



**2015-2016**  
**Elementary School Handbook**

## Attendance/Absences/Tardiness

Regular, full day attendance is vital to your child's education.

**NOTE: The attendance policy applies to all students K-12. Suspensions are counted as absences.**

The Compulsory School Attendance Law in Tennessee (TCA-49-6-3001) requires children (ages 6-17 inclusive) to attend school each day. A student who has been absent five (5) days (this means an aggregate of five days during the school year and not necessarily five consecutive days) without adequate excuse is considered truant and may be summoned to court for as few as 5 absences (TCA-49-6-3007).

The following are "official/adequate excuses" that should be turned in to the attendance secretary in the school office:

- medical note (doctor, dentist, hospital, etc.)
- court note
- funeral notice (newspaper/program from the funeral home)
- military deployment paperwork—for military dependents, TN Law (TCA 49-6-9019) allows the following for out of country deployments:
  - 1 excused absence when the parent leaves for deployment
  - 1 excused absence when the parent returns at the end of deployment
  - Up to 10 days excused absences when the parent is home from the deployment for Rest and Recuperation
  - In addition, local policy allows up to 5 consecutive days of excused absences (either before or after deployment) when the parent deployment is less than 12 months
  - **Military paperwork/documentation MUST be provided to the school for these to be excused**
- Student absences for sickness not requiring a doctor's visit will be excused up to five (5) days per school year, if a parent note is submitted. To be excused, notes must be provided by the parent or legal guardian, and received by the school within five (5) school days of the absence.
- Make-up work: (Including suspension and remandment) Upon the first day of returning to school, it is the students's responsibility to make contact with the teacher(s) regarding make-up work. During the school year, make-up work must be completed within a number of days equal to the number of consecutive days of the absences. A grade of "0" shall be entered into the teachers grade book for any missing work until the assignments have been completed and turned in.

Students need to be present for the entire school day to receive the full benefit of instruction. A student must be present for a minimum of three hours and 16 minutes in order to be considered present. In the event that a student needs to be dismissed early due to an emergency or other important reason, an authorized person listed on the emergency card must present a valid ID to an office staff member. This requirement is for the safety of our students and there will be NO exceptions. Students who arrive after the designated start time must have an adult sign them in. Students who begin class on time have a more successful day. Late arrivals can be disruptive to instruction.

## **PROMOTION-RETENTION**

STUDENT ATTENDANCE SHALL BE A RELEVANT FACTOR WHEN DETERMINING PROMOTION OF ELEMENTARY

## **HARASSMENT, INTIMIDATION, HAZING, AND BULLYING**

Clarksville-Montgomery County School System prohibits acts of harassment, intimidation, hazing, and bullying. A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation, hazing, or bullying, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment.

### **Prohibited Acts Defined:**

Harassment, intimidation, and bullying means any act that substantially interferes with a student's educational benefits, opportunities or performance and:

A. if the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop that has the effect of:

- 1) physically harming a student or damaging a student's property;
- 2) knowingly placing a student or students in reasonable fear of physical harm to the student(s) or damage to the student's or students' property; or
- 3) causing emotional distress to a student or students' or
- 4) creating a hostile educational environment; or

B. if the act takes place off school property or outside of a school-sponsored activity, it 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.

To distinguish bullying-related acts from other inappropriate behaviors, CMCSS defines bullying as:

- a) harm occurs through an intentional act; and
- b) a power imbalance exists; and
- c) the accused enjoys carrying out the action; and
- d) the accused repeats the behavior, often in a systematic way; and
- e) the target has a sense of being persecuted or oppressed and is hurt physically and/or psychologically.

Bullying- related acts may include:

- Actions of engaging in reprisal or retaliation against any person who reports, who is a target of, or witness to a bullying-related act, or any person with reliable information about a bullying-related act; or
- Actions in which one falsely accuses another of having committed a bullying-related act as a means of reprisal or retaliation or as a means of a bullying-related act.

Bullying encompasses cyber-bullying that creates a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process. Cyber-bullying includes, but is not limited to, the use of information and communication technologies, such as e-mail, cell phone text or picture messages, instant messaging, and defamatory personal websites, social networking sites, and online personal polling sites - to support deliberate, hostile behavior intended to frighten or harm others.

Hazing is any intentional or reckless act, on or off school system property, by one student acting alone or with others, directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

**Education, Awareness, and Intervention Reporting:**

Parents or other district stakeholders who have knowledge of such acts are encouraged to communicate this to school personnel immediately.

An individual may make an anonymous report; however, no formal disciplinary action may be taken against the accused solely on the basis of any anonymous report.

Pursuant to TCA 49-6-4216, a school employee, student or volunteer who witnesses or has reliable information that a student has transmitted by an electronic device any communication containing a credible threat to cause bodily injury or death to another student shall report such information to the appropriate school official. Such school official shall make a determination regarding the administration of the report.

Individuals making a report of harassment, intimidation, hazing, or bullying should not define students involved in a sexual manner or impugn the character of any student bases on allegations of sexual promiscuity.

**Consequences:**

Consequences for a student involved in bullying-related acts range from behavioral interventions to disciplinary actions. In addition, hazing may be a crime prosecutable under the criminal laws of the State of Tennessee.

The following factors will be considered in determining the consequences and appropriate remedial action for bullying-related acts:

- The developmental level and maturity levels of the parties involved;
- The levels of harm as determined by the student's ability to be educated in a safe and orderly environment;
- The surrounding circumstances;
- The nature of the behavior(s) (refer to CMCSS definition);
- Past incidences or continuing patterns of behavior;
- The relationships between the parties involved; and
- The context in which the alleged incidents occurred.

## **Bus Riders**

The goal of the student transportation department is to provide safe, efficient transportation for all qualified students to and from school. One way to achieve this goal is for students to display appropriate student conduct on the bus. Appropriate student conduct on the bus is defined in the Code of Conduct on the CMCSS website under [www.cmcss.net](http://www.cmcss.net) . Students are only allowed to ride one bus. Special permission must be obtained by the transportation department for a student to ride a bus other than their assigned bus. Once a child has boarded his/her bus, they cannot be released without dismissal from the driver or school personnel.

## **Cafeteria Guidelines**

**Lunch Accounts:** Students will be given a six-digit lunch identification number. Lunch must be paid for in advance and money should be put in an envelope with the student's name and account number on it. Families also have the convenient option of paying for their child's meals online by setting up an account at [mealpayplus.com](http://mealpayplus.com).

### **Meal Prices:**

Student meals may not be charged. Please help us by ensuring your child has lunch money or a lunch from home daily.

- Elementary Breakfast Full Pay \$1  
Approved Reduced .30  
Adults/Visitors \$1.50  
Second Breakfast \$1.50
- Elementary Lunch Full Pay \$2.45  
Approved Reduced .40  
Adults/Visitors \$3.25  
Second Lunch \$3.25

**\* Report cards and transfer of records will be held for outstanding account balances.**

## **Changes in Contact Information**

It is very important that your child's contact information is kept current. Please send your child's teacher a note or notify the school office any time a change in address, phone numbers or emergency contacts is needed.

## **Conferences**

Two evenings each school year are scheduled for parent-teacher conferences. If you need to request a conference with a teacher or administrator at another time, please send a note or call the office to make an appointment.

## **Emergency Early Dismissal**

Occasionally schools may dismiss early due to inclement weather or other emergency reasons. In this situation, your family should have a plan. If we have not been informed of a change in transportation, your child will follow their regular transportation routine.

The district contacts all media outlets and sends phone messages to the first number listed on the student emergency card.

### **Grading Scale**

A =93-100 B = 85-92 C = 75-84

D = 70-74 F = 69 and below

Developmental skills and attitudes will be marked as follows:

S – Satisfactory U – Unsatisfactory

### **Policy for Administration of Prescribed Medications**

A licensed health care provider may administer or the student may self-administer any medication, either prescription or over-the-counter (OTC), if the following specific criteria are met:

- Written permission given by the parent or guardian must be on file allowing the administration of the medication. Refer to [HEA-F062](#).
- For prescription medications, written orders must be provided by a licensed prescriber, detailing the name of the prescribed medication, dosage, and time interval the medication is to be given during school hours. Refer to [HEA-F062](#). All original medication orders shall be kept on file.
- For OTC medications, only parent authorization is required. Parent must specify the name of the OTC medication, dosage and time interval the medication is to be self-administered by the student. The OTC medication dosage will not exceed the manufacturer's recommendations.
- The medication must be brought to school by a parent/guardian or his/her adult designee, in the original pharmacy labeled container, or the manufacturer's original, unopened, labeled container with the ingredients listed and the child's name on the container.
- If the medication is brought to the school without the proper authorization, containing the wrong label or with any information that does not match the prescribing orders, including wrong medication, wrong dose, or is expired, the medication is to be sent back with the parent to be corrected. Refer to [HEA-F040](#) and [HEA-F089](#).
- Upon receiving prescription medication, it must be counted and signed by nursing personnel and parent / guardian on the Medication Count form. Refer to [HEA-F081](#).
- If pills need to be cut or split, parent/guardian shall split or cut medication prior to bringing it to school. If medication has not been cut or split, the parent can cut or split the pills in the nurse clinic. The school nurse will not cut or split pills.
- Herbal medications will be treated the same as prescription medications. An order from the licensed prescriber must be brought to the school with the medication in an unopened container. Parental authorization is also required.

- If nursing personnel is not in the building, the staff members that have been appropriately trained may assist the student to self-administer his/her medication.
- The medication must be kept under lock in a secure designated area in the school office or clinic. **No student will have direct access to any medication.** Refer to [HEA-A005](#).
- Nothing in these statements is intended to prohibit schools from allowing students with specific conditions requiring emergency rescue, or readily accessible medications such as inhalers, epipens, glucagon, or any diabetic supplies from being readily accessible for the self-administration with licensed prescriber and parental authorization. [HEA-F059](#).
- The student medication record is kept at the school and easily retrievable. Administration or student's self-administration of each dosage of medication is documented in this log by the individual administering or observing the student self-administering, the medication. Refer to [HEA-F024](#).
- In the event a medication error occurs, a Medication Error Form must be filled out and the Principal, school nurse, and School Nurse Supervisor are to be notified immediately. Refer to [HEA-F080](#).
- If medications are discontinued or become expired, the school nurse will send notice home to parents. Refer to [HEA-F089](#). **No** medication that has been discontinued or is expired will be administered while at school. The parents must pick up any unused or expired medications within 14 days of notice being sent or prior to the end of the last student day of the school year.
- If medication is not picked up within 14 days of the notice, the medication will be properly disposed of.
- All written orders for any medications must be renewed by a licensed prescriber at a minimum of at least annually. New orders are required at the beginning of each school year, as well. A change in prescription medication, dosage, or time of medication administration requires new written authorization from the licensed prescriber and parent.

## **Phone Notification System**

The school-to-parent phone notification system of communication allows schools to send periodic and personalized voice messages to the students' families. These messages range from emergency situations to information that is important to your child's academic success. Messages are sent to the first contact number listed on the student emergency card.

## **Power School**

Power School is a web-based program that allows parents to access their child's attendance, grades, assignments, progress reports and report cards. To sign up for this free service, please contact the school for your personal identification number.

## **School Insurance**

School insurance is available to all students. A packet is given to each student during the first week of school. Purchase of the insurance program is optional.

## **Student Conduct**

Students are expected to behave in a respectful and orderly manner while at school. Should a

student become disruptive, the school reserves the right to take disciplinary measures. We believe every student has the right to learn and every teacher has the right to teach. Students are expected to do what is asked of them while under the supervision of any faculty or school staff member. For the formal policy on the student code of conduct, including the dress code, please visit the parent/student link or our school web site under [cmcss.net](http://cmcss.net).

\*FERPA guidelines prohibit sharing info of another student's information with others.

### **Textbooks/Library Books**

Students are responsible for the condition of all textbooks they are assigned and library books they check out. Textbooks and library books must be turned in at the end of each year and late fees need to be paid if withdrawing early or at the end of the school year. If money or materials are due or there are outstanding or returned checks, no records or report cards will be issued or sent to a new school until the money is paid or materials are returned.

### **Visitors and Volunteers**

The services of parents and other volunteers are encouraged and welcomed. All visitors must report to the front office upon entering the building to sign in and get a visitor's pass. Teachers and staff members are required to send visitors to the office if they do not have a visitor's pass. There are no exceptions. Your cooperation in helping us keep our learning environment safe and free from distractions is necessary to maintain security for our students.

### **Withdrawals/Moving to Another School**

Please notify the school office at least 24 hours in advance of a student's withdrawal date. This allows time for completion of records and other necessary details. Books must be returned and money due must be paid before the withdrawal date.

### **Family Engagement Policy**

Clarksville-Montgomery County School System believes strong communication between the classroom teacher and the student's family is important in helping students succeed in school.

#### **Expectations of the teacher**

- Treat families as partners in their children's education
- Communicate expectations and progress to families on a regular basis
- Treat all children with respect and value
- Establish high expectations for all students
- Provide knowledge and expertise about learning standards and teaching strategies
- Respond to feedback from families
- Display respect to family members

#### **Expectations of the student**

- Follow directions
- Take responsibility for his/her actions
- Be prepared and complete assignments on time



- Communicate when he/she does not understand
- Respect teacher and classmates
- Take pride in schoolwork

### **Expectations of the family**

- Return phone calls and/or emails
- Support learning at home
- Send children to school ready to learn with adequate sleep, food and clothing
- Show respect to teacher
- Volunteer and attend school functions when possible  
(students with parents who volunteer in school and attend school functions or events are more likely to be successful in school)
- Sign reports and other papers
- Become knowledgeable about what your child is doing in school
- Develop and maintain partnerships with teachers

### **Non-Discrimination Statement:**

It is the policy of Clarksville-Montgomery County School System (CMCSS) not to discriminate against any student, employee, or applicant on the basis of sex, marital status, race, color, creed, national origin, or handicapping condition. CMCSS will ensure that no student will be excluded from participating in or having access to any course offering, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources based on unlawful discrimination. CMCSS will take all necessary steps to ensure that each employee of CMCSS, including any person representing CMCSS, shall not intimidate, threaten, harass, coerce, discriminate against, or commit or seek reprisal against anyone who participated in any aspect of the discrimination complaint process associated with this policy.

**For additional information regarding services, news, curriculum and other information in Clarksville-Montgomery County Schools, please visit [www.cmcss.net](http://www.cmcss.net).**