

SOCIAL MEDIA

The school website is <http://pleasantviewccs.net>

The school has a Facebook page listed as Pleasant View Elementary School

The school Twitter name is @PVES_Panthers

The school Instagram name is pves_panthers

The Cheatham County School District webpage is <http://cheathamcountyschools.net>

The Cheatham County School District Twitter name is @ccboe

I. ARRIVAL/DISMISSAL INFORMATION

DAILY SCHEDULE FOR STUDENTS:

***Students are not allowed to enter the building before 7:00 a.m - CHILDREN SHOULD NOT ARRIVE EARLIER THAN 7:00 AS THERE IS NO SUPERVISION FOR CHILDREN BEFORE THIS TIME.**

7:08 – 7:30	Breakfast and bus duty time. Students are under direct supervision of teachers on bus duty. Kindergarten and 1 st grade students remain in the cafeteria during this time. 2 nd , 3 rd , and 4 th graders are to assemble in the gym at this time and should always have a book with them they can read or look at while in bus duty. Students are not permitted to talk during bus duty. Disruptive students will be separated from their peers.
7:30	Bell rings to dismiss students to their classes from bus duty.
7:45	Announcements/Moment of Silence/Pledges/Late bell. Students arriving after this time should be signed in by a parent and pick up a late note to take to their teacher. Excessive tardies will affect student attendance records, which could lead to being called before the Attendance Board
7:45 – 2:45Student Hours
10:25 – 1:10Lunch
2:45	Bus & Car Rider Dismissal

ARRIVAL AT SCHOOL:

Buses arrive on campus to begin unloading at 7:00. PLEASE DO NOT drive or park your vehicle on the end of the building where buses unload (near the gym entrance) between 7:00 and 7:20. If buses are on campus please use the entrance near the front office to drop off your child as we want to keep buses and cars separated. **Remember that you must stop for any bus (on our campus or elsewhere) when its flashing lights are on and/or stop sign is out.**

You may use both driveways to drop off your child each morning between 7:20 and 7:45. Please be sure your child is ready to exit your car in a timely manner. It is an unpleasant experience to be held up while hair is combed, bags are gathered, or someone is just being slow. Please be considerate of the other people in line for drop off. This is to say that you should not rush, speed, or become agitated. **Also do not pass other vehicles while waiting in line.** The safety of our children is our main concern. Students are recorded as late if they are not in the building when the 7:45 bell rings. Late students should always be signed in by a parent or guardian.

All K-1 students must report to the school cafeteria and students in grades 2, 3, and 4 will report to the gym when arriving before 7:30 a.m. There is no supervision for children prior to 7:00 and the school does not assume responsibility for children left earlier than this time.

Our cafeteria offers breakfast for those who wish to eat; the cost for breakfast is \$2.00. The serving line opens at 7:00 and typically closes at 7:30. Food may not be taken to the classroom.

LATE ARRIVALS

Being on time for school is very important. Attendance records, collections, and counts for the day are made at that time. We understand that things occasionally cause a child to be late, but some students are habitually late. All students should be in class by **7:46 A.M.** Instruction will begin at 7:50. Any student arriving between 7:46 and 8:00 A.M. will be counted tardy. Students that are tardy must be signed in by a parent and get an admittance slip from the office to enter class. Students who arrive at school on a bus running late will not be given a tardy slip.

CAR RIDER DISMISSAL:

Our car riders dismiss at 2:45. All children that are car riders in the Yellow or Blue lines will be released at this time. Parents of students who are car riders are urged to learn how our traffic pattern is set up for afternoon dismissal. **In order to pick up a child in either of these lines you must have a Yellow or Blue placard for the child you are picking up. Two placards are provided to each family by the school. Additional or replacement placards are \$5.00 each; adults who have home-made placards will not be allowed to pick up students in the car rider lines and will be referred to the office.**

Students and parents need to be alert, on time, and ready to exit/enter their automobiles or the building during car rider drop-off and pick-up. Please be aware that **children not picked-up by 3:30 must be signed out through Day Care which may charge a Day Care Fee for late pickup. If you are not in a pick-up line and/or do not have your assigned yellow or blue placard, you must sign out your child through the office either before 2:15 or after 2:45 (unless you have an emergency). This will help us hold down the activity in our office during dismissal which is a critical part of the day for safely routing elementary students to their homes & parents.**

REMEMBER THESE CAR RIDER SAFETY RULES:

1. Enter and exit our campus slowly;
2. Do not be impatient or in a hurry
3. Be considerate of others you may be holding up, especially in the mornings. Have your child ready to **unload**.
4. If you have a need to go into the building please park in a designated parking space
5. NEVER put your car in REVERSE when children are present. You can't see them as well.
6. Obey our traffic patrol teams. (They care about ALL the kids.)

BUSES / STUDENT TRANSPORTATION:

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.

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

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 ensure 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.
(Continued on next page)
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.

SUSPENSION OF BUS 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.

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 in immediate suspension.

A safety violation suspension process is as follows:

1st Offense: one to five days off the bus

2nd Offense: six to ten days off the bus

3rd Offense: Thirty days off the bus

4th Offense: Expelled from the bus for the remainder of the school year and sixty days of probation at the beginning of the next year, if expulsion occurs after March 1. If the expulsion occurs after February 1, then thirty school days of probation will occur at the beginning of the next school 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/guardian's signature. If the child does not produce the signed letter, **the child will not be allowed on the bus.**

Refer to Board Policy 6.308 for more information.

RELEASING STUDENTS FROM SCHOOL:

We assume responsibility for your child's well being during the school hours. Please notify the teacher and/or the office if your child will be checked out early so that we are aware that the student will be leaving. All students must be signed out through our office when leaving the building during any part of the school day. Please notify the principal if at any time you feel your child has been allowed to leave the building without the proper procedures or safe guards being followed. Students may be released **ONLY** to those persons listed on that student's emergency card, and the school **will** require identification from anyone who is picking up a child. These precautions are taken solely for the protection of your child.

BEFORE- AND AFTER-SCHOOL CARE/DAY CARE:

This program is non-discriminating and designed to enhance a child's experience at school. It is open to all children ages 5-12 years of age once enrolled in the program. The program is planned and operated according to the State Department of Education guidelines in accordance with the Department of Human Services. It is conducted by a staff striving to meet the needs of children by providing positive adult role models. There is sufficient flexibility in the program to accommodate the different age levels with a focus on individual needs.

II. ACADEMICS

GRADING SCALE:

A 94 – 100	B 85 – 93	C 75 – 84	D 70 – 74	F 00 – 69
E – Excellent	S – Satisfactory	U – Unsatisfactory		

REPORTS TO PARENTS

Report of student progress (report cards) shall be made periodically four times a year to the parents of each student. Mid-nine week progress reports will also be sent home to keep parents informed of their child's progress. Both Report Cards and Progress Reports must be signed and returned to school within 2 days after they are sent home.

HONOR ROLLS:

Pleasant View has two honor rolls: Principal's Honor Roll for All A's, and A/B Honor Roll (Must have at least one A). Honor Rolls will be published in local newspapers after each report card and the students' names will also be displayed within the school building.

STATE TESTING:

All of our Third and Fourth Grade students will take state tests this spring. Detailed information about the tests will be provided to the students and parents throughout the school year.

PROMOTION AND RETENTION POLICY:

1. For promotion to the next higher grade, the student should be able to master 70% of all basic skills in his/her grade level.
2. He/She should be no more than one year or one reading level behind.
3. Consideration should be given to the student's previous records and performance and to the child who has been retained previously. Teacher discretion will also carry much impact.
4. The student who does not meet the above requirements should be retained or placed in a transitional class if one is available.
5. In the event a child attends summer school/summer tutoring, it should be with the understanding that this in no way influences the decision of retention unless unusual circumstances have been appropriately documented and a plan of action is agreed upon by school staff and parents. What has not been produced in nine months usually cannot suddenly occur in a few weeks of summer school or tutoring.
6. Consideration is to be given concerning a child's attendance record. (See attendance policy)
7. Standardized Achievement Tests (TCAP and other tests as appropriate) and other academic data shall be considered as well.

HOMEWORK:

Homework assignments should stem from classwork, providing students an opportunity to apply, supplement, and reinforce information that has been learned at school. Homework gives students the experience of working by themselves. Hopefully this experience will lead toward the development of initiative, responsibility, self-discipline, and independence. A special quiet time and place, set aside each evening for schoolwork or reading for the entire family, encourages good study habits.

STUDENT HOMEWORK HOTLINE:

Cheatham County students may obtain homework help in any subject by calling 615-298-6636 any Monday through Thursday from 4:00 – 8:00 p.m.

FIELD TRIPS:

Parents must provide written permission for their child to attend a field trip. All school rules apply on field trips. On days when a student's class is on a field trip, a parent or guardian can sign their child out at the conclusion of the field trip without returning to school. This would be viewed as an early dismissal as long as the field trip concludes within ONE HOUR of school dismissal time. (i.e., field trip ends at 2:15 – School dismissal at 2:45). Parents or guardians may sign out only their own child.

All students shall ride the mode of transportation which is provided and covered through the insurance of the Cheatham County Board of Education. Exceptions are made only at the conclusion of a field trip when a parent signs out their child with the consent of building principal. Any teacher has a right to limit the number of parents to accompany a field trip and to assign those parents a list of students for which to be responsible in both presence and behavior. Teachers are to use a system that accommodates various parents wishing to attend field trips. Students that pose discipline problems may be required to have a parent attend a field trip with them or not participate.

LIBRARY BOOKS:

Students are allowed to check out books from our library. Each book must be returned before another may be checked out. If a book is lost or stolen, the parent/guardian is responsible for reimbursing the cost of the book to the school. **DO NOT WRITE OR DRAW IN BOOKS.** All library books support our Accelerated Reading Program. Check with your child's teacher about reading requirements within grade levels.

TEXTBOOKS:

Textbooks are loaned to children by the Board of Education. These books are to be properly cared for and returned at the end of the school year. If a book is lost, please notify the school immediately; a replacement book will not be issued until the school is reimbursed for the lost textbook. Lost or damaged books will have to be paid for and all student debts cleared before grades and/or records may be released.

TECHNOLOGY:

Cheatham County schools diligently strive to provide all students with access to technology in the schools. All students and employees shall sign an acceptable use policy if they wish to have access to, and use of, technology equipment in our system.

PARENT/TEACHER CONFERENCES:

Communication is an essential part of our educational program. **Please discuss your problems and concerns with your child's teacher before approaching the principal for help with problems.** We feel it is vitally important for parents to keep in close contact with their child's teacher concerning his/her progress. Teachers cannot conference with parents during the student's instructional time. Most of the school day is planned and teachers must attend to their assigned responsibilities. Even a short conversation in the hall can disrupt instructional flow and interrupt the day's schedule. Conferences can usually be scheduled before school, during teacher planning periods, or at other mutually convenient times. Please refrain from pulling teachers away from or detaining them during instruction time. Also, check the school calendar for scheduled parent/teacher conferences. Conferences may be held as needed throughout the school year. You are welcome to call the office and leave messages for any teacher. There is also a list of faculty members and their e-mail addresses on the school website (www.pleasantviewccs.net).

We respectfully request that parents/visitors not interrupt class instruction. Students arriving after 7:45 should go directly to their classes after being signed in at the office. It is not necessary for parents to escort students to class. If you need to drop off items or supplies for your child's class or teacher, you may leave these items in the office and our staff will make the delivery for you at a convenient time.

TRANSFERRING OR WITHDRAWING:

If your child must leave Pleasant View Elementary for another school, please notify the office or your child's teacher in advance. This will allow time to complete the checkout procedure. Please take care to see that all school property has been returned and/or paid for if that applies. Records for enrolling at the next school will be held until such items have been cleared. You will need to sign a request for records at the new school. Once that is done, they will forward the request to us and then your child's records will be mailed to the new school. Refer to Policy #6.201 for more details about compulsory student attendance.

III. ATTENDANCE

ATTENDANCE:

Attendance is very important and helps develop a life long pattern that is either good or bad. Please remember to send written documentation to the attention of the school attendance secretary when your child returns from an absence. When a parent knows that a student will be absent, s/he should contact the child's teacher and/or the principal to arrange for assignments to be gathered and collected. Please be on time so YOU do not cause your child to miss time with classmates.

The board recognizes that absenteeism is a hindrance to efficient education of students, and that punctuality and early dismissals affect the progress of students at school. When students have accumulated five unexcused absences, the parents/guardians or the person having charge and control of the children are held responsible for children's school attendance and may have to appear before the Student Attendance Board. The school will also contact parents/guardians when a child has excessive tardies and/or early dismissals. For further explanation see Cheatham County Schools policy #6.200.

EXCUSED ABSENCES FOR K-4:

After five parent days, the following will be marked excused when additional documentation is provided:

- 1) Student's personal illness or hospitalization. A physician's statement may be required for three days away from school and/or for suspected contagious conditions.
- 2) Death or serious illness, or injury to the immediate family.
- 3) Special recognized religious holiday regularly observed by members of a particular religious group. Send a note **prior** to the holiday.
- 4) Required appearance in court.
- 5) Approved school-related activities.
- 6) Head lice. Students with lice or nits will be excused on the day these are identified and for the day immediately following. The school will allow only two days of excused absences for each occurrence. The school expects students to return to school free from lice or nits.
- 7) Other emergency circumstances beyond the control of students.

Students are given as many days to make up work as they are given excused absence. Unexcused absences do not mandate make up work and will be at the discretion of the principal.

EARLY CHECKOUT:

Any student needing to be checked out of school early must have a parent, guardian, or a person designated to the school by one of the above to sign them out from the office. We do not release students to persons not listed on a student's emergency card. Our office staff may ask you to provide personal identification before releasing students to you. Please keep your child's emergency information up to date. If you feel your child is ever released without sufficient safety checks please notify the principal. Except for emergencies, sign outs may not be allowed from 2:15 until 2:45.

STUDENT MAKE-UP WORK:

Since children are given the same number of days to make up work as they are absent, please be considerate of our teacher's instruction time. Do not call and ask that your child's assignments be sent to the office early. Instead, please feel free to call us at anytime if you need us to send books or other materials to the office at the end of the instructional day for you to retrieve. Daily assignments are available after 2:00 p.m. when requested before 10:00 a.m. Please check with the office if you have extraordinary circumstances relating to any of our school policies.

IV. STUDENT HEALTH/WELLNESS

WHEN A CHILD BECOMES SICK AT SCHOOL:

For the protection of all the students, the following guidelines have been set and will be followed. Students will be sent home when they have:

1. A fever over 100 F
2. Suspected contagious disease
3. Vomiting or diarrhea
4. Presence of lice or nits
5. Undetermined type of 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 them at home. We have very limited staff and facilities with which to care for ill children. 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 and correct phone number and emergency number on file at school. Should any phone numbers change please notify us immediately. It is VERY frightening to the child and school if no one can be reached in an emergency and your child needs immediate emergency treatment. When picking up your ill child you must enter the building and sign them out. **YOUR CHILD SHOULD BE FEVER FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL.** For attendance purposes make sure your child returns to school with a parent or physician's note for the day s/he was absent.

COMMUNICABLE DISEASES:

According to the State Department of Public Health, students having, or suspected of having the following diseases will be excluded from attending school:

- Measles – Mumps – Infectious Hepatitis – Pediculosis (Head Lice) – Scabies – Chicken Pox
- Any other illness that would require exclusion
- Temperature of 100 F or higher

PEDICULOSIS (HEAD LICE) INFORMATION:

Head lice are tiny elongated insects. Their eggs are called nits and contain a sticky substance that attaches them to strands of hair. Head lice live in human hair. They can move quickly, but cannot fly or jump. The head louse multiplies rapidly, producing the nits which are teardrop-shaped and yellowish-brown to white. Because the nit is attached to the hair by a glue-like substance it cannot be washed out, brushed out, or blown away like dandruff. Nits hatch in about 10 days producing a new head louse. Itching and scratching the back of the neck can be a sign of head lice. Head lice can be transmitted from one child to another, which means if your child is identified as having head lice, the school will ask you to pick up your child for treatment. Do not be embarrassed. Socioeconomic background or cleanliness have little to do with determining who will get head lice.

If a child has lice, s/he may be sent home if there is a risk of transmitting the infestation. Parents will be notified by the principal or the nurse, and the parent will be provided with treatment and prevention procedures. Parents must provide acceptable evidence that the student was treated; evidence may include proof of treatment with a pediculicide product (head lice shampoo) or examination by a school official. Students are 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 after this will be marked as unexcused absences. See Board Policy # 6.4031 for more details.

PERSONAL HYGIENE:

Students are expected to bathe and keep themselves clean and as free from germs as possible while attending school. Deodorant should be used as appropriate and hands should be washed regularly.

V. STUDENT BEHAVIOR

CONDUCT & DISCIPLINARY MEASURES:

While at school or school functions all students are expected to adhere to classroom and general school rules. Students who choose not to obey will be subject to consequences that have been established by the teacher and the principal. Consequences begin with a warning and progress through four other consequences that incorporate isolation in the classroom, time-out at lunch, phone calls to parents, and end with a visit to the principal. Unless a severe problem has occurred, first time visits to the principal will result in verbal reprimands. Continued visits to the principal may result in various punishments, including time out, parent conferences, and possibly suspension. All disciplinary action is conducted with the goal of teaching students appropriate behavior both in school and beyond the school building; we will do everything we can to help students learn appropriate ways to behave and respond in various situations.

At Pleasant View we believe in THE GOLDEN RULE and in disciplining with love. WE DO EXPECT a lot of our students. They will be expected to behave, learn, and exhibit good manners. They will learn to be responsible for their actions. Additionally, students are expected to respect and comply with any instruction given them by any member of the school staff. Textbooks, furniture, equipment, properties and facilities of the school must be used responsibly.

School-wide rules are:

1. Follow Classroom Rules
2. Be quiet in the halls and restrooms (not a place to play or hang-out)
3. Walk on the right hand side of hallways
4. The use and/or possession of tobacco, drugs, alcohol, fireworks, weapons, bullying, threats, name-calling, and harassment are not allowed (this should go without saying).
5. Students are not to sell or trade objects at school. (This includes cards, pencils, etc.)
6. No chewing gum
7. Respect yourself and others

POSITIVE SCHOOL-WIDE BEHAVIOR:

At PVES we like to reward our students for their POSITIVE BEHAVIOR. We have implemented a program called School-Wide Positive Behavior Support (SWPBS). Students can earn Paw Pride PAW CARDS for good behavior and redeem those cards for prizes several times throughout the year. Our motto is **BE READY... BE RESPONSIBLE... BE RESPECTFUL!** Any student who follows the 3 R's may be given a PAW CARD by any staff member. PAW CARDS are given most often for positive behaviors that students repeat consistently but are occasionally given to reinforce behaviors we would like to see repeated.

CORPORAL PUNISHMENT (SPANKING):

SCHOOL DISCIPLINE ACT – TCA 49-4103 STATES: *The school principal may use corporal punishment in a reasonable manner against any pupil for good cause in order to maintain discipline and order within the school.* At Pleasant View Elementary we respect any parent or guardian who wishes that their child NOT receive corporal punishment but we must have this request in writing and on file. Persons making this request should ask about discipline alternatives at the time of the request. Corporal punishment is considered only as a last resort.

FIGHTING:

Fighting will result in stern disciplinary actions not only because we want our school to be a safe learning environment but also because we wish our students to learn positive ways to resolve conflicts. The punishment for fighting will be determined by the degree of involvement by the individual students. ***EACH TEACHER HAS THE RIGHT AND RESPONSIBILITY TO CORRECT ANY STUDENT, ANYWHERE ON SCHOOL GROUNDS.**

SKATEBOARDING:

Skateboarding is not allowed on school property. Our local police department helps enforce this policy.

DRESS CODE:

In order to reduce the number of lost articles, please mark all items with your child's name, especially coats, purses, billfolds, gloves, hats, and lunch boxes. Children should wear comfortable clothing. Shorts are allowed, but must not be too short or tight. Please, no halter tops or spandex-type shorts. Clothes with inappropriate wording or symbols are not allowed. This includes clothes with socially unacceptable themes, as well as themes that are illegal, unlawful, or are a "put-down" to others. **THESE DO NOT PROMOTE THE TYPE OF CHARACTER WE ENCOURAGE AT PVES.** Parents are encouraged to know what their children wear to school each day. Clothing should at all times be modest and in good taste.

Because caps/hats have been determined to be a source of conflict and disturbance, they are not to be worn during the school day by any student. It is inappropriate for students to wear clothing that does not fit properly. Common sense dictates that students should not dress or groom themselves to the extreme in any direction. Excess in attire, grooming, hairstyle, cosmetics, jewelry, and accessories tend to draw attention to the individual and thus distract from learning, which is the main purpose of school. Oftentimes, it is not so much what is worn as when, where, or how it is worn. Therefore, rules have been established concerning student appearance. Any or all of them may be waived at the discretion of the principal for good and sufficient reasons including, but not limited to: school "spirit" days, special school occasions, appropriate field trips, and approved rehearsal or practice sessions. **Please make sure your child is dressed and groomed modestly. Your child should not come to school in anything that will distract from the learning process.** Also, please do not allow your child to bring blankets to school.

Parents and other visitors should also dress appropriately when in the school building. Visitors who are wearing clothes that are too revealing or contain inappropriate images/messages may be asked to change clothes before they are allowed to go into the building.

VI. CAFETERIA SERVICES

CAFETERIA FOOD SERVICE PROGRAM:

Breakfast and lunch are served in our school cafeteria. Weekly payments are strongly suggested, but you may pay by the day (bi-weekly and monthly payments are also accepted). Student breakfast is \$2.00 and lunch is \$2.75 . A three-charge privilege is available to students. A child may charge up to three meals but will be allowed to charge a standard meal only through the cafeteria manager (no extra dessert or a-la-carte items). Payment for charges should be made the following day. In the event your child owes for as many as three charges and attempts to charge beyond that total, they will not be allowed to do so. **Your child may only have a \$10 charge limit.** Your child will receive a sack lunch in the office but the cafeteria will accept no more charges until all outstanding charges are paid in full.

The cafeteria and school office must record money transactions separate of each other. Therefore you must separate lunch money from all other money sent to school. Make any checks for lunch/breakfast payable to PVES Cafeteria, while all other checks may be made out simply to PVES. All money sent in lump sums will be logged in only one set of records, either the cafeteria records or the school office records. Change can not be transacted from one account to the other. When sending a check to the cafeteria, please be sure your child's full name and, if possible, his/her lunch number are on the memo line of the check.

- Menus are printed monthly and sent home with all students and can also be found on our school website (www.pleasantviewccs.net). These menus are subject to change, but for the most part they remain as listed. Menus will be read daily during the morning announcements. Every effort will be made to serve the announced menu to each grade level.
- Breakfast will be served on delayed opening days.
- Lunch will be served on days when students are dismissed at 11:45.
- Students are expected to display proper manners while at the table. Any unacceptable behavior in the cafeteria will not be tolerated. We know that you, too, expect your child to behave in a proper manner while eating.
- Students may bring lunches from home if they prefer. Drinks may be brought in a thermos (DO NOT BRING CARBONATED BEVERAGES IN THERMOS BOTTLES OR CANS AND DO NOT BRING GLASS CONTAINERS), or milk may be purchased. It is assumed that a child may drink milk unless a note from your doctor is received stating medical reasons your child cannot have milk.
- You are welcome to join your child for lunch; however, we do insist that you do not invite other students to join you for lunch and it is unacceptable to bring a lunch for any student other than your child. We have a designated table for guests and their children. Also, please help our students remain calm by not doing things that entice them to become loud. If possible, please let your child's teacher know ahead of time if you plan on eating with your child so the cafeteria staff can be notified.
- Free/Reduced lunch program is offered at this school. Forms are available in the office.
- **Be sure to alert the school if your child has any food allergy.**

CAFETERIA – GENERAL EXPECTATIONS:

1. Enter and leave cafeteria in an orderly fashion.
2. Get napkins, spoon, fork, and condiments before sitting down.
3. Red Cup means NO TALKING during the first 10 minutes of each lunch session. Green Cup means students may talk with “table” voices. Yellow Cup means talking at that table is too loud and must be brought down to an acceptable level or spend the remainder of lunch on Red Cup. Observe proper table manners.
4. Clean your eating area and dispose of trash properly.
5. Face the table and remain seated until your table is directed to return trays.
6. Keep your feet under the table.
7. Walk at all times while in the cafeteria.
8. Follow directions of teachers, cafeteria staff, and cafeteria monitors.
9. Do not share or play with food. Any student throwing food will be sent to the principal.

CAFETERIA – CONSEQUENCES:

1. Verbal warning
2. Time out at the wall for 3 minutes.
3. Sent to time out seat for the remainder of lunch session.
4. Students serving time in time out for 3 days with in a week may be sent to the principal for discipline and/or conference with parents.
5. Sent to time out for one week during lunch session. Students that are a daily behavior problem in the cafeteria may be placed in lunch time out for up to one week.

FREE/REDUCED MEAL PROGRAM

Free/reduced meals are offered at this school. Participating students will receive both breakfast and lunch at the approved rate (free or reduced). There are forms in the office for anyone who would like to apply for this program.

For information concerning free or reduced meals, contact Melanie Hamilton at 792-5664. For information concerning PVES Cafeteria services, contact the cafeteria manager at 746-5527.

BIRTHDAY PARTY POLICY:

PVES has adopted a birthday policy in order to preserve valuable instructional time. Your child’s classroom will accept cupcakes, cookies, etc. for birthdays; however, we ask you follow these guidelines:

- Please contact your child’s teacher at least one day before you wish to bring a birthday snack.
- Individual classrooms will have the birthday treat during their regularly scheduled snack time.
Birthday treats can not be shared or eaten during lunch.
- Items should be left in the office. Office personnel will deliver the treat items to the classroom at an appropriate time.
- Please do not send soft drinks. Check with the teacher about drinks.
- Please send individual treats. (No cakes please)

VII. PARENTS AND VISITORS

PTO MEETINGS:

Our PTO meets every month during the school year. Special meetings will be scheduled as needed. Watch the classroom newsletters for announcements concerning PTO meetings and events. We need and want your active support. Our PTO needs YOU. Please come and contribute as much of your valuable time as you feel you can.

PARENTAL/FAMILY INVOLVEMENT PROGRAMS:

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. (Policy #4.502)

PARENTS/VISITORS:

Parents are encouraged to visit school at any time. We want you to be involved. However, some safety precautions are necessary; we do require visitors to register in our office upon arrival and wear one of the badges provided which lets everyone know you are a welcomed guest in our school. Visitors must enter only through the front doors and may not go anywhere else in the building before checking with our office. While on the grounds of a public school during the regular school day, visitors' clothing that exposes underwear or body parts in an indecent manner, as well as clothing with inappropriate or offensive language/images, is prohibited. Authorization to visit in the building, classrooms, etc. will be determined by the principal. Adult visitors may not go into student restrooms; instead please ask to use an adult restroom. We also request that if you need to speak with a teacher you should notify that teacher in advance. We have an active volunteer parent program and PTO. If you would be interested in volunteering your time to help out at school or if you need information about the PTO please inquire in the office.

The principal/designee has the authority to exclude from the school premises any persons deemed to be disruptive to the educational program, disturbing teachers or students, or on the premises for the purpose of committing an illegal act. Please know that this administration will not tolerate loud, angry, demanding conflicts between students, teachers, parents, adults, or any combination of those people. If anyone is too upset to have a respectful conversation it is expected that the situation will be presented to the administration and/or other school officials so that the conflict can be resolved. Should situations occur where this expectation is not followed, parties may be asked to leave, be restricted to certain areas of the building, or possibly even be barred from the school campus until acceptable means of conflict resolution have been determined by the administration and/or school officials. This building is home away from home for our students and our staff serves "in loco parentis" (acting as parents on behalf of parents) for each of these students. We will demand professionalism and safety for these students at all times. The principal/designee shall engage law enforcement officials when s/he believes the situation warrants such measures.

Parents and community members are encouraged to volunteer as teacher aides, classroom helpers, office helpers, and with a high school diploma you can sign up to be a substitute teacher for which you would receive payment. If you are interested in volunteering in the school, please talk to the office staff. In the interest of our students' safety, all volunteers who work with children in any capacity must have a background check through the board of education. Background checks are valid for two years for school volunteers.

EMERGENCY PREPAREDNESS:

Our school will routinely practice emergency drills for severe weather, fire, earthquakes, and intruders. It is our intention to do what ever is necessary to keep all children safe. To that end, if danger is imminent your child may not be released to you or others until the threat of immediate danger has passed. The Pleasant View Police Department and Cheatham County Emergency Management will advise the school administration on matters of such emergencies.

SNOW DAYS AND/OR INCLEMENT WEATHER:

For the most up-to-the-minute information about school being open or closed due to the weather, listen to WSMV television, WSM 95 radio, or WQSV radio. Please do not call the school office to ask about dismissal as this ties up the school lines, which can hinder information we need to receive from the board of education. **NO ONE AT PVES MAKES DECISIONS OF THIS NATURE. THESE DECISIONS ARE MADE BY THE DIRECTOR OF SCHOOLS AND OTHER BOARD OF EDUCATION STAFF.**

EMERGENCY INFORMATION:

We request that we have, at all times, an updated listing of phone numbers and e-mail addresses where we may contact someone for your child if the need arises. Please send any changes for your child's records to the office as soon as possible. It is imperative that records be up-to-date at all times.

SCHOOL MESSENGER SYSTEM:

Our school system uses the School Messenger Instant Parent Contact System (donated by Community Bank and Trust) to advise parents immediately of any school closings, emergencies, and school-related activities. Please keep the school updated with your current phone number(s) and e-mail address(es) to ensure that you continue to receive these phone calls and/or messages. Also listen to our local TV and radio stations as well as news/media outlets for up-to-date information concerning school.

PAYING SCHOOL COSTS BY CHECK:

We will gladly accept your personal checks for payment of school related items. Please make your checks payable to Pleasant View Elementary or PVES (checks to the cafeteria must be made out to PVES Cafeteria). However, since many school items are paid for by personal checks, our school policy addresses returned checks by requiring a **\$20.00 cash fee for all returned checks.**

TELEPHONE:

The telephone at school is for business and emergency use only. All students must have a faculty member's permission to use the phone. Our telephones remain extremely busy and must be available for emergencies. Students need to make prior arrangements for social occasions and cannot use the telephones for making these arrangements.

If it is necessary for your child to receive a message while at school you may call the school office and the secretary or office personnel will take the message and deliver it to your child. Daily messages such as riding a different bus are not considered emergencies and should be made in writing to be announced at the end of the day. Please take care of non-emergency communication before leaving home each morning. An example of this is to let your child know to be a car rider or bus rider after school. The school does not assume daily responsibility for notifying your child of after-school arrangements. We are glad to help anyone with this on an occasional basis.

LOST AND FOUND:

Lost and found items are kept in a designated area. Parents and students are encouraged to check for any items that are lost. Children are NOT to bring valuable jewelry, large amounts of money, or other expensive or irreplaceable objects to school. This includes items to trade or sell (cards, candy, pencils, etc.). Put your child's name on all valuables, including coats and jackets; this helps us return items to the owner.

DISTRICT POLICY HANDBOOK

Below are several board policies briefly described, for full policy and complete information please visit the county website where all policies can be found online in their entirety.

<http://www.boardpolicy.net/?DivisionID=19395&ToggleSideNav=>

ZERO TOLERANCE VIOLATIONS - POLICY #6.309

In order to ensure a safe and secure learning environment, certain 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 – POLICY #5.106

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 TOBACCO FREE SCHOOLS – POLICY # 1.803

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. All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes, and associated paraphernalia are prohibited in all of the school districts' buildings and in all vehicles that are owned, leased, or operated by the district. Smoking shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms. Any student who possesses tobacco products shall be issued a citation by the school principal/resource officer.

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 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.

VISITORS TO THE SCHOOL 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.

STUDENT DISCRIMINATION/HARASSMENT/BULLYING/INTIMIDATION – POLICY #6.304

Social Cruelty or bullying is not acceptable in Cheatham County Schools and will not be tolerated. All allegations of bullying will be taken seriously and will be investigated. Students involved in allegations of bullying will be counseled. Those found by administration to be involved will face disciplinary action at the discretion of the principal.

“**Bullying**” is conduct that meets one or more of the following criteria: is an act directed at one or more students that is intended to harm or embarrass; is repeated over time; involves an imbalance of physical, emotional, or social power; and/or adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress.

“**Harassment**” is conduct that meets one or more of the following criteria: is an act directed at one or more students that is received as harmful or embarrassing; substantially interferes with educational opportunities, benefits, or programs of one or more students; substantially affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; is repeated over time - is severe, persistent, and pervasive; or causes mental duress, or psychological trauma to the victim.

This policy does not deny the right of any individual to pursue other avenues of recourse which may include filing a complaint with the Office of Civil Rights within the Tennessee Department of Education or the United States Department of Education, or initiating a civil action in state or federal court.

Cyberbullying is defined as the use of information and communication technologies, – such as e-mail, cell phone text or picture messages, instant messaging, and defamatory personal Web sites, social networking sites, and online personal polling sites - to support deliberate, hostile behavior intended to frighten or harm others.

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 the 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 cyber-bullying. 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 the 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 the 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 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.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical 12 harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high 13 school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the 14 board of education. 15

By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought 16 to the attention of school officials during the prior academic year. The report shall also indicate how the cases 17 were resolved and/or the reasons they are still pending. This report shall be presented to the board of education 18 at its regular July meeting, and it shall be submitted to the state department of education by August 1. 19

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this 20 policy and TCA 49-6-4503. 21

Complaint forms may be found in the school office.

USE OF PERSONAL COMMUNICATION DEVICES IN SCHOOL – POLICY #6.312

A personal communication device is any device that emits an audible signal, vibrates, photographs, displays a message, transmits data, or otherwise summons or delivers a communication to or from the possessor. This includes (but is not limited to) wearable devices that have the capability to record, live stream, or interact with wireless technology (watches, eyeglasses, etc.), cell phones, laptops, tablets, mp3 players, and handheld gaming devices. The student who possesses an electronic device assumes responsibility for the use and care of the device. The school is not responsible for preventing theft, loss, or damage to any electronic devices which are brought on school property.

Students and employees may not use any device to photograph or record inappropriate activities of other students or LEA staff while on school property or a school sponsored activity. Possession of sexually explicit digital pictures or images on any device is prohibited and may be subject to legal actions. Students may possess electronic communication devices (such as cell phones, etc.) during the school day subject to the following restrictions: Upon entering a school building or a school bus, the electronic device must be deactivated (turned to off, not just silenced); and put away (out of sight) during school hours. The supervisor, principal or designee may grant a student permission to use an electronic device at his/her discretion. Use of electronic devices may be allowed in the classroom when such devices are used under the direct supervision of the teacher and incorporated into a lesson plan provided such use has been approved by the principal. No student shall be required to have such technology or be penalized in any manner for not having such technology. Anyone who discovers a student in violation of this policy shall report the violation to the principal or his/her designee. Students found to be in violation of this policy are subject to the disciplinary action.

STUDENT ATTENDANCE - POLICY #6.200

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.

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 Dr. 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.

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 the appropriate school 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.

Alternatives to assistance with self-administration of medication:

1. Have a parent or guardian come to the school to administer medication.
2. Work with the licensed prescriber and the parents or guardians to adjust medication administration time so administration is not needed during school hours (i.e., antibiotics ordered three times a day can be given before school, after school, and at bedtime.)

PARENTAL/FAMILY INVOLVEMENT PROGRAMS Policy # 4.502

The school district shall annually work with parents in evaluating and potentially revising the provisions of this policy in improving the quality of schools. Such an evaluation shall strive to identify any barriers to greater participation by parents (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

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.

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.

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.

PARENTAL RIGHTS – SPECIAL EDUCATION

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 the Special Education at 615-746-1420 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.

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.

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.

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 & activities not attended by the general public. The media may interview and photograph students involved in instructional programs & 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.

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.

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.

PHYSICAL ACTIVITY LAW

The General Assembly recently approved legislation updating the physical activity law that was changed last legislative session. The new physical activity law requires 90 minutes of physical activity each full school week for middle and high school students. Physical activity may include: walking, jumping rope, playing volleyball or other forms of physical activity that promote fitness and well-being. Recess and free-play activities may be used to meet the requirements. Physical Education may count towards meeting the physical activity law, but the physical activity law shall not replace the current Physical Education program.

SEXUAL HARASSMENT:

Sexual harassment activity toward any student by an employee or another student will not be tolerated. Sexual harassment is defined as conduct, advances, gestures, or words of a sexual nature which: 1) unreasonably interferes with the student's work or educational opportunities; 2) Creates an intimidating, hostile, or offensive learning environment; 3) Implies that submission to such conduct is made an explicit or implicit term of receiving grades; or 4) Implies that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in an activity.

Victims of sexual harassment shall report these conditions to the appropriate school official. Confidentiality will be maintained and no reprisals or retaliation will occur as a result of good faith reporting of charges. The principal or designee shall be responsible for investigating the report.

RACIAL HARASSMENT:

Racial harassment activity toward any student by an employee or other student will not be tolerated. Racial harassment may include: 1) Oral/written statements having racially demeaning implications; 2) Gestures, conduct rooted in racial prejudice, or factors or considerations that signal contempt toward others of any race; or 3) Evidence, suggestion, or implication that racial factors may be considered as a basis for academic or personal decisions.

BULLYING:

Verbal and physical bullying are not tolerated at Pleasant View Elementary. Students are expected to be kind to each other whether they are friends or not. Students who bully will meet with the guidance counselor and/or the principal and the principal will decide what, if any, disciplinary measures will be taken. Students that bully repeatedly will be dealt with harshly. There are three criteria that will be considered when deciding if an act is truly bullying: it is repeated over time, there is an imbalance of power, and the act intentionally harmed another student (physically or emotionally). Some forms of bullying include: name calling, gestures, threats, sexual harassment and any inappropriate touching or physical forcefulness. If you feel that your child is being bullied, please contact his/her teacher and/or the principal immediately so the incident can be investigated. For more information about our district's policy on bullying, refer to Policy #6.304.

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.

GRIEVANCE PROCEDURE – POLICY #6.305

Students and parents have the right to appeal any decision made by school personnel if they feel the decision is unfair or violates district policies. To appeal, students will contact the principal at their school and provide their name, the issue, and the reason for the appeal on a printed form available in the school office. Decisions will be made confidentially and promptly; if there is not a decision made within 5 school days from the initial appeal, students may contact the Director of Schools.

Students may report an allegation of discrimination or harassment to any adult in the school, who will then report it to the appropriate individual(s) and an investigation will be conducted promptly. We will follow the procedures for investigating such cases, as well as disciplining students and informing all involved parties, as detailed in Policy 6.305.

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.

All Cheatham County School System policies can be found online on the district website under the “School Board” link:

www.cheathamcountyschools.net