our students to succeed, and one of the most important contributors to that success is a student's attendance at school. For that reason, all absences (excused and unexcused), tardies, and early checkouts are recorded daily (and for every class period in middle and high school). All excessive tardies and absences are reported to Cheatham county School's Attendance Supervisor.

While we know that regular school attendance is beneficial for students, it is also required by law. The Tennessee Compulsory Attendance Law requires all school aged children to attend school. The law also states that it is **the duty of the parent**

or guardian to monitor the student’s school attendance and to require the student to attend school. Under this law a student who accumulates five (5) unexcused absences is subject to school-level interventions, and ultimately referral to juvenile court. These absences do not have to be consecutive absences.

Please note that Cheatham County Board of Education policy 6.200 classifies excused absences, with proper documentation, as the following:

Personal illness; illness of immediate family member; Death in the family; Extreme weather conditions; Religious observances; College visits; Pregnancy; School sponsored or school endorsed activities; Summons, subpoena, or court order; or Circumstances which in the judgement of the principal create emergencies over which the student has no control. Additionally, Cheatham County Schools allows up to five (5) parent days **per year**.

All other absences, or absences without documentation, are considered to be unexcused and will be recorded accordingly.

If you have any questions regarding your child’s attendance, please contact our school office.

ATTENDANCE Board Policy 6.200

Cheatham County School District (CCSD) strives to provide every opportunity for our students to succeed, and one of the most important contributors to that success is a student’s attendance at school. For that reason, students are expected to be present each day school is in session. While we know that regular school attendance is beneficial for students, it is also required by law. The Tennessee Compulsory Attendance Law requires all school-aged children to attend school and states it is **the duty of the parent or guardian to monitor the student’s attendance and to require the student to attend school.**

The attendance supervisor shall oversee the entire attendance program which shall include:

1. Ensuring that all school age children attend school;
2. All accounting and reporting procedures and their dissemination;
3. Alternative program options for students who severely fail to meet minimum attendance requirements;
4. Ensuring that all school age children attend school;

5. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
6. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.

Absences shall be classified as either excused or unexcused as determined by the principal/designee. All absences, tardies, and early checkouts are recorded daily (and for every class in middle and high school). Written documentation for all absences must be presented on the first day a student returns to school. Excused absences shall include:

1. Personal illness (doctor's statement required);
2. Illness of immediate family member (doctor's statement required);
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;
6. College visits (documentation required);
7. Pregnancy (doctor's statement required);
8. School sponsored or school endorsed activities
9. Summons, subpoena, or court order; or
10. Circumstances which in the judgement of the principal create emergencies over which the student has no control.

CCSD recognizes that occasions may arise when a student has an opportunity to participate in a unique, once-in-a-lifetime event that will result in school absences. Students and their families must meet with the principal in advance to determine if alternate educational plans/schedules are possible. Approval is at the discretion of the principal and his/her team. Family vacations **do not** meet the intent of this provision.

The principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness;
5. System-wide procedures for accounting and reporting are followed.

6. A School Progressive Truancy Intervention Plan is in place and followed.

TRUANCY

General

Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes.

If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.

Students who are absent five (5) days without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation excusing those absences within adequate time, or request an attendance hearing, the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

The director of schools/designee shall develop appropriate administrative procedures to implement this policy.

Progressive Truancy Intervention Plan

Prior to the referral to juvenile court, the following progressive truancy intervention plan will be implemented.

Tier I

Tier I interventions will include a conference with the student and student's parent/guardian; and attendance contract, based on the conference, signed by the student by the student, the parent/guardian, and an attendance supervisor or designee; and regularly scheduled follow-up meetings to discuss the student's progress.

If the student accumulates additional unexcused absences in violation of the attendance contract, he/she shall be subject to Tier II.

Tier II

Tier II interventions will include an individualized assessment of the reasons a student has been absent from school conducted by a school employee. This may result in referral to counseling, community based services, or other services to address the student's attendance problems.

Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful. These interventions shall be determined by a team formed at each school and shall address students' needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee. If these interventions are unsuccessful, the student will be referred to the Student Attendance Board.

If the application of the tiered progressive truancy interventions fails to meaningfully address the student's habitual and unlawful absences from school, the director of schools or attendance supervisor shall report the student to the appropriate judge having juvenile jurisdiction.

MILITARY SERVICE OF PARENT/GUARDIAN

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.

MAKE-UP WORK

Make up work shall be at the discretion of school administration and shall be included in student handbooks.

STATE-MANDATED TESTS/END OF COURSE EXAMS

Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused

absences will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the End of Course Exam.

Students who have an unexcused absence shall receive a failing grade on the course exam which shall be averaged into their final grade.

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion. However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. The student and the parent/guardian shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

DRIVER'S LICENSE REVOCATION

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any 29 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in 31 at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

ATTENDANCE HEARING

Students with excessive (more than 5) absences or those in danger of credit/promotion denial shall be referred to the Student Attendance Board to allow them the opportunity to address the panel and discuss the circumstances surrounding their absences. The student or parent/guardian shall be provided with written notification of the hearing. The student and/or parent/guardian shall be provided with a written statement of the action recommended by the panel regarding the excessive absences.

Failure to appear before the Student Attendance Board indicates that the Progressive Truancy Intervention plan has failed, and the student may be referred to juvenile court.

Students (or their parent(s)/guardian(s) have the right to appeal the decision of the Student Attendance Board. This appeal must be made within two (2) school days to the director of schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the director of schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the director of schools/designee. The action of the Board shall be final.

The director of schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers and administrative staff.

ATTENDANCE AWARDS

Perfect Attendance Certificates are awarded to those students that are ALWAYS on time and do not miss any days (are not checked out early or are tardy). Checking your child out of school early will also affect attendance. Good attendance awards are given to students with less than five (5) days absent and less than five (5) early dismissal/tardy. Certificates will either be presented each grading period or on our annual Awards Day in May.

DISMISSAL FROM SCHOOL

Any student leaving school other than the usual way must have a note from his/her parent or guardian and this note must be approved through the office. Bus drivers WILL NOT accept notes without permission from the transportation supervisor and the principal's signature (office approval).

When picking your child up early, you must come to the office and sign out your child. Please do not go the classroom first. We will call your child on the intercom to come and meet you in the front hall. (A reminder: early dismissals will affect attendance record.)

Students dismissed before 11:15 a.m. are counted absent for the day.

DISMISSAL IN CASE OF BAD WEATHER

Listen to the local television stations or Radio WQSV 790 AM or FM 95 for school closings. You will also be contacted either by the BOE or the school via the system's School Reach communication program. Please keep emergency numbers updated in our school office. **DO NOT CALL THE SCHOOL!** We need to keep

our telephone lines open in order to receive official word from the Director of Schools' office.

TARDINESS (ARRIVING AFTER 7:45 AM)

The beginning of school is 7:45 AM with a tardy bell ringing at 7:45 AM. If your child is arriving after the tardy bell, you **MUST** come to the office and sign them in. Students with excessive tardiness will be reported to the attendance board. (A reminder: tardiness will affect attendance record.)

LEAVING THE SCHOOL GROUNDS

Once a student arrives at school or board a school bus, he/she cannot leave under any circumstances without permission from the office. An individual classroom teacher cannot dismiss a student from school or a school bus.

“ZERO TOLERANCE OFFENSES Board Policy 6.309

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

WEAPONS & DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon on school buses, on school property, or while on school sponsored outings.

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

Violators of this section shall be subject to suspension and/or expulsion from school.

Firearms (as defined in 18 U.S.C. § 921)

In accordance with state law, any student who brings to school or is in unauthorized possession of a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

DRUGS

In accordance with state law, any student who unlawfully possesses any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event, shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

ASSAULT

In accordance with state law, any student who commits aggravated assault or commits assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by case basis.

ELECTRONIC THREATS

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by case basis.

NOTIFICATION

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

SCHOOL DISCIPLINE

We believe all our students can (and should) behave appropriately in school. Student misbehaviors should not prevent a teacher from teaching and/or any student from learning. In order to provide your child, and all the students in our school, the excellent learning climate they deserve, we are implementing a School Wide Positive Behavior Support system. We will be focusing on rewarding those students who consistently have good behavior and reteaching expectations to those students who need it.

We have established the following school rules (our **COUGAR R.O.A.R.**):

(We will be):

Respectful

On Task

Always Safe

Responsible

(Wherever we are and everywhere we go throughout the day)

These rules and expectations of behavior will be taught to every student and will apply to every area of the school (classroom, hallway, cafeteria, restroom, playground and the school bus). It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your child the importance of and the need for good behavior and a good attitude while at school.

TCA 49-6-4102 *Students accountable for conduct* - Every teacher is authorized to hold every pupil strictly accountable for any disorderly conduct in school or on the playground of the school, or on any school bus going or returning from school, or during the intermission or recess period.

CODE OF CONDUCT Board Policy 6.300

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school. The development of each code shall involve principals and faculty members of each level and shall be consistent with the relevant policies as adopted by the Board.

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged. These misbehaviors apply to student conduct on school buses, on school property, and while students are on school sponsored outings.

LEVEL I

This level includes minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school but which can usually be handled by an individual staff member.

LEVEL II

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

LEVEL III

This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

LEVEL IV

This level of misbehavior includes acts which result in violence to another’s person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

CAFETERIA

Breakfast *and* lunch are served at school each full day.

PLEASE SEPARATE ALA CARTE (CAFETERIA) MONEY FROM ICE CREAM MONEY WHICH IS SENT TO THE OFFICE. PLEASE PAY BY THE WEEK IF AT ALL POSSIBLE.

WCES Student Breakfast	\$2.00
WCES Student Lunch	\$2.75
Ala carte items	Prices vary
Visiting Adult Breakfast:	\$3.00
Visiting Adult Lunch:	\$4.25
Visiting Child/Student Lunch	\$3.25

*Holiday meal prices for events such as Grandparents’ Day, Thanksgiving, Christmas, etc. are \$5.25 for visiting adults and \$3.25 for visiting children.

***Students are not allowed carbonated drinks. Please do not send them with your child’s lunch or for snack time.**

Please contact our cafeteria manager @ 792-5904 if your child has food allergies.

CAFETERIA RULES (to be observed even when parents & guests are present):

Respectful

- *Good manners are to be used with all cafeteria staff and other students
- *Speak in a quiet tone of voice

On Task

- *Stay seated and eat your own lunch

Always Safe

- *Walk in and out of the cafeteria
- *Keep your hands, feet and things to yourself

Responsible

*Throw away all trash before leaving

CAFETERIA “SIGNALS” AT EACH TABLE **The following will be observed even when parents & other visitors are present:** Red cup - silence.... Students are to concentrate on eating lunch for the ***first ten minutes***
 Green cup - students may talk quietly for the remainder of lunch
 Yellow cup - warning that the talking has gotten too loud
 Red cup (again) - students must remain on silence due to loudness

Good cafeteria behavior is rewarded with COUGAR CASH, which may be accumulated and earn the class special privileges.

ICE CREAM

Low-fat ice cream is available on Fridays *at the discretion of the classroom teacher*. The price for ice cream is .75. Please send ice cream money separately from cafeteria money.

SNACKS AND PARTIES

Our school system’s student wellness policy (#6.411) mandates that we implement guidelines from the CDC’s School Health Index. Two of these guidelines are:
 *promote healthy food and beverage choices (such as those that are low in fat, sodium and added sugars)
 *offer appealing, low-fat items (such as low-fat fruits, vegetables or dairy products)

Parents are asked to provide food choices that follow the above guidelines when providing snacks/party foods for the entire class. Birthday parties will be limited to one per month. **Check with your child’s teacher *before* planning a birthday party.**

DRESS CODE Board Policy 6.310

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school. Hats shall not be worn inside school buildings during the school day unless prior approved event by administration.

More specific guidelines appropriate for each level of school (elementary, middle, junior high and senior high) shall be developed by the director of schools. Principals and appropriate faculty shall be involved in the development of each set of guidelines.

When a student is dressed in a manner which is likely to cause disruption or interference with the operation of the school, or in a manner that violates the developed guidelines, the principal shall take appropriate action, which may include suspension.

WCES Guidelines

- Students are prohibited from wearing clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment. (TCA 49-6-4009 **State Law**) (disciplinary action-student will be taken to the office and parents will be notified)
- Students are not allowed to wear shoes with wheels (“heelies”, etc.)
- Students are not allowed to wear clothing advertising tobacco, alcohol, drugs or other clothing deemed inappropriate by the principal.
- Jeans, pants, or shorts should fit appropriately for all students.
- Shoes must be worn by everyone entering the building. **Tennis shoes are needed for PE class.**
- Halter tops, exposure of midriff or clothing with spaghetti straps should not be worn.
- A T-shirt must be worn under net or mesh shirts.
- Shorts, skirts and dresses must come down to the fingertips, when child is standing.
- Caps are not to be worn in school.
- Students are not allowed to wear any gang or cult-style clothing, colors, symbols, jewelry, hair color, makeup, etc.

If in doubt about the appropriateness of an item or article of clothing, consult with the principal before allowing your child to wear it to school.

USE OF PERSONAL COMMUNICATION DEVICES AND ELECTRONICS DEVICES Board Policy 6.312

Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses or personal carry-all’s. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion.

Students and employees may only use electronic devices to photograph or record in an approved manner.

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action.

PERSONAL PROPERTY

School personnel are not responsible for personal property. Students should not bring large amounts of money, radios, video games, tape players, cameras, or toys to school, unless specifically asked to do so by the teacher. Students are responsible for glasses, jewelry, and watches that are worn. **Having your child's name on objects such as coats, lunch boxes, supplies and glass cases can help us return them to the right owner.** Children are not to bring dangerous or distracting articles to school.

FIELD TRIPS

Written permission must be given by the parents for a child to go on a field trip. Students that are not allowed to go on a field trip are not excused from school. Assignments will be given and the student will be assigned to another class if not attending a field trip. Students will not be allowed to call home for permission to go on field trips. Written permission is absolutely necessary. **Students must ride the school bus to and from the field trip (unless permission for alternate transportation is granted by principal). All adult chaperones must submit to a background check prior to the field trip.** Transportation (for parents) to and from the field trip site are the responsibility of the parent. **If an adult cannot go without younger siblings of students, he/she will not be allowed to chaperone on field trips.**

EMERGENCY INFORMATION

Please be sure that we have a current emergency number on file in the event your child should become ill. A student information form is sent home at the beginning of school with each student. It is important that we have up-to-date information on all students

EMERGENCY MESSAGES (SCHOOL PHONE) 792-5167

If it is necessary for your child to receive a message while at school, you may call the school office and give the message to the school secretary. Students are not allowed to receive telephone calls while at school. **Cell phones (for students) are not allowed at school.** ARRANGEMENTS FOR AFTER SCHOOL ACTIVITIES SHOULD BE MADE BEFORE COMING TO SCHOOL.

MAKE UP WORK OR HOMEWORK

We appreciate the interest and concern of parents who come to get their child's school work when he/she is home sick. Call the office that morning if you want your child's assignments for the day. Assignments will be ready for pick-up no earlier than 2:45 p.m.

HOMEWORK HELP

Cheatham County is proud to be in partnership with the Homework Hotline program. Students may obtain homework help in any subject by calling 298-6636 or 888-868-5777 on Monday through Thursday from 4:00-8:00 p.m.

CARE OF BOOKS, EQUIPMENT, FURNITURE, ETC.

Students are responsible for caring for all library books, textbooks, equipment and desks issued to the individual during the school year. Any damage or loss must be paid for before final grades are issued or transferred to another school.

PARENT/TEACHER COMMUNICATION

Each teacher at WCES has a classroom telephone. By calling, you can get homework assignments and classroom news. You may reach this line by calling 792-5167 then the teacher's ext. number. ALL CALLS will go to the teacher's voicemail. Teachers will return calls during their planning times or before/after school. Please call only during the teacher's planning time. (The teacher will give you his/her number and planning time.)

REPORTS TO PARENTS

Our school uses a phone message system to reach all parents about important announcements. Our school year is divided into four 9-week grading periods. Report cards will be sent home four times a year (our monthly calendar will give exact dates) to the parents of each student. Teachers and principal will be available at scheduled times to talk with parents on the progress of each child. Conference times are to be scheduled with each teacher. Dropping in does not allow teachers the time needed to gather data and results in order to give a more accurate assessment. Additional progress reports will be sent half-way through the grading periods (every 4 1/2 weeks).

PARENT-TEACHER CONFERENCES

These are on-going throughout the year, as needed. Teachers will conference with all parents at least twice, and more often if necessary. Parents are welcome to request a conference whenever the need arises. Conferencing may include phone conversations, as well as meeting together in person.

GRADING SCALE

Grades 1-4:	A - 93-100	E - Excellent
	B - 85-92	S - Satisfactory
	C - 75-84	U - Unsatisfactory
	D - 70-74	
	F - below 70	

Pre-K and Kindergarten students are "graded" according to mastery of skills taught.

HONOR ROLL

There will be a Principal's (all A's), an A/B and a *COUGAR R.O.A.R.* Honor Roll each nine weeks. The *COUGAR R.O.A.R.* Honor Roll includes the names of those students who have not been consistently disciplined (nor have been sent to the principal) and have been Respectful, On Task, Always Safe and Responsible throughout the grading period. Honor roll students have their names published in *The Ashland City Times*.

TESTING PROGRAMS Board Policy 4.700

The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:

1. Assist in promoting accountability;
2. Determine the progress of students;
3. Assess the effectiveness of the instructional program and student learning;
4. Aid in counseling and guiding students in planning future education and other endeavors;
5. Analyze the improvements needed in a given instructional area;
6. Assist in the screening of students with learning disabilities;
7. Assist in placing students in remedial programs;
8. Provide information for college entrance and placement; and
9. Assist in educational research by providing data.

The director of schools shall be responsible for planning and implementing the program, which includes:

1. Determining specific purposes for each test;
2. Selecting the appropriate test to be given;
3. Establishing procedures for administering the tests;
4. Making provision for interpreting and disseminating the results;
5. Maintaining testing information in a consistent and confidential manner; and
6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.

State-mandated student testing program shall be undertaken in accordance with procedures published by the State Department of Education.

WEIGHING TCAP SCORES

TNReady and EOC scores will be included in students' final grades as follows:

- a) Grades 3-5 – 15% of the student's final average second semester
- b) Grades 6-8 – 15% of the student's final average second semester

- c) Grades 9-12 – 15% of the student’s final average second semester

Using cube root methodology or a method suggested by the Tennessee Department of Education.

The Director of Schools may exclude these scores from students’ final grade if grades are not received by the district at least five (5) instructional days before the end of the course.

Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians.

Results of all group tests shall be recorded on the students’ permanent records and shall be made available to appropriate personnel in accordance with established procedures.

No later than July 31 of each year, the Board shall publish on its website information related to state and board mandated testes that will be administered during the school year. The information shall include:

1. The name of the test;
2. The purpose and use of the test;
3. The grade or class in which the test will be administered;
4. The tentative date or dates that the test will be administered;
5. The time and manner in which parents and students will be notified of the results of the test, and;
6. How parents can access the questions and answers on their student’s state-required tests.

Testing information shall also be placed in student handbooks or other school publications that are provided to parents on an annual basis.

INTERNET USAGE

The use of computers is an integral part of our teaching and learning. Internet accounts are designed for educational purposes only. Any misuse by students will be reported to the principal and disciplinary action will be taken

HEALTH OF STUDENTS

For the protection of all the students the following guidelines have been set and will be followed at all times. A student will be sent home for any of the following:

1. A fever of 100 degrees (or over)
2. Suspected contagious disease
3. Vomiting or diarrhea
4. Presence of lice
5. Undetermined rash over any part of the body
6. Red eye with watering or crusting
7. Feels too badly to remain at school

If your child has any of the above symptoms in the morning before coming to school, PLEASE KEEP HIM/HER AT HOME. We have limited facilities for caring for ill children at school and ask that you make arrangements for the child to be picked up when you are notified by the school. When you have changes in phone numbers or emergency contacts, please notify the school immediately. It can be very frightening for your child to be ill or possibly need transportation to the nearest emergency room and a parent cannot be reached. When picking up your ill child, enter the building and sign the student out in the office. Your child should remain at home until he/she is fever free for 24 hours. For attendance purposes, please write a note to the school or have your physician state that your child has been ill and the dates he/she has not been able to attend school. Please remember also if your child has had a contagious illness then he/she can return **ONLY WHEN THE PHYSICIAN** says they are no longer contagious (such as pink eye, scabies, shingles, chicken pox, mononucleosis, skin rash, etc.) If you have any questions, you can always call the school and speak with our school nurse.

MEDICINES Board Policy 6.405

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations:

Written instructions **signed by the parent** will be required and will include:

1. Child's name;
2. Name of medication;
3. Name of physician;
4. Time to be self-administered;
5. Dosage and directions for self-administration (non-prescription medicines must have label 11 direction);
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. (i.e. students with asthma). In order for a student to carry any form of medication (epi-pen, inhalers, etc.), they must return a signed Self-Administration Authorization form and follow all other procedures for having medication on school property.

The administrator/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent in student's record;
3. Keep an accurate record of the self-administration of the medication;
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order;
5. Return unused prescription to the parent or guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication.

A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

BLOOD GLUCOSE SELF-CHECKS

Upon written request of a parent or guardian, and if included in the student's medical management plan and in the IHP, a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary.

Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate.

Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee Occupational Safety and Health Administration (TOSHA).

STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS

Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed healthcare provider without additional assistance or direction. The Director of Schools shall develop procedures for the development of both an Individualized

Healthcare Plan (IHP) and an Emergency Care Plan (ECP) that conforms to state law for every student with pancreatic insufficiency or cystic fibrosis that wishes to self-medicate.

STUDENTS WITH ADRENAL INSUFFICIENCY

The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of the student’s diagnosis. Once notified, the district shall observe the following procedure:

1. The district shall train school personnel who will be responsible for administering the medication for the treatment of adrenal insufficiency and any who volunteer to administer the medication.
2. The district shall maintain a record of all school personnel who have completed this training.
3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care professional may administer the prescribed medication the students. If a school nurse or other licensed health care professional is not immediately available, trained school personnel may administer the prescribed medication.

The director of schools shall develop procedures on the administration of medications that treat adrenal insufficiency and recordkeeping per rules set forth by the State Board of Education.

MEDIA ACCESS TO STUDENTS Board Policy 6.604

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in instructional programs and school activities including athletic events, but such media access shall not be unduly disruptive.

Each year parents/guardians shall be given the option to withhold permission for public news media interviews or photographs of their child at school.

Specific parental/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature.

If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver shall be obtained from the student's parent/guardian.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Parents shall be advised of this policy at the time of the student's registration and each fall in the student/parent handbook.

SUSPENSION/EXPULSION/REMAND Board Policy 6.316

DEFINITIONS:

Suspension: dismissed from attendance at school for any reason not more than ten (10) consecutive days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to avoid expulsion from school.

Expulsion: removal from attendance for more than ten (10) consecutive days or more than fifteen (15) days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute expulsion.

Remand: assignment to an alternative school.

REASONS FOR SUSPENSION/EXPULSION Board Policy 6.316:

Any principal or assistant principal (herein called principal) may suspend/expel any student from attendance at school or any school-related activity on or off campus or from attendance at a specific class or classes, or from riding a school bus, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons including, but not limited to:

1. Willful and persistent violation of the rules of the school;
2. Immoral or disreputable conduct, including vulgar or profane language;
3. Violence or threatened violence against the person of any personnel assigned to any school;
4. Willful or malicious damage to real or personal property of the school, property of any person attending or assigned to the school;
5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
6. Possession of a pistol, gun or fi rearm on school property;
7. Possession of a knife, etc., as defined in TCA 39-17-1309, on school property;
8. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene or threatening language;
9. Unlawful use or possession of barbital or legend drugs, as defined in

TCA 53-10-101;

10. Engaging in behavior which disrupts a class or school-sponsored activity;
11. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event;
12. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
13. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process; and
14. Any other conduct prejudicial to good order or discipline in any school.

If as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense, may have been facing the threat of imminent danger of death or serious bodily injury, then, the student may not face any disciplinary action.

IN-SCHOOL SUSPENSION:

1. Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study; and
2. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

PROCEDURES FOR OUT OF SCHOOL SUSPENSION AND EXPULSION:

A. Suspension and Expulsions of 1 – 10 Days

1. Unless the student's continued presence in the school, class or school related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.
2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion.

The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.

3. The principal shall notify the parent or guardian and the director of schools or designee in writing:
 - a. Of the suspension/expulsion and the cause for it; and
 - b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension/ expulsion.
4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.

B. Suspensions and Expulsions of More Than 10 Days

5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, he/she may suspend/expel/recommend to remand the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
6. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend/expel/recommend to remand for more than ten (10) days. The notice shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within five (5) days of receipt of the notice, any hearing will be closed to the public. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.
7. The appeal from this decision shall be made to the disciplinary hearing authority appointed by the Board or to the Director of Schools prior to a request for review by the Board.
8. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.

STUDENT DISCIPLINARY HEARING AUTHORITY Board Policy 6.317

A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended for more than ten (10) school days. The Board shall appoint a DHA which shall consist of three (3) members (maximum number must not exceed total membership of Board). The Director of Schools shall recommend members of the DHA to the Board for approval. At least one (1) DHA member shall be a licensed employee of the district. All appointments are for one (1) year terms and subject to reappointment. Board members shall not serve on the DHA.

The director of schools shall appoint a chairman of the DHA from the members appointed by the Board. The chairman shall perform the following duties:

1. Set the time, place and date for each hearing;
2. Maintain order and structure during each hearing; and
3. Prepare, sign, and disseminate the minutes of each meeting.

Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written notification to the parent or guardian of the student, the student, and any other appropriate person of the time, place and date of the hearing. The hearing must be held no later than ten (10) days after the beginning of the suspension.

The DHA may take the following disciplinary actions:

1. Affirm the decision of the school principal;
2. Order removal of the suspension unconditionally;
3. Order removal of the suspension upon such terms and conditions as it deems reasonable;
4. Assign the student to alternative program; or
5. Suspend the student for a specified period of time. *

Within five (5) days of the DHA rendering a decision, the student, principal, or assistant principal may request a review by the Director of Schools prior to a request for review by the Board. Within 5 days of the Director of Schools rendering disciplinary action, the student, principal, or assistant principal may request a review by the Board, and the Board shall review the record. Following the review, the Board may grant or deny the request for a hearing or affirm or overturn the decision of the DHA with or without a hearing. The Board shall not impose a more severe penalty than that imposed by the DHA without first providing an opportunity for a hearing before the Board.

The notice of the hearing shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within five (5) days of receipt of the notice, the hearing shall be closed to the public.

* Note: Zero-tolerance offenses as set forth in statute require mandatory calendar year expulsion or assignment to alternative placement for a calendar year unless modified by the director of schools.

TOBACCO FREE SCHOOLS Board Policy 1.803

All uses of tobacco and tobacco products, including smokeless tobacco, electronic/battery operated devices, vapor products, and all other paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased or operated by the district. Smoking and vaping shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.

Employees and students in the school district will not be permitted to use these products while they are participants in any class or activity in which they represent the school district.

Signs will be posted throughout the district's facilities to notify students, employees and all other persons visiting the school that the use of these products is forbidden. The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events: *Smoking is prohibited by law in seating areas and in restrooms.*

Any person under eighteen (18) who possesses these products may be issued a citation by a School Resource Officer. Regardless of whether a citation is issued, the product shall be seized.

PEDICULOSIS (HEAD LICE) School Board Policy 6.4031

No student shall be denied an education solely by reason of head lice infestation and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation.

It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has pediculosis (head lice). A letter shall be sent home by the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment.

Prior to readmission, satisfactory evidence must be submitted to school personnel that the student has been treated for pediculosis (head lice). This evidence may include but not be limited to:

- (1) proof of treatment with a pediculicide (head lice shampoo), or

- (2) satisfactory examination by a school health official.

Treatment and prevention procedures shall be developed by the director of schools in consultation with the school nurse and distributed to all classroom teachers. These procedures shall also be distributed to the parent/guardian of any child that has pediculosis.

Any subsequent incidents of head lice for a student during the school year shall require submission of satisfactory evidence of treatment for head lice and be found free of lice by a school health official.

A student shall be expected to have met all requirements for treatment and return to school no later than two (2) days following exclusion for head lice. All days in excess of the allowable period shall be marked as unexcused absences and referred to the attendance supervisor at the proper time.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Cheatham County School System, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the Cheatham County School System may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in the Cheatham County School System to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the Cheatham County School System to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing within five days of the first day of school. The Cheatham County School System has designated the following information as directory information: (Note: an LEA may, but does not have to, include all the information listed below.)

- Student’s name
- Address
- Telephone listing
- Participation in officially recognized activities/sports
- Weight/height of athletic team members
- Degrees, honors, awards received

- Electronic mail address -Recent educational institution
- Photograph -Dates of attendance
- Date and place of birth -Grade level
- Major field of study

ASBESTOS NOTIFICATION

An environmental engineering firm has completed a study to determine the presence and location of friable and nonfriable asbestos materials in all buildings of the Cheatham County Board of Education. All buildings were inspected in accordance with Environmental Protection Agency guidelines for asbestos-containing materials. (i.e., 40 CFR PART 763). Warning posters have been placed at all locations where asbestos material has been found. In most of the schools, the asbestos fibers are primarily confined to boiler rooms and pipe insulations to which students do not have access. If you have any questions, please contact the Cheatham Co. BOE.

STUDENT RECORDS – ANNUAL NOTIFICATION OF RIGHTS

Privacy Rights

The student’s parent(s) or the eligible student has the right to: (1) inspect and review the education record; (2) seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student’s rights; (3) file a complaint with the appropriate officials when the System violates laws and regulations relative to records; (4) obtain a copy of such records at a minimal expense; (5) exercise control over other people’s access to the records, except when prior written consent is given, or under circumstances as provided by law, or where the System has designated certain information as “directory information”.

CIVIL RIGHTS POLICIES

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

CHEATHAM COUNTY SCHOOLS’ TITLE VI/CIVIL RIGHTS POLICIES

The Cheatham County Board of Education has adopted policies which insure that the Board and/or schools they govern shall not discriminate in either its educational programs or employment policies.

Equal Opportunity Employment

Opportunity for employment, as well as continuation and advancement in employment, shall be afforded equally to members of all races, creeds, colors, sexes, religions, ages, national origins, and individuals with disabilities or veteran status with regard only for qualifications for the position involved.

Equal Education Opportunities

It is the policy of the Cheatham County School system not to discriminate on the basis of sex, race, color, religion, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, The Equal Pay Act of 1973, Title IX of the 1972 Educational Amendment and Section 504 of the Federal Rehabilitant Act of 1973, and the Americans with Disabilities Act. It is also the policy of the district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life-styles open to women as well as men in our society. One of the objectives in the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, diversity found in our county and awareness of the rights, duties, and responsibilities of each individual as a member of a pugilistic society.

Concerns should be directed to the following personnel at the Cheatham County Board of Education Office, 102 Elizabeth Street, Ashland City, TN 37015 or the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Title VI – Title IX – Section 504 – Special Education Department

Student Goals and Objectives

In order to establish an environment conducive to learning for each student, the Board establishes the following goals: (1) to assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, sex, or disabilities, (2) To protect and observe the legal rights of students,

(3) To promote a learning environment which provides opportunities for all students without regard to race, creed, ethnic origin, sex, or disabilities.

Any person alleging discrimination based on race, color, or national origin has a right to file a complaint within 180 days of the alleged discrimination. At the plaintiff’s discretion, the complaint can be filed with the federal department, the state recipient, or the Cheatham County Board of Education. Complaint forms may be obtained at the Board of Education Office at 102 Elizabeth Street, Ashland City, TN 37015.

IDENTIFICATION OF CHILDREN WITH DISABILITIES

The Cheatham County School System provides special education and related services and special accommodations to children who are disabled. Under state and federal laws, public schools are required to provide free and appropriate public education to all children who are disabled between the ages of three and twenty-two, and may not, on the basis of disability, discriminate against these children.

SPECIAL EDUCATION Board Policy 4.202

The Board shall provide access to a free appropriate public education to all disabled children ages 3-21, inclusive, residing within the jurisdiction of the school system. The plan for implementation of appropriate instruction and special education services shall be in accordance with the current Rules, Regulations, and Minimum Standards of the State Board of Education, and state and federal law.

The Board shall develop and periodically update a local plan for providing special education services for disabled students. Specifically, the Board shall ensure the following:

1. All disabled children living within the school system receive a free and appropriate public education and 8 the services to meet their unique needs; and 2.
2. The rights of disabled children and their parents are protected.

The plan shall seek to accomplish the following objectives:

1. To carry out a comprehensive screening and assessment plan emphasizing the early identification and evaluation of disabled students.
2. To use the Individual Education Program Team (IEP-Team) for reviewing assessment, formulating programming, and determining placement for every disabled student, including review of proposed suspensions when appropriate, in accordance with the State Board of Education Rules, Regulations, and Minimum Standards;
3. To ensure that placements are made to educate disabled children with non-disabled to the extent appropriate and with age-appropriate peers;
4. To provide each disabled child with an individual educational program (IEP) specifically designed to meet his unique needs;
5. To provide continuing evaluation of each disabled child's progress, including at least annual review of each IEP and complete re-evaluation at least every three (3) years;
6. To ensure that procedural safeguards required by state and federal laws are adhered to; and
7. To involve parents of disabled children in a meaningful dialogue with school personnel which will begin with an initial referral and continue throughout the student's educational career.

RIGHTS AND RESPONSIBILITIES OF STUDENTS Board Policy 6.301

The Board expects all employees, students, and parents to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers, and effects against unreasonable searches and seizure;
3. Be educated in a safe and secure environment;

- 4. Have appropriate resources and opportunities for learning;
- 5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities; and
- 6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

- 1. Know and adhere to reasonable rules and regulations established by the Board and school officials
- 2. Respect the human dignity and worth of every other individual; 3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
- 4. Study and maintain the best possible level of academic achievement;
- 5. Be punctual and present in the regular school program;
- 6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
- 7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
- 8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
- 9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school sponsored activities;
- 10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials;
- and 11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

PARENTAL RIGHTS FOR SECTION 504

In compliance with state and federal law, the Cheatham County School System will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact Judy Bell at the Cheatham County Board of Education office.

STUDENT DISCRIMINATION, HARASSMENT, BULLYING, CYBER-BULLYING AND INTIMIDATION (School Board Policy 6.304)

The Cheatham County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

This policy shall be disseminated annually to all school staff, students and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

DEFINITIONS

Bullying/Intimidation/Harassment – An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging student property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property; □ Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying – A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing – An intentional or reckless act by a student or group of students that is directed against other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities. "Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with intimidation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the director of schools with appropriate documentation detailing reasons why the investigation was not initiated within the required timeframe.

The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyberbullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property; □ It has a substantially detrimental effect on the student's physical or mental health; □ It has the effect of substantially interfering with the student's academic performance; or
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report. If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate documentation detailing reasons why the investigation has not been completed or the appropriate intervention has not taken place. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the Director of Schools. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions to the director of schools and the chair of the board of education.

By July 1 of each year, the director of schools/designee shall prepare a report of all bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

CONCERNS, COMPLAINTS, AND GRIEVANCES Board Policy 6.305

SCHOOL LEVEL CONCERNS AND COMPLAINTS

Decisions made by school personnel – such as aides, teachers, or assistant principals – which parents or student believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, the parent or student will contact the principal's office of their student's school and provide their name, the issue and the reason for their appeal on a printed form available at the school office within two (2) school days. The appeal will usually be decided confidentially and promptly, preferably within ten (10) school days.

However, if the principal does not make a decision within ten (10) school days following the date of complaint, students or parents may appeal at that time by contacting the director of schools/designee at the central office. The information provided should include the student's name, the parent's name (if applicable), the school and a description of the problem.

An investigation and decision will be made within ten (10) school days and communicated to the school principal and parent or student by telephone. A written copy of the decision also will be sent to the parent or student and the principal.

DISTRICT LEVEL CONCERNS, COMPLAINTS, AND GRIEVANCES

Decisions or actions taken by a principal or district level supervisor which are violations of Board policy, state rules and regulations, or state or federal law may be appealed to the director of schools. To appeal, the student's parent/guardian will contact the director's office and provide their name, the issue and the reason for their appeal on a printed form available at the central office within ten (10) school days of the principal rendering his/her decision.

An investigation and decision will be made within ten (10) school days and communicated to the school principal and parent/guardian by telephone. A written copy of the decision also will be sent to the parent or student, and the principal.

DIRECTOR OF SCHOOLS, CONCERNS, COMPLAINTS, AND GRIEVANCES

Decisions or actions taken by the director of schools that are violations of Board policy, state rules and regulations, or state or federal law as determined by school board attorney, may be appealed to the board of education. To appeal, the student’s parent/guardian will contact the director’s office and provide their name, the issue and the reason for their appeal on a printed form available at the central office within ten (10) school days of the director rendering his/her decision.

All complaints shall be submitted to the board at the next regular meeting. The board shall determine whether an investigation is needed. If the board determines that an investigation is warranted, they shall appoint a qualified individual who is not an employee of the school system to conduct an 8 investigation. The appointee shall present their findings to the board at the next regular board meeting.

Upon a review of the findings, the board shall make a determination on whether to uphold the director’s decision/action taken, or take other actions that are reasonable based upon the findings.

DRUG-FREE SCHOOLS Board Policy 6.307

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a “Drug Free” community, the Board’s plan for dealing with alcohol and drugs shall include the following:

1. Appropriate ways for handling alcohol/drug-related medical emergencies;
2. Guidelines for reporting alcohol/drug incidents and illegal activities;
3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered "high risk" to agencies and other sources of appropriate help;
4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials.

Through the use of state guidelines, the director of schools shall be responsible for:

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;
2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities;
3. Implementing the relevant portions of the Drug-Free Youth Act;
4. Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events; and
5. Providing notification to parents and students that compliance with this policy is mandatory.

Students shall not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs.

Disciplinary sanctions shall be imposed on students who violate standards of conduct required by this policy. Such sanctions shall be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation programs shall be made available through the school office.

BUS SAFETY AND CONDUCT Board Policy 6.308

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parents of students or other persons with lawful and valid business on the bus.

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student

refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends.

Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee.

Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

SUSPENSION OF SCHOOL BUS PRIVILEGES Board Policy 6.308

Failure to follow any of the school bus rules and regulations shall be considered misconduct on the school bus and will be dealt with swiftly and fairly. These are the four categories of student misconduct on school buses:

1. Violence
2. Vandalism
3. Safety
4. Disrespect

Drivers must make calls to home first to allow parents to correct their child's behavior. If that fails, then proceed with the following.

Procedures for suspension of a student's bus privileges shall be as follows, EXCEPT for zero tolerance offenses committed while riding the school bus. All zero tolerance infractions on a school bus shall be referred by the Transportation Director and student's school principal to the Student Disciplinary Hearing Authority (SDHA) for appropriate hearing and action. Penalty for such infractions may include expulsion from regular bus transportation as deemed appropriate by the SDHA.

1. First Offense: – Bus driver notifies school administration in writing of warning and offense; parents notified by school administration.
2. Second Offense: - Three (3) school days off the bus. A dated copy of the discipline policy signed by the principal and the bus driver will be sent home to be signed by the parents and returned to the bus driver. If a signed copy is not returned to the bus driver, the suspension will continue indefinitely.
3. Third Offense: - Five (5) school days off the bus and probation for the remainder of the school year. A dated copy of the discipline policy signed by the principal and the bus driver will be sent home to be signed by the parents and returned to the bus driver. If a signed copy of the discipline policy is not returned to the bus driver, the suspension will continue indefinitely.
4. Fourth Offense: - Ten (10) school days off the bus and probation for the remainder of the school year. A dated copy of the discipline policy signed by the principal and the bus driver will be sent home to be signed by the parents and returned to the bus driver. If a signed copy of the discipline policy is not returned to the bus driver, the suspension will continue indefinitely.
5. SDHA process: - Expelled from the bus for the remainder of the school year and sixty (60) school days of probation at the beginning of the next school year, if expulsion occurs after March 1. If the expulsion occurs after February 1, then thirty (30) school days of probation will occur at the beginning of the next school year.

Only the Transportation Supervisor can lessen the length of a suspension once it has been given. Appeals may be made to the Director of Schools.

A copy of all forms returned to the bus driver from parents will be kept by the building principal with copies forwarded to the Transportation Supervisor.

USE OF VIDEO CAMERAS

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline.

The district shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the student’s behavioral record as determined by the district and in accordance with the law.

Video surveillance shall be used only to promote the order, safety and security of students, staff and property.

The director of schools is directed to develop procedures governing the use of video cameras in accordance with the provisions of the law and established Board policies.

FAMILY & COMMUNITY INVOLVEMENT Board Policy 4.502

The Board is committed to increasing and ensuring the involvement of parents and other family members in the education of students.

The director shall develop and implement any procedures necessary to accomplish the goals of this policy.

FAMILY-SCHOOL PARTNERSHIPS

Families and community members should be engaged in the education of students based on the following standards:

- Families are welcomed into the school community;
- Families and school staff should engage in regular and meaningful communication about student learning;
- Families and school staff work together to support student learning and development;
- Families are informed and encouraged to be advocates for students;
- Families are full partners in the decisions that affect children and families; and
- Community, civic, and business resources are made available to strengthen school programs, family practices

SCHOOL VOLUNTEERS Board Policy 4.501

All volunteers must be approved by the principal and shall serve under the supervision and direction of the professional personnel of the school to which they are assigned. Volunteers shall assist professional personnel in the performances of their teaching and administrative responsibilities. They may not teach, but they may reinforce skills taught by the professional staff.

The principal shall identify appropriate tasks for volunteers and shall be responsible for planning and conducting orientation programs and regular in-service training sessions.

Volunteers shall serve without compensation but shall be insured by the Board against loss or damage in the performance of their duties.

The principal shall ensure that appropriate recognition of volunteer services is made annually.

The director of schools shall develop procedures to require the appropriate background checks for volunteers who may work closely with students without much or any supervision of district employees.

SCHOOL VOLUNTEER APPROVAL PROCEDURE

The following procedure applies to use of volunteers at school and for school related activities. Organizations that have applied for use of facilities must provide the same background check documentation on their employees or participants who will be in contact with students of CCSD.

- A. Volunteer application/vetting process
 - 1. Occasional volunteer activity in a highly public setting under constant supervision by a CCSD employee with little or no contact with students does not require a volunteer application or a criminal background check.
 - 2. Regular volunteer activity and volunteer activity with student contact taking place under constant supervision by a CCSD employee requires completion of a volunteer application and a confidentiality agreement acknowledging FERPA requirements.
 - 3. Volunteer activity that involves unsupervised contact with students on or off campus requires (1) completion of a volunteer application and (2) a criminal background & fingerprint check through the CCSD Human Resources Department or submission to the Human Resources Department a report detailing the results of a prior fingerprinting within one year of application. The Human Resources Department will also conduct background checks as prescribed under state law through other reporting agencies. The cost of fingerprinting for volunteers must be borne by the volunteers, PTO, or booster club.
 - 4. Unpaid coaches and volunteers who are to hold positions on the supplemented employment list shall be subject to the supplemented activity employee application process, including but not limited to criminal background check and fingerprinting process

- B. Volunteers whose prior history, including but not limited to criminal history, demonstrates a risk to safety or well-being of students will be denied participation in volunteer activities involving students.

- C. Volunteers subject to the application process or the criminal background/fingerprinting process described above shall immediately notify a school administrator upon any arrest.
- D. Background checks are valid for two (2) years.

VISITORS TO THE SCHOOL

Except on occasions, such as school programs, athletic events, open house and similar public events; all visitors will report to the school office when entering the school and will sign a log book. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or designee. Guest passes shall be issued for all persons other than students and employees of the school.

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to that school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.

Persons who come onto school property shall be under the jurisdiction of the site administrator/designee. Individuals who come onto school property or who contact employees on school or district business are expected to behave accordingly. Specifically, actions that are prohibited include, but are not limited to:

- Cursing and use of obscenities;
- Disrupting or threatening to disrupt school or office operations;
- Acting in an unsafe manner that could threaten the health or safety of others;
- Verbal or written statements or gestures indicating intent to harm an individual or property; and
- Physical attacks intended to harm an individual or substantially damage property.

The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the teachers or students on the premises, or on the premises for the purpose of committing an illegal act.

The principal shall contact law enforcement officials when he/she believes the situation warrants such measures.

Visitors are not allowed to photograph, video, or record any students, staff, or event on any electronic device that will interrupt the educational process during the day.

ENGLISH LEARNERS Board Policy 4.207

If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take reasonable actions to provide the students equal access to its programs. Students who are English learners (“EL”) shall be identified, assessed, and provided appropriate services. No child shall be admitted to or excluded from any program or extra-curricular activity based on the student’s surname or EL status.

The director of schools shall evaluate the effectiveness of the district’s language assistance programs to ensure. EL Students will acquire English proficiency and the ability to participate in the standard instructional program within a reasonable period of time.

ENGLISH LANGUAGE INSTRUCTION PROGRAM

The board directs the administration to develop and implement language instruction programs that.

1. Appropriately identify EL students in a timely, valid, and reliable manner.
2. Determine the appropriate instructional environment for EL students.
3. Provide EL students with a language assistance program that is educationally sound and proves successful.
4. Annually assess the English proficiency of EL students and monitor the progress of students in order to determine their readiness for standard instructional program.
5. Monitor the progress of students that have exited the EL program

PARENTAL NOTIFICATION

Parents of EL students shall be given notice of, and information regarding, the instructional program within the first thirty (30) days of the school year, or within the first two weeks of a student being placed in a language instruction educational program (LIEP). At a minimum, the notice will include the following.

1. The reason for identifying the child as an EL student;
2. The child’s level of English language proficiency, including how the level was assessed, and the status of the child’s academic achievement;
3. Methods of instruction used in the program, methods of instruction in other available programs, and how they differ;

4. How the program meets the educational strengths and needs of the student, and how the program will help the student reach English language proficiency and meet academic standards;
5. Program exit requirements, rate of transition to a standard instructional program classroom, and expected rate of high school graduation;
6. How the program meets the goals of an EL student with IEP; and
7. Information on the parents' right to withdraw the student from the program or choose another program or method of instruction if available.

Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.

MIGRANT STUDENTS Board Policy #6.504

The Board directs the administration to identify migratory students in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In developing and implementing a program to address the needs of migratory students the district will:

1. Identify migratory students and assess the educational and related health and social needs of each student.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.
3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all students are expected to meet.
4. To the extent feasible, provide advocacy and outreach programs to migratory students and their families and professional development for district staff.
5. Provide parents an opportunity to participate in the program.

If a migrant student is identified by the district, the director of schools or designee shall notify the Tennessee Department of Education and request assistance if needed.

Homeless Student Board Policy #6.503

A homeless student shall have equal access to the same free, appropriate public education as provided to other children and youths.

Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence.

Homeless students include:

1. Students sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; students living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; students living in emergence or transitional shelters; or students abandoned in hospital;
2. Students who have primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Students living in cars, parks, public spaces, abandoned building, substandard housing, bus or trains stations, or similar settings; and
4. Migratory students who are living in circumstances described above.

ENROLLMENT

Homeless students shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic, records, immunization records, health records, proof of residency), or missed the district's application or enrollment deadlines. Parents/guardians are required to submit contact information to the district's homeless coordinator.

PLACEMENT

For the purposes of this policy, school of origin shall mean the school that the student attended when permanently housed or the school in which the student was last enrolled, including a preschool/pre-k program. School of origin shall also include the designated receiving school at the next grade level when the student completes the final grade level served by the school or origin.

Placement shall be determined based on the student's best interest. At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained, unless doing so would be contrary to a request made by the student's parent/guardian or the student in the case of an unaccompanied youth. When determining placement, student-centered factors, including but not limited to impact of mobility on achievement, education, health, and safety shall be considered. The choice regarding placement shall be made regardless of whether the student lives with their homeless parents/guardians or has been temporarily placed elsewhere.

If it is not in the student's best interest to attend the school of origin, or the school requested by the parent/guardian or unaccompanied youth, the director or his/her designee shall provide a written explanation of the reasons for the determination, in a manner and form that is understandable to the parent/guardian or unaccompanied youth. The written explanation shall include a statement regarding the right to appeal the placement decision. If the placement decision is appealed, the district shall refer the parent/guardian or unaccompanied student to the homeless coordinator, who shall carry out the dispute resolution process as expeditiously

as possible and in accordance with the law. Upon notice of an appeal, the director of schools shall immediately enroll the student in the school in which enrollment was sought pending a final resolution of the dispute, including all available appeals.

RECORDS

Records ordinarily kept by the school shall be maintained for all homeless students. Information regarding a homeless student’s living situation shall be treated as a student education record, and shall not be considered directory information.

SERVICES

The director of schools shall ensure that each homeless student is provided services comparable to those offered to other students within the district, including transportation, special education services, programs in career and technical education (CTE), programs for gifted and talented students, and school nutrition.

The director of schools shall designate a district homeless coordinator who shall ensure this policy implemented throughout the district. The homeless coordinator shall ensure:

1. Homeless students are quickly identified and have access to education and support services, to include Head Start and district pre-k programs;
2. Coordination with local social service agencies and other entities providing services to homeless students;
3. Coordinate transportation, transfer of records, and other interdistrict activities with other school districts;
4. Coordinate transportation to the school or origin or choice for homeless students;
5. Refer homeless students and their families to health care services, dental services, mental health and substance abuse services, and housing services;
6. Assist homeless students in obtaining immunizations, medical or immunization records, and any additional assistance that may be needed;
7. Public notice of the educational rights of homeless students is disseminated in places frequented by parents/guardians of homeless students, including schools, shelters, public libraries, and soup kitchens; and
8. Unaccompanied youth are enrolled and informed of their status and independent students.

The director of schools shall develop procedures to ensure that homeless students are recognized administratively and that the appropriate and available services are provided for these students. The director shall ensure professional development is provided to school personnel providing services to homeless students.

**2019-2020
CHEATHAM COUNTY SCHOOLS CALENDAR***

The school calendar is approved by the Board of Education. Snow or similar circumstances may make it necessary to alter certain days or events.

Aug.	Mon. 5	First (half) day of school **10:45 a.m. dismissal
	Tues. 6	First full day of classes
	Mon. 12	First full day of classes (all PreK # K students)

Sept.	Mon. 2 Fri. 6 Fri. 27	No school – Labor Day Progress reports go home 11:45 dismissal (teacher PD)
Oct.	Mon. 14 – Fri. 18 Fri. 25	No School – Fall Break Report cards go home
Nov.	Fri. 1 Fri. 15 Wed. 27 – Fri. 29	Parent teacher conference day (11-7) Progress reports go home No School Thanksgiving Break
Dec.	Fri. 20 Mon. 23 – Fri. Jan. 3	10:45 a.m. dismissal End of 1 st semester No school – Winter Break
Jan.	Mon. 6 Tues. 7 Fri. 10 Mon. 20	No school – Teacher PD First day back for students Report cards go home No school – Martin Luther King Jr. Day
Feb.	Fri. 7 Fri. 14 Mon. 17	Progress reports go home 11:45 Dismissal (Teacher PD) No school – Presidents’ Day
Mar.	Fri. 20 Mon. 30 - Fri. April 13	Report cards go home No School – Spring Break
Apr.	Fri. 10 Fri. 24	No School – Good Friday Progress Reports go home
May	Wed. 20 Fri. 22	Last day of school for students Report cards given out (8:00 – 11:00)

*Additional information is sent home in class newsletters or on our monthly school calendar of events.