



Kingston Springs Elementary School

Home of the Cardinals

PARENT AND STUDENT HANDBOOK

“Kingston Springs Expects Success”

Kingston Springs Elementary School

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Dear Families and Students,

Welcome to Kingston Springs Elementary School (KSES)! We very much look forward to another *exciting and successful* year and hope you do, too.

This handbook has been prepared to help you become better familiar with the rules, procedures and services of our school.

On behalf of the faculty and staff, we 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.

We also invite you to become one of our Kingston Springs Elementary volunteers. Working together we can make your child's education a very rewarding and positive experience. The success of KSES is built on the support we give to and receive from this wonderful community and its people! We encourage you to support your school, teachers and programs as you are able. Help us show that "*Kingston Springs Expects Success!*"

PLEASE TAKE THE TIME TO READ THIS HANDBOOK WITH YOUR CHILDREN SO EVERYONE IS MORE FAMILIAR WITH KSES. THE LAST PAGE OF THIS HANDBOOK NEEDS TO BE SIGNED BY THE PARENT(S) AND STUDENT(S) AND RETURNED TO THE SCHOOL OFFICE.

We are so proud of our students, faculty, staff, school and community! It is our sincerest hope that your experience at Kingston Springs Elementary will be one filled with happiness and success.

If you have questions concerning the school, school policies, or your child's progress, please don't hesitate to contact your child's teacher or me directly. I also want to thank you in advance for reading through this handbook and for your continued support of KSES. GO CARDINALS!

Sincerely,

Principal
Dawn Wenning

Cheatham County Schools . . . Achieving Excellence Together

THE MISSION OF KINGSTON SPRINGS ELEMENTARY

Kingston Springs Elementary School is committed to preparing life-long learners and building a strong foundation for student success.

OUR VISION

The vision of Kingston Springs Elementary School is to meet the physical, social, emotional, and intellectual needs of all students in a welcoming, nurturing, challenging, and safe environment where academic excellence and a love of learning are fostered.

OUR BELIEFS

The KSES community shall believe and uphold the following:

1. All students will be held to high expectations and will learn.
2. The state standards, research-based data and the individual student needs will guide our instruction and programs.
3. Ongoing assessment, with a clear purpose and direction for student learning, will lead to success.
4. A data-driven and shared decision-making process will be used to meet individual needs and to achieve proficiency levels and beyond, for all students.
5. School procedures shall be aligned with district policies and will be communicated effectively in order to promote desired results for student achievement.
6. An atmosphere of creativity and safety, that permeates both school and community, will cultivate a high performing and challenging learning culture.
7. Internal and external communication, and collaboration between staff and all stakeholders, will facilitate a focus on student learning.
8. Through the collaborative efforts of our staff and stakeholders, KSES will remain thoroughly committed to achieving only the highest quality of education for all students.
9. Our mission, vision, and beliefs incorporate shared goals for quality education with high expectations, which promote maximum student achievement.

EVENTS AND HIGHLIGHTS

“Boo Hoo Breakfast” for Kindergarten Parents, 7:45 A.M., Monday, August 13, 2018
Book Fair, October 22-26 - Book Fair Family Night, Thursday, October 25
Veteran’s Day Program, November 9, 2018
Holiday Marketplace – December 1, 2018
“Kids on Stage” Talent Show, TBD
Honor’s Pep Rallies every 9 Weeks to recognize Student Success
Father-Daughter Dance TBD
Mother-Son Game Night TBD
Read Across America Week & Reading Far, February 25-March 1, 2019
Spring Hat Parade, March 22, 2019
Kindergarten Round-Up – April 12, 2019
Spring Carnival -TBD
Field Day, May 17, 2019
Year End Awards Day, May 21, 2019
4th grade awards and program – May 22, 2019; last day of school
Music Programs for every grade level throughout the year

Holidays and Breaks; There will be NO SCHOOL on the following days:

September 3, 2018 – Labor Day
October 8-12, 2018 –Columbus Day, Fall Break
November 21-23, 2018 – Thanksgiving Break
December 24– January 7 – Winter Break; Friday, Dec. 21 is 10:45 AM Dismissal; Students return on Jan. 8
January 21, 2019– Martin Luther King, Jr. Day
February 18, 2019 – President’s Day
March 25-29, 2019 - Spring Break
May 23, 2019 – Records Day

KSES OFFICE HOURS: 7:15 AM – 4:00 PM; Phones will not be answered outside of these hours. All after school activities will have a specific pick up door other than the main entrance. **The Front Door will not be answered after 4:00 PM.**

ARRIVAL/DISMISSAL SCHEDULE

7:15-7:35 AM *Bus riders* arrive. **Cars shall not enter the main drive when buses are loading and unloading.**

7:15 AM *Car riders* begin arriving, going around and behind the building and dropping off at the circle. **PLEASE DO NOT PARK IN THE DRIVEWAY AND LEAVE AN UNATTENDED CAR BLOCKING THE LANES.**

- Form a single line as you enter the student drop-off area.
- Once you enter this area, stay in the car line and **DO NOT PASS the car(s) in front of you.**
- Follow the instructions of the traffic directors.
- **Parents dropping off students for daycare are not to park in the car rider lane after 7:10.**

7:45 AM SCHOOL BEGINS. Each day starts with students' reciting the pledges and a minute of silence is observed. Students late for school, arriving after 7:45 A.M., **must be signed in at the office by a parent or guardian.** Students are considered tardy if they are not in their classrooms by 7:45 AM.

PLEASE DO NOT PARK IN ANY FIRE LANE AT ANY TIME.

2:45 PM *Car riders* dismissed. There are two dismissal areas for car riders. **1st grade** car riders are dismissed at the main entrance. **K, 2nd, 3rd & 4th grade** car riders are dismissed at the circle drive coming from the back entrance of the school. **Because of space we ask that K & 1 parents be in line at 2:45 and you may enter in the front drive to fill the circle first. 2nd grade parents arrive at 2:55 and 3rd and 4th grade parents at 3:00. There are 3 exits for car riders based on student LAST NAME. Please note the exit door from where your student can be picked up from.**

- **Kindergarten students** and their older siblings are allowed to load in their vehicles first. Parents of these students are to enter the car rider pick-up area through the school's front entrance.
- **First graders** with no older siblings will load in the bus lane at the school's main entrance at 2:45.
- **All other students** will load at the pick-up circle entering through back drive. (See staggered times)
- Please place a sentence strip (provided by the school) with the last name of your children in your front window.
- Students get in their cars in only the **LOADING ZONE AREA**. This is the circle in front of the library entrance.
- Students will not be allowed to go to their cars until a teacher gives the signal (whistle).
- Members of our staff will be available for your assistance and to direct the traffic. Please follow their instructions.

2:55 PM Daycare students dismissed.

3:00 PM Bus riders dismissed.

ARRIVAL IN THE MORNING

KINGSTON SPRINGS TEACHERS AND STAFF **WILL NOT** BE ON DUTY UNTIL 7:15 AM. **Do not drop children off until 7:15 A.M.,** as there will be no adult supervision until the teachers arrive for morning duty. When they arrive at school, students are to go to their classrooms, unless going to the cafeteria for breakfast. Classes begin promptly immediately following announcements at 7:45 A.M. and the front doors are locked. Students arriving after this time and who leave early, miss valuable instruction time.

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

You will 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.**

TARDINESS (ARRIVING in CLASSROOM 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. Being checked out before 2:45 PM is also considered a tardy/early dismissal and will affect attendance record similar to morning tardiness. Students with excessive tardiness will be reported to the attendance board per district policy.

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.

On non-school days (i.e. snow day), day care is available for only the students enrolled on a regular basis. Such days are full day sessions (6:00 a.m. – 6:00 p.m.), and there will be a full day's fee. The parents or guardian of a student who is enrolled full time is obligated to pay the usual fee when the student is absent. This payment applies to both school and non-school days, and it reserves an enrolled student's place in the program.

There is an annual \$35.00 registration fee for each child. The fee is non-refundable. Part-time and full-time care options are available. For further questions please contact Laura Muncy, Site-Director at 615-952-5137.

VISITORS

We **WELCOME** and **APPRECIATE** parents and families. We ask that parents and other visitors observe the following visitation guidelines.

- We request visitors to park in the back parking lot between 7:15 A.M. and 7:45 A.M. and between 2:30 P.M. and 3:05 P.M.
- Between 7:45 A.M. and 2:30 P.M., visitor parking is available directly in front of the building.
- Due to our commitment to provide a safe environment for our students and staff, **PARENTS AND VISITORS MUST ENTER THROUGH THE FRONT DOORS AND MUST REGISTER IN THE OFFICE UPON ARRIVAL AT ALL TIMES.**
- In an effort to allow teachers to stay on task and to use their time efficiently, we request that you do not interrupt teachers by going to the classrooms during school hours. **This includes the few minutes after the opening of school and the few minutes before dismissal. If you want to visit your child's classroom, please call one day in advance and arrange a visitation time that is convenient for the teacher and the students.**

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.

ENGLISH LEARNERS 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 student 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. Paperwork can be found in the school office.

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 will focus on rewarding those students who consistently have good behavior and re-teaching expectations to those students who need it.

We have established the following school rules:

Today I will be :

- Respectful***
- Responsible***
- Ready***

Everywhere I 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.

CHEWING GUM:

Students are not allowed to chew gum. Chewing gum can be destructive and messy, as it is hard to remove from carpets, furniture, etc.

CAFETERIA

Breakfast and lunch are served at school each full day. Children should pay for lunch by sending to their teacher a sealed envelope with the child’s name and amount printed on the outside.

PLEASE SEPARATE CAFETERIA MONEY FROM ANY FUNDRAISER, PICTURE OR FEE MONEY, WHICH IS SENT TO THE OFFICE. PLEASE PAY THE CAFETERIA BY THE WEEK IF AT ALL POSSIBLE.

Student Breakfast Prices:	daily	\$2.00
Visiting Adult (Breakfast):		\$3.00

Student Lunch Prices:	daily	\$2.75
Visiting Adult (Lunch):		\$4.25

*Holiday meal prices for visiting adults such as Grandparents Day, Thanksgiving, Christmas, etc. are \$5.00 each.

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

IF A CHILD MISSES A DAY THAT IS PAID, HE/SHE WILL RECEIVE CREDIT AND IT WILL BE

CARRIED OVER TO ANOTHER DAY.

Please contact our cafeteria manager, Mrs. Brandy Russell @ 615-952 -4813 if your child has food allergies. You may also contact our school nurse, Debbie Blanchard.

FREE OR REDUCED LUNCH AND BREAKFAST

All students are given a letter and an application for the Free or Reduced Meals Program at the beginning of the school year. Parents will be notified by letter, if their children qualify for this program AFTER the application has been returned and processed by the BOE's School Nutrition Department.

MEAL CHARGES

Board Policy 3.500; Students are encouraged to prepay for meals by the week or month. In case of an emergency, as determined by the cafeteria manager or principal, a Type A school lunch, may be charged by students. **A student is allowed to have no more than three (3) lunch and/or breakfast charges at a time. The charges must be paid off before a student will be allowed to charge again. Visitors or school board employees are not allowed to charge meals or ala carte items.** It is the cafeteria manager's responsibility to bill the appropriate individual(s) and to reconcile all charges. All debts from charges and any losses arising from un-collectible accounts and/or other claims (cost for processing bad checks, etc.) are not allowed and must be covered from funds other than the Child Nutrition Program funds. **No Ala Carte charges are allowed.**

Checks may be written to the cafeteria for breakfast and lunch. If a check is returned to the Board of Education, there is a \$10.00 service fee that must be paid when you pick up the check. **Free and reduced applications for school meals are available in the office.**

If you have any questions you may call the school system's Nutrition Department at 615-746-1411.

DRESS CODE

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of school. 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.

Refer to policy number 6.310 for more information.

PERSONAL PROPERTY

School personnel are not responsible for students' personal property. Students should not bring large amounts of money, phones, smart watches, video games, cameras, mp3 players, 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 glasses cases can help us return them to the right owner.** Children are not to bring dangerous or distracting articles to school.

FIELD TRIPS

Students must have written permission, by the parents, in order to attend a field trip. If a parent drives to the field trip destination, the parent's insurance will be the primary coverage.

EMERGENCY INFORMATION

Please be sure that we have a current emergency number on file in the event of an emergency or if 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.

MAKE UP WORK OR HOMEWORK

We appreciate the interest and concern of parents who come to get their child's schoolwork when he/she is home sick. Please 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. This program is jointly sponsored by BellSouth, News Channel 5, Dell Computer, Tri Star Health System, Bridgestone-

Firestone, The Memorial Foundation and Nashville/Metro Public Schools. Students may obtain homework help in any subject by calling 615-298-6636 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.

REPORTS TO PARENTS

Our school uses the *School Reach* Phone 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 the 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 offered on-going throughout the year, as needed. Teachers will conference with all parents/guardians at least once in the fall semester, and more often if necessary. Parents/Guardians are welcome to request a conference whenever the need arises. Conferencing may include phone conversations, as well as meeting together in person. Monday, October 29, 2018 from 11:00 A.M. – 7:00 P.M. is set aside for Parent-Teacher Conferences. Each homeroom teacher will communicate about specific scheduling closer to the day.

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	

Kindergarten students are graded according to mastery of skills taught and are not given number grades.

HONOR'S PEP RALLY:

An Honors Pep Rally is held at the end of each nine -week grading period. At this event students are awarded for outstanding grades and citizenship. In order to publicly recognize a student's achievement privacy laws require permission from the child's parents or guardian. Public recognition includes (but is not limited to) school publications, local newspapers, and activities such as the Honor's Pep rally. Granting public recognition is included on the registration/information card which is sent home at the beginning of the school year or at the time of enrollment.

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:

- 1) promote healthy food and beverage choices (such as those that are low in fat, sodium and added sugars) and 2) 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.**

HEALTH OF STUDENTS

Administrative Procedure 6.200.2

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(s) with watering or crusting
7. Feels too badly to remain at school

If your child has any of these symptoms in the morning before coming to school, PLEASE KEEP HIM/HER AT HOME. We have very limited facilities for caring for ill children at school. Please have arrangements worked out in advance for having your child picked up should they become ill at school. Please make sure you have a current – correct phone number and emergency number on file at school. Should any phone number change, please notify us immediately. When picking up your ill child you must enter the building and sign them out. Your child should be symptom and/or fever free without medication for 24 hours before returning to school. For attendance purposes you must make sure your child returns to school with a parent note or physicians note for the date(s) they were absent for illness.

HEAD LICE – 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 head lice. This evidence may include but not be limited to:

- (1) Proof of treatment with a pediculicide product (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.

STUDENT TRANSPORTATION

Guidelines for Bus Riders:

1. Obey all safety rules
2. Do not destroy or abuse the property of others
3. Do not fight or threaten the use of violence

Please encourage your child to be award of good conduct procedures and follow them. Because it infringes on the safety of others, misbehavior on the bus will be dealt with severely.

SCHOOL BUS RULES AND REGULATIONS

Acceptable conduct on the school bus is developed by the cooperative effort of the transportation director, principals and bus drivers. All discipline is related to the primary concern for the safety of students.

All school children being transported on a school bus are under the direct supervision and control of the school bus driver and shall be subject to the discipline of the bus driver and student's principal.

The bus driver shall be firm but fair in dealing with students.

In order to assure each student safe transportation while on a school bus, the following rules, established by the transportation director and the transportation committee, must be adhered to:

1. Students will remain well back from the roadway while waiting for the bus.
2. Enter the bus in an orderly fashion and go directly to a seat and remain there until the destination is reached.
3. To insure safety, the driver must be totally in charge, and passengers must respond promptly to all instructions given. All students will be assigned a seat at the beginning of the year.
4. The use of any tobacco products, gum, food or drink on the bus is prohibited.

5. Passengers must obey classroom conduct. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive and obscene language or gestures is prohibited. Students shall conduct themselves in such a manner that they will not disturb other riders on the bus or the driver.
6. Students must maintain reasonable order so that the driver may be alert for various traffic hazards.
7. Keep aisles and step well clear at all times. If you must carry personal items on the bus with you, please hold them in your seat. No personal item will be allowed to take a student's seat. Items too large to be held in a student's lap or store under the seat will be denied.
8. Students must keep head, hands, arms, feet, and legs inside the bus at all times. Do not extend any portion of the body out of the bus windows.
9. Pupils shall enter or leave the bus with the consent of the bus driver at the front door only, except in an emergency. Emergency doors and exits are for emergencies only.
10. Student who must cross the street at a bus stop shall not do so until they receive a signal from the bus driver. When crossing a street is necessary, it shall always be done in front of the bus so that the driver may adequately observe them. This means that students shall be able to see the face of the bus driver. The driver shall hold his/her bus with warning lights flashing until the crossing has been completed.
11. In order that drivers may meet their time schedule, students are expected to be at the designated stop at the scheduled time. The bus cannot wait for tardy passengers. **Never** run to catch a bus. Be early.
12. Children who live close together are to come to a common bus stop in order to avoid as many unnecessary stops for the bus as possible. No stops will be closer than 600 feet.
13. Drivers will not unload passengers at places other than the regular stops near their homes, or at a school without an authorized bus pass approved by the transportation director and signed by the student's principal or his/her designee. A note signed by the parent to the driver will not suffice unless this child is one of your regular riders and is riding to another location on the same bus route.
14. A student shall become ineligible for pupil transportation when their behavior is such as to cause dissension on a school bus, or when they disobey state and local rules and regulations pertaining to pupil transportation.
15. Any principal may for good and sufficient reasons suspend a pupil from attendance at school or from riding a bus until the case is decided by the Board of Education (code 6.316, TSB Section 6, page 41, TCA 49-6-3401).
16. Any name calling that refers to religion, sex, or race will be written up.
17. Use of profanity in any form is prohibited. Any profanity directed to another person will be an immediate write up.
18. Students will not be allowed to bring knives or sharp objects of any kind, firearms, pets or other living animals on the bus. All students must put away their pencils before entering the school bus.
19. Students shall not tamper with any of the safety devices such as door latches, hatches, and fire extinguishers.
20. Use of aerosol sprays or cologne on the bus is strictly prohibited.

Failure to follow these regulations may result in suspension from Cheatham County School's Transportation. Parents must assume responsibility for the behavior of their children while their children are riding the bus. If permission to ride the bus is revoked, the parent must provide transportation to and from school for the student until such time a reinstatement is made.

BUS SUSPENSION & PRIVILEGES

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 three categories of student misconduct on school buses:

1. Violence
2. Vandalism
3. Safety

The category of misconduct will determine the discipline procedure taken. Any misconduct of violence or vandalism will result in an automatic suspension. The driver will take the student to the student's principal for immediate suspension. The driver does not send any paperwork to the BOE for these violations. The driver will write up the incident solely for his/her records. Any future misconduct on the bus by this student will also result from immediate suspension.

A misconduct violation suspension process is as follows:

1st violation – One to Five days suspended off the bus.

2nd violation – Six to Ten days suspended off the bus.

3rd violation – Thirty (30) school days off the bus and probation for the remainder of the school year.

4th violation – Expelled from the bus for the remainder of the school year and probation at the beginning of the next year.

Once a child has been suspended, the child will take a suspension letter home to the parent. The child is not authorized to ride any school bus during the time of suspension. Once the suspension is up, the child may return to riding the bus, provided that the suspension letter is given to the bus driver with the parent's/guardian's signature. If the child does not produce the signed letter, **do not let the child on the bus.**

AFTER A CHILD HAS BEEN SUSPENDED FROM THE SCHOOL ONCE, DO NOT SEND ANY DISCIPLINE VIOLATION WRITE-UPS TO THE BOE. EACH SUCCESSIVE VIOLATION OF SCHOOL BUS POLICIES WILL RESULT IN AUTOMATIC BUS PRIVILEGE SUSPENSION IN ACCORDANCE WITH CCBOE POLICY 6.308.

SCHOOL NEWS AND INFORMATION

The following sources are available for information concerning school news.

- The South Cheatham Advocate Newspaper – A weekly news article is included in our local newspaper, the Advocate. Included in the article are school activities, awards/honors, the cafeteria menu, and a calendar of events
- School Website – www.kingstonspringsccs.net
- Weekly Classroom Newsletters
- School Marquee Sign
- Twitter: @CCBOE and @_ksescardinals Facebook: @kingstonspringselem
- School Reach Phone System – Can be used school wide or for grade levels. Please keep the office aware of any changes to your telephone number(s).
- Kingston Springs Elementary PTO Facebook Page

School Board Policies and Procedures: Student Code of Conduct

ZERO-TOLERANCE VIOLATIONS Policy # 6.309

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

Zero tolerance offenses include: 20 U.S.C. § 8921; TCA49-6-4216(b);TCA 49-6-3401(g)

1. Unauthorized possession on school property of a firearm, or anything designed, made or adapted for the purpose of inflicting death or serious bodily injury
2. Battery upon a teacher, principal, administrator, any other employee of a local education agency or school resource officer;
3. Unlawful possession, use, influence of, sale, distribution, or delivery of any drug including any controlled substance as defined in TCA 39-17-403 through 39-17-415, or legend drug as defined by TCA 53-10-101.
4. 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 TCA49-6-4216(a)(2)(C)

DUTY TO REPORT

In accordance with state law, a student already enrolled or one who enrolls in a Cheatham County School who has been convicted of a felony offense must report that offense to the principal at the time of enrollment or at the beginning of the school year. The parent has the same obligation if the child is under the age of 18. It is a felony for any adult who has knowledge of a student having a firearm on campus not to report that fact to an administrator, a teacher, or other responsible adult.

Any student who becomes aware of a developing situation that can reasonably be expected to result in

injury or harm to another person, student or adult, has a duty to report such knowledge to a teacher, administrator or responsible adult.

SMOKING AND POSSESSION OR USE OF TOBACCO Policy # 6.3131

Students shall not use or possess any tobacco product nor smoking devices at school or any school function where they officially represent the school. Possession or use of any form of tobacco is in violation of Board policy.

STUDENT DISCRIMINATION/HARRASMENT /BULLYING/INTIMIDATION

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.

The policy shall be disseminated annually to all school staff, student 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 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.

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 a student's 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 protected class (race, nationality, origin, color, 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 initiation into or affiliation with any organization.

MEDIA ACCESS TO STUDENTS 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.

USE OF PERSONAL COMMUNICATION DEVICES AND ELECTRONIC DEVICES

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-alls. 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.

OTHER POLICIES RELATED TO THE ADMINISTRATION OF SCHOOLS:

ATTENDANCE

Policy # 6.200

TENNESSEE COMPULSORY SCHOOL ATTENDANCE LAW

Every parent, guardian, or other person residing within the State of Tennessee, having control or charge of any child or children between the ages of six (6) and seventeen (17) years, both inclusive, shall cause such child or children to attend public or non-public school, and in the event of failure to do so, shall be subject to the penalties hereinafter provided. The meaning of the word, "inclusive," is that children must attend school from six (6) until eighteen (18) years of age.

Any parent, guardian, or other person who has control of a child or children, and who shall violate the provisions of this part, shall be guilty of a misdemeanor, and, upon conviction thereof, shall be subject to a fine and court costs, as provided by law, at the discretion of the court. Each day's unlawful absence shall constitute a separate misdemeanor.

Grades K-4

Absences: After five (5) unexcused absences have been recorded on a student's attendance record, the parent and student shall be required to attend a Student Attendance Board Meeting.

Tardies: Tardy means being late to school and/or to class after the designated time for the school and/or class to begin. Early dismissals are also considered tardies. The principal or his/her designee will determine whether a tardy is excused or unexcused. After ten (10) unexcused tardies have been recorded on a student's attendance record, the parent and student shall be required to attend a Student Attendance Board Meeting.

Please refer to the entire **Policy #6.200** for more information.

MEDICINES 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: **Parents must have form completed and signed by the doctor.**

Written instructions **signed by the parent** or legal guardian 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 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 legal guardian of the student unless the medication must be retained by the student for immediate self-administration. (i.e. students with asthma).

Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to a student based on that student's Individual Health Plan (IHP).

The administrator/designee will:

1. Inform appropriate school personnel of the medication to be self-administered;
2. Keep written instructions from parent or legal guardian 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 legal guardian only; and
6. Ensure that all guidelines developed by the Department of Health and the Department of Education are followed.

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

NOTIFICATION OF FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. One of these is the right to inspect and review the student's education records within 45 days of the day the System receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the System as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the System has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. If there are any additional questions relative to student records, they should be directed to the Director of Student Services or the Director of Schools.

EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of the Cheatham County School System not to discriminate on the basis of sex, race, color, 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, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

Title VI prohibits discrimination on the basis of race. Title IX prohibits discrimination on the basis of sex. Inquiries about compliance may be directed to: Beth Batson (615)792-5664

The Cheatham County Board of Education acknowledges that it is desirable to resolve all allegations of discrimination through free and informal communications. A request for an informal conference must be made by the grievant within 10 calendar days after an alleged violation has occurred. A conference must be convened within five calendar days after receipt of the request.

SCHOOL VOLUNTEERS 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 performance of their teaching and administrative responsibilities. They may not teach, but

they may reinforce skills taught by the professional staff.

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.

Refer to school volunteer application procedures for specifics of process.

SCHOOL ADMISSIONS Policy #6.203

The Cheatham County School District requires three (3) current proofs of residence in the assigned school zone in the school district. The proofs should be on the following list of acceptable proofs:

Mortgage document or property deed

Apartment or home lease

Driver's license

Voter registration card

Automobile registration

Checking account

Any other documentation that will objectively and unequivocally establish that the parent or guardian resides in the assigned zone in the school district.

Additionally, any student entering school for the first time must present all of the following documents:

Birth Certificate or officially acceptable evidence of a date of birth at the time of registration.

Evidence of a current medical examination including evidence of state-required immunization.

RIGHTS AND RESPONSIBILITIES OF STUDENTS 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 disabilities¹; 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.

DRUG-FREE SCHOOLS Policy #6.307

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 counseling and rehabilitation programs shall be made available through the school office.

PARENTAL/FAMILY INVOLVEMENT PROGRAMS Policy #4.502

The Board recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effectively participation in the educational programs offered by the district, the system shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Students who are language minority (LM) or who have limited English proficiency (LEP) will be identified, assessed and provided appropriate services. No student will be admitted to or excluded from the program based solely on such status.

The school district shall be governed by the statutory definition of parent involvement as cited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities and procedures in accordance with this definition.

HOMELESS STUDENTS Policy # 6.503

In order to ensure that homeless students have equal access to the same free appropriate public education as provided to other students, the following shall apply: Homeless students are individuals who lack a fixed, regular and adequate nighttime residence.

The choice regarding placement shall be made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere. The school selected shall enroll the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of the student to submit contact information. Questions should be directed to Judy Bell.

MIGRANT STUDENTS Policy # 6.504

The Board directs the administration to identify migratory students as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible.

ANNUAL INFORMATION OF STUDENT RECORDS Policy # 6.601

The Cheatham County School District provides annual notice of the right of students and guardians to:

1. Inspect and review the student's education records
2. Seek correction of any items in the record which are inaccurate, misleading or in violation of the student's rights
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records
4. Obtain a copy of this policy and a copy of the student's educational records
5. Exercise control over other peoples access to the records expect when prior written consent is given from the guardian, when circumstances are provided by law, or when directory information is requested, or as needed for legitimate educational purposes by the principal/designee.

PARENTAL RIGHTS – SPECIAL EDUCATION

https://www.tn.gov/assets/entities/education/attachments/331816_notice_proc_safeguards.pdf

Parents of children who are suspected to need or identified as needing special education services have certain rights, which are guaranteed by state and federal law. Those rights and responsibilities are briefly outlined below. If you would like a full explanation of any of the items, please contact Andrea Pewitt, Supervisor of Special Education at 15-792-2070 or the Tennessee Department of Education district office.

Consent: You have the right to give or refuse consent for any actions initiated by the local school agency.
Notice: You have the right to a written notice within a reasonable time prior to any action requiring your consent.

Evaluation: You have the right to have a full evaluation of your child's individual educational needs to be administered by trained personnel.

Least Restrictive Environment: Your child has the right to be educated with his/her peers in the least restrictive environment appropriate for the student.

Student Records: Your child's records are confidential and may only be reviewed by you and other authorized persons.

Administrative Complaint: You have a right to file an administrative complaint with the Tennessee Department of Education, Division of Special Education, when you believe the LEA has failed to comply with state and federal regulations governing the education of children with disabilities.

CHILD FIND PROGRAM

In compliance with state and federal law Cheatham County School District states any disabled child ages 3 through 21 years of age must be served in an appropriate program to meet the needs of the child. The Cheatham County School District will provide 504 and Special Education services to any student with a disability without discrimination or cost to the student or family. If you know a child who may need special services, please contact the Director of Special Education at 615-792-5664

ASBESTOS NOTIFICATION

An environmental engineering firm has completed a study to determine the presence and location of friable and non-friable asbestos materials in all buildings of the Cheatham County School District. All buildings were inspected in accordance with Environment Protection Agency guidelines for asbestos-containing materials. (i.e., 40 CFR PART 763). 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 or concerns please contact the Maintenance Supervisor at 615-792-5664

NONDISCRIMINATION POLICY

It is the policy of the Cheatham County School System not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (Sexual Harassment), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Inquiries regarding compliance with Title VI should be directed to:

Dr. Beth Batson of the Cheatham County School System, 102 Elizabeth Street, Ashland City, TN or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Inquiries regarding compliance with Title IX should be directed to:

Dr. Beth Batson of the Cheatham County School System, 102 Elizabeth Street, Ashland City, TN or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Inquiries regarding compliance with 504 should be directed to:

Stacy Brinkley of the Cheatham County School System, 102 Elizabeth Street, Ashland City, TN or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

More policy and procedural information for the Cheatham County School District can be found at www.cheathamcountyschools.net under the School Board link.

PARENT/FAMILY RESPONSIBILITIES:

- I will make sure my child will attend school every day.
- I will work with my child to complete his/her homework.
- I will attend parent-teacher conferences, PTO meetings, programs, and parent nights whenever possible in order to help my child learn and stay informed about KSES.
- I will read to my child, or my child will read, every day for 20-30 minutes.
- If I am concerned or have questions regarding my child's learning environment, I will contact my child's teacher at KSES.
- I will check my child's backpack, folder, and planner daily for information and communication from the school.
- I will limit my child's "screen time" to make sure he/she is well rested and focused for the school day and provide a study space, reading and math materials, and learning opportunities for my child in our home or through a library, a church, or our community.
- I will volunteer at KSES when possible.
- I will assure my child gets a good night's sleep every night.

STUDENT RESPONSIBILITIES:

- I will come to school on time.
- I will do my homework and return it on time.
- I will read 20-30 minutes per day.
- I will follow all KSES rules and behavior expectations.
- I will bring books and signed papers back to school.
- I will be and do my best every day.
- I will take responsibilities for my actions and accept the consequences.

TEACHER RESPONSIBILITIES:

- I will provide a safe and welcoming learning environment for all students and families.
- I will expect every student to learn to read, write, and practice math.
- I will provide challenging opportunities for learning.
- I will address individual needs and offer assistance when needed.
- I will communicate with parents and families about literacy and math skills.
- I will provide progress reports about how well the student is doing in school.
- I will provide resources if needed to assist with learning at home.
- I will have at least one parent-teacher conference annually.
- I will provide take-home books at appropriate reading levels or for non-readers - books that can be read to the students in order to provide 20-30 minutes of reading per day.
- I will participate regularly in professional development trainings and/or programs.

PRINCIPAL RESPONSIBILITIES:

- I will set high standards and implement effective programs in reading and math throughout the school.
- I will educate students, teachers, families, and school staff about the importance of daily reading as well as the importance of the partnership approach of this compact.
- I will report on reading and math performance and create programs to encourage achievement in those areas.
- I will allocate resources to ensure that high standards are met for all students.
- I will provide workshops for families on how to help students excel in reading and math.
- I will ensure that teachers provide activities to encourage daily reading and/or math practice at home or after school.
- I will welcome all families. I will include and encourage families with low literacy or math skills and/or limited English proficiency. I will also ensure that translators or equipment are available so that all families can participate.
- I will maintain consistent forms of communication with all stakeholders on a regular basis.

FAMILY, STUDENT, AND SCHOOL PLEDGE:

Please sign and return this page only to your child’s teacher. If you have any questions about it, please do not hesitate to contact your child’s teacher or the principal directly.

We have received, understand, and will follow the responsibilities, policies, and procedures of Kingston Springs Elementary School according to the 2017-2018 Parent and Student Handbook.

STUDENT SIGNATURE

DATE

PARENT(S)/GUARDIAN SIGNATURE

DATE

TEACHER SIGNATURE

DATE

PRINCIPAL SIGNATURE

DATE

Family Comments and Suggestions: _____ _____ _____ _____ _____ _____ _____

Kingston Springs Elementary School
Home of the Cardinals
“Kingston Springs Expects Success”

