

Pine View Elementary  
Student & Parent Handbook

349 Daysville Road  
Rockwood, TN 37854  
(865) 354-1986 phone  
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2023-2024

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## WELCOME TO PINE VIEW ELEMENTARY!

**Empowering each student with the skills to be a productive citizen by fostering a culture of excellence through high expectations for all.**

Pine View Elementary welcomes you to the 23-24 school year. Our school focuses on school safety and individual student growth and achievement. We encourage you to be active participants in all that we do. The following pages of this handbook explain what you will need to know to make your time with us successful. **Take time to go over this handbook together.** This handbook contains important information about your rights and responsibilities under law. We look forward to working as a team to make this the best year possible!



Pine View Elementary School complies with Title VI and VII of the Civil Rights Act of 1964, Title IX, of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, Executive Order 11246, Americans with Disabilities Act of 1990, and the related regulations to each. Furthermore, Pine View Elementary School assures that it does not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

**Assistance in Spanish is available through the front office.**

### ***Pine View Elementary is a Title I School-wide School***

**It is the policy of Cumberland County schools to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (over 40), sex, pregnancy, religion, creed, disability or any other category protected by state and/or federal law. The Cumberland County Schools appeals process is referenced in BOE Policy 5.5011. The Cumberland County Schools contact person is the Federal Programs Director @ 368 Fourth St., Crossville, TN, 38555 Phone: (931) 484-6135**

**Handbook Receipt**

**By signing below, I am indicating that I have read this handbook and reviewed the contents with my Pine View Elementary School student.**

I understand and consent to the responsibilities in the Cumberland County BOE's student behavior policies as reviewed in this handbook. I also understand and agree that my child will be held accountable for the behavior and consequences written in the discipline policy at school, school-sponsored events/travel, and for any school-related misconduct, regardless of time or place. I further understand that any student who violates the school's behavior rules will be subject to disciplinary action, up to and including referral for criminal prosecution for violations of the law.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of Student Signature Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name of Parent/Guardian Signature Date

**Cumberland County Schools**

**Corporal Punishment Acceptance/Denial**

The professional staff at Pine View Elementary may administer corporal punishment in accordance with Tennessee State Law and Cumberland County Board of Education policy. School administration will make a reasonable effort to contact parents/guardians prior to the application of the corrective, disciplinary action.

**\*\*COMPLETE ONLY OPTION #1 OR OPTION #2\*\***

1. I, the parent/guardian of \_\_\_\_\_ (student name) hereby authorize and grant permission for the professional staff of Pine View Elementary to use corporal punishment with my child. I understand that corporal punishment will be used only after other methods of discipline have been attempted.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian Signature Date Phone Number

2. I, the parent/guardian of \_\_\_\_\_ (student name)  
**DO NOT** grant permission for the professional staff of Pine View Elementary to use corporal punishment with my child.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian Signature Date Phone Number

**Student-Parent-Teacher Compacts for 2023-2024**

As a student, I will be responsible for:

- Coming to class on time and being prepared to work.
- Respecting the rights of others to learn without distraction and disruption.
- Showing respect and cooperating with all in the school.
- Completing assignments to the best of my ability.
- Showing respect for property.
- Spending time studying or reading each day.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

As a parent/guardian, I want my child to achieve; therefore, I will ensure the following:

- See that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Establish a time for homework and review it regularly.
- Provide a quiet, well-lit place for study.
- Encourage my child's efforts and be available for questions.
- Be aware of what my child is learning.
- Volunteer if possible.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

As a teacher, I will be responsible for:

- Helping each student grow to his/her fullest potential.
  - Providing an environment conducive to learning.
  - Providing high quality curriculum, learning materials, and teaching.
  - Supplying clear evaluations of student progress and achievements to students and parents. ●
- Being available for conferences and other mutually agreed upon meetings. ● Encouraging parent involvement.

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please see the student registration folder for the documents listed below. Copies can be made for parent(s)/guardian(s) at any time.**

Photo Usage Permission Letter Drug Screening Consent Form Internet Usage  
Migrant Occupational Survey Form Home Language Survey RTI Letter  
Volunteer Form

**\*Upon initial enrollment in all Cumberland County Schools, each family will be asked to complete the required Migrant Occupational Survey and Home Language Survey. This documentation should be returned to your school to help us determine if your child(ren) qualify for additional Federal education programs.**

While we have worked diligently to include as much school-wide information as possible, please be aware that individual teachers and grade level teams will provide the parent/guardian with additional policies and guidelines.

## CUMBERLAND COUNTY SCHOOL SYSTEM

### **\*\*Calendar for 2023-2024 School Year & TESTING Calendar\*\***

August 1: Teacher Inservice Day #1 (no students)

August 2: Administrative Day #1 (no students)

August 3: REGISTRATION DAY/First Day of School Dismiss @ 10:00 a.m.

August 4: Administrative Day #2 (no students)

August 7: First Full Day for Students

**August 14-August 31: (continuous) WIDA Screener for EL Status**

**August 14-August 31: Universal Screening #1 for K-8 (K-3 AIMS Web; 3-8 IXL Diagnostic)**

September 4: Labor Day/No School

October 2-6: Mastery Connect (3-8)

October 9-13: Fall Break/No School

November 22-24: Thanksgiving Break/No School

**December 4-December 14: Universal Screening #2 K-3 AIMS Web**

December 15: 10:00 a.m. Dismissal

December 18-January 1: Winter Break/No School

January 2: Administrative Day #3 (no students)

January 3: Students Return to School

**January 8-January 12: 3-8 Mastery Connect**

January 15: Martin Luther King Jr. Day/No School

**January 29-March 8: NAEP Test (for selected schools)**

February 19: Teacher In-Service/No School

**February 5-March 29: WIDA Access for ELLs**

**March 11-March 15: 3-8 Mastery Connect**

March 22-28: Spring Break/No School

March 29: Good Friday (no school)

**April-May: TCAP (TNReady Assessments) Window 3-8\*\***

**April-May: 2<sup>nd</sup> Grade Assessment Window\*\***

**May 6-May 16: Universal Screening #3 for K-3 AIMS Web**

May 23: Administrative Day #4 (no students)

May 24: Last Day/Pick Up Report Card Prior to 10:00 a.m. Dismissal

**NOTE: Please plan any family vacations over breaks. *Vacation taken during regular school session will be considered unexcused absences. IF special circumstances arise, a letter requesting PRIOR approval & listing the reasons you are making a special request must be turned in to Mrs. Spicer well in advance.***

***\*\*TNReady testing dates are subject to change in accordance to the schedule from the TN State Department of Education.***

## In reference to the Board of Education Policy 4.700

Testing is a system-wide program assisting in accountability and assesses the effectiveness of the instructional programs and student learning. It helps determine the progress of students. With testing, educators help students plan for the future, screen for learning difficulties, and determine placement in remedial programs.

The following are the tests administered at Pine View Elementary School:

<b>Grade Levels</b>	<b>Test</b>	<b>Explanation of Each Test</b>
Continuous	W-APT Screener for ELL status	<b>W-APT</b> stands for the WIDA-ACCESS Placement Test. It is an English language proficiency "screener" test given to incoming students who may be designated as English language learners. It assists educators with programmatic placement decisions such as identification and placement of ELLs. The W-APT is one component of WIDA's comprehensive assessment system.
Continuous  Continuous  K-3	ECERS for PreK  ELCCO for PreK  AIMS Web	<b>ECERS</b> or the Early Childhood Environment Rating Scale is an assessment designed to assess group programs for preschool-kindergarten aged children, from 2 through 5 years of age. Total scale consists of 43 items. (Also available in Spanish).  <b>ELCCO</b> , or the Early Language and Literacy Classroom Observation tool, helps build better literacy programs by assessing the quality of the classroom environment and teachers' practices.  AIMS Web is a skills-based universal screener for Reading and Math, used to inform important decisions about student learning and serve as a benchmark for making decisions regarding student academic support that may be needed.
Grades 3-8	TNReady: ELA, Math, Social Studies, Science	TNReady is the state's TCAP test for English language arts and math in grades 3-11. It provides information about our students' progress. The TNReady TCAP tests are designed to assess true student understanding and not just basic memorization and test-taking skills. TNReady measures student understanding of our current state standards in English language arts and math. Please note that math and science will only be administered in the Part II window. Additional information regarding the details of this test administration will be forthcoming.





## **General Information**

Grade Levels: Pre-K through Eighth

School Address: 349 Daysville Road Rockwood, TN 37854

School Website Address: <http://pvs.ccschools.k12tn.net>

School Hours: 8:20 a.m. to 3:20 p.m.

School Telephone: (865) 354-1986 School Fax: (931) 354-1922 Mascot: Pioneer

Colors: Kelly Green and Yellow

School Resource Officer: Josh Parrigin

History: Please see our school website for the history of PVES!

Pine View is a school-wide Title I School.

### **The First Day of School**

On the first day of school, we welcome you to walk your child to class. This is a BIG day for everyone! It is perfectly normal for some of our younger students to become upset at the thought of mom or dad leaving. This is also a stressful time for parents! **After the first day, your son or daughter will walk to his or her classroom with classmates.** The longer the goodbye, the more difficult the separation may be. We promise to take good care of your most treasured gift!

### **Teacher Contact**

If parents wish to speak with a teacher, send a note or leave your phone number with the receptionist, and the teacher will contact you as soon as possible. From 8:20 a.m. until 3:20 p.m., our teachers are with students and cannot leave their classrooms unattended. We **WILL NOT interrupt the instructional day**, unless an extreme emergency occurs.

### **Parent Concerns, Complaints, and Grievances**

If you have a concern about your student, **talk to the teacher FIRST**. If you feel the situation has not been resolved, please call the school office to set up an appointment. In order for the school administration to provide and supervise the best instructional environment for your child, appointments must be made and followed.

### **Volunteers**

We welcome volunteers at PVES. Several times a year there will be opportunities for large numbers of volunteers to participate in school-wide activities. Individual teachers may make arrangements in their classroom for regular volunteer opportunities as well. All volunteers must complete the volunteer form, which may include a background check, and return it to school at the beginning of the year for CCBOE approval. Upon approval, volunteers can work in a classroom, chaperone a field trip, etc. Thanks for your understanding and cooperation!

### **Visitors**

Please understand that our utmost concern is for the safety of your child. We appreciate your support in adhering to the following:

- All visitors and parents must be buzzed in at the front entrance to sign in.
- You will need your driver's license to sign in the first time.

### **Parent/Visitor Dress Code**

We respectfully request that all who enter Pine View Elementary School help us set the example by following the dress code.

### **Buses/Bus Duty Behavior**

The school building opens at 7:40 a.m., and buses will begin to unload at this time. School personnel are on duty and ready to receive students at 7:40 a.m.

**All students must have a book to read or be working to complete homework. Students caught loitering in the restrooms or other areas of the campus during this time will be subject to disciplinary actions with no exceptions.**

### **Student Arrivals**

**School doors will be opened at 7:40 a.m. Parents transporting their children to school may not leave children at school prior to 7:40 a.m.** Students arriving at school before this time are not the responsibility of school personnel as they report for duty at 7:40 a.m. Upon arriving on the school grounds, students are to report to their assigned area. Students will not be allowed to go to their lockers or wander in the hallways. No student should be in the building in the afternoon after school unless requested by a teacher or participating in a supervised activity.

### **Arrival and Dismissal Procedures**

#### ***Morning Arrival -- (SCHOOL HOURS are 8:20-3:20)***

Arrival time is 7:40–8:20 a.m. and pick-up time is 3:20–3:30 p.m. From 7:40 to 8:20 a.m., students should be dropped off in the front of the building by the office. No child should be dropped off before 7:40 a.m. Students arriving after 8:20 a.m. are to report to the office. The student will sign in and a school official will issue a tardy pass to indicate to the teacher that the student has checked in through the office. A disciplinary form will be added for the 4th unexcused tardy/early dismissal. **In order for your child to participate in a no cost breakfast each day, he or she MUST arrive at school by 8:15 a.m. Breakfast will end promptly at 8:20 a.m. and instruction will begin at this time.**

#### ***Afternoon Dismissal***

Students' safety is paramount at all times of the school day, including dismissal. Buses will be loaded and dismissed first followed by the dismissal of students who are parent pick up. Students riding a different bus home or getting off the same bus but at a different stop must have a note signed by a parent or guardian. These notes should be given to teachers in the morning for office review and signatures.

All parent pick up should take place in the front of the building. Two lanes of traffic are to be used for pick-up of students. Please adhere to the following:

- No cars should be left unattended in the two lanes in front of the school.
- Do not line up before 3:00 p.m. or block buses from entering the dismissal area.
- Students will be called and loaded in their vehicles.
- Drivers will then be directed as when to pull forward and move.
- Drive slowly and stay in your lane unless otherwise directed.
- Please constantly be aware of students loading and unloading. Stop for all pedestrians.

ONLY FOR EMERGENCIES SHOULD YOU call the school to change your child's mode of transportation for the afternoon. ALL changes must be in writing. If your child is normally a parent pick up and you want the child to ride a bus, send a note to your student's teacher and we will make sure he/she is on the bus. If your child is normally a bus rider and you are going to pick him/her up, please send a note to the teacher and your child will be ready to be picked up after buses are dismissed.

### **Check-out Procedures**

Students are not allowed to leave the building during the day unless a parent or guardian signs them out. **Please keep registration forms up to date in case of emergency.** We keep signatures on file and make every effort to verify signatures. Also, parents or guardians may be asked for identification in order to check out students. Students must be signed out in the office and called to the office for dismissal.

### **Custody Issues**

Due to questions raised regarding custody issues, we require proof of custody in the form of a court order. The school needs copies of current custody papers immediately upon their issue from the courts.

### **Grade Cards and Grading System**

Grade cards are issued every nine weeks and the following grading system is used. Academic areas may be expressed either by a numerical system, which uses the student's actual average, or by a letter system using the following numerical range:

Grades 3-8 will use the following grading system:

- A . . . . . 93-100
- B . . . . . 85-92
- C . . . . . 75-84
- D . . . . . 70-74
- F . . . . . 0-69

Grades K-2 will use the following grading system:

- 4 . . . . . Advanced
- 3 . . . . . Proficient
- 2 . . . . . Basic
- 1 . . . . . Below Basic

### **3rd Grade Promotion & Retention**

Tennessee state law requires that 3<sup>rd</sup> grade students be proficient in reading based upon their report card grade, which includes the TNReady assessment score.

### **Withdrawal Procedures**

Parents/Legal Guardians must come in person to withdraw students for enrollment to another school. The attendance clerk will be happy to help parents with the necessary paperwork. Student records will be released when all books are returned or paid for, cafeteria charges are paid, and any other financial obligations are met.

### **Report Card Holds**

Holds will take place due to returned checks, failure to pay fundraiser, or team/group/activity fees, and/or lost/missing instructional materials.

## **Cafeteria Behavior**

Acceptable behavior and good table manners are expected at all times. Students unwilling to use appropriate table manners/voice levels may be isolated, assigned a specific seat during lunchtime, and/or receive disciplinary action. Lunch is an important social time for our students, and we want *everyone* to enjoy this time.

## **Field Trips**

Field trips will be offered periodically for qualifying students. All school rules apply to include behavior, dress code, work completion, and attendance. Permission slips must be signed by the parent/legal guardian prior to the field trip. Permission may not be given by phone.

## **Homework**

Homework is given to reinforce skills taught in the classroom. As a result, completion of homework is necessary to have success in all subjects. Teachers also grade homework assignments. Thus, homework must be completed. Failure to complete assigned homework may result in disciplinary action, and the work will be completed.

## **Make-up Work**

Make immediate plans to do all make-up work due to absence. Normally, all make-up work must be made up in a period of no less than three (3) school days (after returning to school) nor greater than the number of days missed, if more than three. If this work is not completed within the time limits, the student may receive a zero (0). Make-up work may be obtained upon the return of a student(s) from previously planned days of absence. Students who are ill may complete make-up work upon their return to school. Parents may call to pick work up at the end of the day so as not to interrupt class time and to give teachers time to gather make-up work. The student will be graded on work completed. Attendance is essential to academic success and students are urged to be at school every day.

**\*\* Attendance and grades will affect participation in school activities\*\***

## **Technology in the Classroom**

### **Network and Internet Use Agreement – Student**

Cumberland County Schools has access to computers, networks, and the Internet. This technology is the most effective way we have found for introducing students to the global nature of information. It allows users to find, synthesize and share information in a variety of unique ways.

A small minority of Internet users has made objectionable materials available over the Internet. Cumberland County Schools will take every precaution to restrict access to this information. However, an industrious user may discover information not acceptable for school use. We firmly believe that the valuable information and interaction available on the Internet outweighs the possibility that users may obtain unsuitable material. Disciplinary action will be taken against users found sending or acquiring objectionable material on school equipment.

### **Please remember the following:**

Never tamper with technology equipment that does not belong to you.

All network communication must be polite, kind, and free from inappropriate language.

- Netiquette - Users should always use the Internet, network resources, and online sites in a courteous and respectful manner ensuring that content is appropriate. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there – and can sometimes be shared and spread in ways you never intended.
- Cyberbullying – Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Electronic mail is not guaranteed to be private.

- Personal Safety – Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you are at school; parent if you're using the device at home) immediately.

No attempt to tamper with other people's data or to gain unauthorized access to accounts or files on the networks, including the Internet, is permitted.

Personally Owned Devices Policy – In accordance with all district policies and procedures, students may use personal electronic devices (ex: laptops, mobile devices and e-readers) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day. Because of security concerns, when personally owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally owned devices.

I will abide by copyright law.

- Plagiarism – Users should not plagiarize (or use as their own without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.
- Cumberland County Schools does not own the copyright on any of its software and, except for a single copy for backup purposes or unless expressly authorized by the copyright owners(s), does not have the right to reproduce it.
- If you are unsure about any use of the networks or Internet, ask a faculty member.
- Cumberland County Schools does not condone and specifically forbids the unauthorized duplication of software.

Examples of Acceptable Use – I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Abide by copyright laws: Citing sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of others and me.
- Help to protect the security of school resources.

Examples of Unacceptable Use – I will NOT:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally identifying information, about others or me.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, server, or content that isn't intended for my use.

These are not intended to be exhaustive lists. Users should use their own good judgment when using school technologies.

Limitation of Liability - Cumberland County Schools will not be responsible for damage or harm to a person's files, data, or hardware. While Cumberland County Schools employ filtering and other safety, security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. CCS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this policy may have disciplinary repercussions, including, but not limited to:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

I understand that computer, network, and Internet use at Cumberland County Schools is a privilege and not a right. This privilege may be revoked at any time for any reason.

As a condition of my use of the computers, networks, and Internet, I will abide by the above terms and

conditions for Technology/Internet Use at Cumberland County Schools, and by any future terms or conditions that may be developed. I understand disciplinary action will be taken if I am found abusing my computer, network, or Internet privileges.

*According to U.S. copyright law, unauthorized reproduction of software is a federal offense. Offenders can be subject to civil damages of as much as \$100,000 per title copied, and criminal penalties, including fines up to \$250,000 per work copied, and imprisonment up to 5 years per title copied.*

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*Reference: Use of BOE Policy 4.406 Cross Reference: Use of Electronic Mail (email) 1.805 Web Pages 4.407*

### **Attendance Policy for Cumberland County BOE 6.200**

**Attendance is a key factor in student achievement. Therefore, students are expected to be present each day school is in session. Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. In order for an absence to be counted as excused, a written excuse must be submitted for absences or tardiness within five school days after a student returns to school. Failure to submit an excuse will result in the absence or tardy being classified as unexcused.**

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

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian. Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. A maximum of three (3) days per semester will be recognized as an excused absence with a parent note. The note must contain an excusable reason for the absence.

#### **Excused absences shall include:**

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



11. Other absences as pre-approved by the principal, based on appropriate documentation at least 10 (ten) school days prior to day(s) to be missed.

12. If a student is exempt from final exams per Board policy, the absence on the day of the exam is excused.

13. Driver's license/permit appointments will be excused with proof of appointment.

*Tardies, including early dismissal for any reason other than the previously mentioned excuses, will be considered unexcused.*

**The Principal shall be responsible for ensuring that:**

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

**TRUANCY**

Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present.

Students receiving special education services may attend part-time days alternating days, or for a specific amount of time as indicated in their Individualized Education Plan.

Students who are absent five (5) days without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parents/guardians of the student's absence. The director of schools/designee shall also comply with state law regarding the reporting of truant students to the proper authorities. If a student accumulates a total of five (5) unexcused absences, then he/she is subject to referral to juvenile court.

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

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

**Progressive Truancy Intervention Plan**

Students with three (3) unexcused absences shall be subject to the progressive truancy intervention framework outlined below:

**Tier I**

1. A warning letter is mailed to parents after 3 missed days. (excused or unexcused)
2. After three (3) unexcused absences a student and parent will be required to meet with a school attendance representative to discuss reasons for student absences.
3. Set up an attendance contract with student and parents to be signed by all including the attendance representative.
4. Contract must include: Attendance policy, effective dates (90 days), and penalties for additional absences.
5. Regularly scheduled follow-up meetings, with the student to discuss his/her progress.

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

**Tier II**

1. After the 4th unexcused absence, an individualized assessment by a school counselor will be conducted to determine why the student has been absent from school. This may result in referral to counseling, community-based services, or other services to address the student's attendance problems.

2. Parents will be required to have a meeting with the school counselor, teacher(s), and attendance representative.

### **Tier III**

1. After the 5th unexcused absence, the student will be referred to Truancy Court.
2. Failure to attend Truancy Court and/or additional unexcused absences, the student will be cited to Juvenile Court.
3. The Court will be provided a report of all interventions that have been provided to support this student.

**Upon completion of Tiers I, II, and III, the student will be cited to Juvenile Court.**

### **MILITARY SERVICE OF A PARENT/GUARDIAN**

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service. Principals shall also allow up to ten(10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up school work missed during these absences.

### **MAKE-UP**

Students in grades K–8 will be allowed to make up work.

The following guidelines will be used to submit all make-up work:

- 1) 1 day absent, students will have 3 school days to make up work;
- 2) 2 consecutive days absent, students will have 4 days to make up work;
- 3) 3 consecutive days absent, students will have 5 school days to make up work.

(The number of consecutive days missed +2 will equal the total number of days students are allowed to submit make-up work.)

\*Extenuating circumstances may be appealed to the building principal.

### **ATTENDANCE HEARING**

Students with excessive (more than 5) unexcused absences or those in danger of a credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s) guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.

An attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parents/guardians of their right to appeal such action within two (2) school days to the director of schools/designee.

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

The principal shall be responsible for notifying, in writing, the director of schools and the parents of the student of any action taken by the school.

Any administrative decision regarding attendance may be appealed initially to the director of schools and ultimately to the Board. The appeal shall be made in writing to the director of schools and within five (5) days following the action or the report of the action, whichever is later.

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

### **Student Equal Access/School Sponsored Events BOE Policy 4.802**

If the Board or school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that:

1. The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject.
2. There is an appropriate method of selecting student speakers, which is based on neutral criteria.
3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent, or promotes illegal drug use.

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees.

### **Money/Valuable Items**

The school will not be responsible for lost or stolen items.

### **Textbooks**

All books are numbered and recorded by the teacher and the condition will be noted. Lost or damaged books (including library books) MUST be paid for before another textbook can be issued or before grade cards can be released. The average cost of a textbook is approximately \$50.00- \$75.00.

### **Lockers**

Lockers are school property and are subject to search (BOE Policy 6.303). Lockers are to be kept in a neat order so that doors completely close and no articles are left hanging outside. Failure to do so may result in the loss of the locker privileges.

### **Extracurricular Activity Options**

Students are encouraged to participate in the wide variety of clubs, organizations and activities available. Students that participate in extracurricular activities may be randomly chosen to participate in drug screenings that occur each semester.

### **Phone Use**

Students have access to the office phone to call a parent/guardian about cancellations, changes, and academic/personal needs. Students and parents are expected to make arrangements for normal after-school activities in advance, not the day of an activity.

### **Cell Phones/Electronic Devices**

Policy Ref. 6.312 states students may possess a personal communication device in school, on school property, at after school activities, and at school-related functions.

These devices:

1. Shall remain off and concealed from view.
2. At no time are the devices to be used to undermine instructional practices or violate an individual's privacy.
3. Personal communication devices shall not be used in any instructional setting as a calculator.
4. The student possessing a personal communication device shall assume all responsibility for it.
5. Violations of this policy may result in disciplinary action against the student and confiscation of the device.

### **Violation of Cell Phone Policy**

1<sup>st</sup> offense - Device will be taken and held for parent/guardian pickup and a documented warning.

2<sup>nd</sup> offense - Device will be taken for parent/guardian pickup and detention or in-school suspension.

3<sup>rd</sup> offense - Device will be take for parent/guardian pickup and 2 detentions or in-school suspensions.

**4th and subsequent violations will result in disciplinary action at the discretion of administration.**

**Note: IF the device is on and taken by a school employee, the device is subject to search (i.e.: text messages, pictures, videos, etc.)**

### **Detention**

Students may be assigned to detention by a teacher or by an administrator. Your child is responsible for bringing the conduct report home, and we expect parents to sign and return the report the next day.

Parents must pick up their children at **4:30 p.m.** promptly. Students are expected to serve detention when assigned. Detention is not planned at student or parent convenience. Failure to serve detention will result in the doubling of detention until the detention is served. Continuous absences from detention will result in out of school suspension. The conduct report is your notification.

### **Discipline Policy**

See the county-wide BOE policy 6.313 for in-depth information on student behavior and consequences. Each grade level will provide a welcome letter with grade-specific policies at the time of registration. Copies can be made at any time for the parent/legal guardian.

### **Dress Code Cumberland County BOE Policy 6.310**

Students shall dress and be groomed in a clean, neat and modest manner so as to not distract or interfere with the educational process or cause a safety hazard. Students are encouraged to adhere to the provisions of this code during school hours (whether on or off campus) and while in attendance at school-sponsored events.

The principal's judgment shall prevail in all matters regarding the application of these rules.

All Students K-12:

1. The following shall NOT be worn at school or school sponsored events during regular school hours for ALL students.

- a. Clothing or accessories that denote affiliation with any gang associated with criminal activity or a safety hazard or security risk
- b. Ill-fitting clothing such as saggy/baggy pants or pants dragging the floor.
- c. Excessively oversized clothing including but not limited to coats and/or trench/duster style.
- d. From a relaxed standing posture, clothing exposing skin mid-thigh or higher (no skin 32 showing).

- e. Clothing/tattoos with suggestive or inappropriate slogans, vulgar captions, or advertisements for tobacco, alcohol, or drug products
  - f. Caps, hats, or headscarves, for boys or girls, will not be worn inside.
  - g. Form-fitting/body-fitting clothes or clothes with revealing necklines.
  - h. No pajamas.
2. In addition, the following rules shall be enforced for all students:
- a. Any color or style of shoes may be worn, with the exception of “heely” or bedroom slipper type of shoes.
  - b. Shirts or tops with leggings shall be worn so that its length appropriately covers front and behind.
  - c. From a relaxed standing posture, without leggings, shorts/skirts/dresses will be no higher than mid-thigh. Slits in skirts/dresses will be no higher than mid-thigh.
  - d. No tinted glasses/sunglasses are permitted to be worn inside the building unless prescribed by a doctor.
  - e. Large heavy jewelry chains, and any jewelry, that could be deemed harmful or dangerous, will not be permitted.
  - f. Valuable clothing and jewelry are discouraged.
  - g. Shirt and blouse length may not be so short that students raising their elbows to the height of his or her shoulder exposes midriff and must cover at least 3” of the shoulder so as not to reveal the torso or undergarments. Halter tops, tank tops, cropped tops, or muscle shirts that reveal a bare midriff or lower back are not allowed; no midriff bare skin should be visible while standing, sitting, or raising one’s hand in class, or walking in the hallways.
  - h. No costume attire or distracting clothing except on special dress days.

**Violations may result in the following consequences:**

*First Violation:* The student will receive a written warning and the violation must be corrected.

*Second Violation:* Parents will be notified; the violation must be corrected, and a detention will be assigned.

*Third Violation & Subsequent Violations:* Disciplinary action at the discretion of the 42 administration.

**Bus Conduct**

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus. Students are assigned a school bus by the transportation supervisor.

Students are under the supervision/control of the bus driver while on his/her bus, and all directions given by him/her shall be followed. If there is a serious discipline issue, the principal of the student transported shall be informed by the bus driver and may be called upon to assist. A student may be denied the privilege of riding the bus if he/she disobeys state or local rules and regulations pertaining to student transportation. A student wishing to ride a bus other than the assigned bus must have written parental permission and administrative approval. The student must bring the parent note to the office to receive approval. The student must have a note from the office in order to board the bus.

**Bus Rules**

1. Understand riding a school bus is a privilege, not a right.
2. Arrive at the bus stop five minutes prior to scheduled pick-up time.

3. Stay at least ten feet off the road, yet visible to the driver, while waiting on the bus.
4. Cross in front of the bus where you can see the driver and the driver can see you, and only after the driver has indicated it is safe to cross.
5. NEVER run in front of or behind the bus, even if you have dropped something.
6. Unsafe items (i.e. knives, sharp instruments) are not allowed on the bus.
7. Cell phones and other electronic devices are permitted on the bus unless it becomes a distraction or problem. It is then up to the discretion of the driver to direct that the device be put away.
8. Hair spray, aerosol deodorant and/or perfume should not be used on the bus.
9. The bus driver is the sole authority on the bus. Follow the driver's instructions the first time they are given. Exercise appropriate passenger behavior on the bus at all times.
10. Absolutely no misbehaving, yelling, or moving out of seats while bus is in motion. This can be highly distracting to the bus driver and potentially hazardous to the safety of all passengers.
11. Eating food or candy, chewing gum, drinking liquids, smoking and/or possession of illegal substances or obscene material is not allowed on the bus.
12. Respect others' rights, comfort, and safety on the bus.
13. Profane, abusive, or vulgar language, gestures, or threats will not be tolerated.
14. Fighting, pushing, shoving and/or other inappropriate behavior will not be tolerated.
15. The emergency door is to be kept obstruction-free and accessible at all times.
16. Open windows with permission from the driver. NOTHING may be extended out a bus window. Shouting out the bus windows is not allowed.
17. When the bus comes to a stop, keep hands, feet and other objects out of the aisle to help ensure other passengers board/exit safely.
18. Report any damage on the bus to the bus driver. Intentional damage will result in disciplinary consequences, including restitution.

### **Bus Conduct Reports**

- 1<sup>st</sup> Offense: Warning and Parent Notification
- 2<sup>nd</sup> Offense: Parent notification and 3 day bus suspension
- 3<sup>rd</sup> Offense: Parent notification and 5 day bus suspension
- 4<sup>th</sup> Offense: Parent notification and 10 day bus suspension
- 5<sup>th</sup> Offense: Bus suspension for the remainder of the school year

### **Video cameras**

Video cameras are used to monitor student behavior on school buses transporting students to and from school or extracurricular activities and throughout our school campus. Video surveillance shall be used only to promote the order, safety, and security of students, staff, and property.

### **Zero Tolerance**

Some school rule violations require expulsion under state law. These violations are referred to as "zero tolerance" violations and are:

- Possession of a firearm on school property/activity
- Possession/use/sale of drugs on school property/activity
- Battery on staff member

### **Tobacco**

The possession, uses, or transfers of tobacco or tobacco products in any form by any student are strictly prohibited. Any student caught in the possession of, using, or transferring any tobacco or tobacco product

while participating in a school-sponsored event shall be subject to disciplinary action, which may include corporal punishment, suspension and/or expulsion. A citation to juvenile court may be issued in all cases of tobacco possession according to T.C.A. 39-17-1501.

### **Use or Possession of drugs and/or alcohol**

Any student who possesses drugs or alcohol on school grounds or at any school-related function shall be immediately suspended from school upon due process.

### **Searches by School Personnel**

Any principal, or designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student at any organized school activity off campus, including buses, vehicles of students or visitors. A student using a locker that is the property of the school system does not have the right of privacy in that locker or its content. A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal.

### **Bullying Policy for Cumberland County BOE 6.304**

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Harassment, bullying and intimidation occurs, if the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any of official school bus stop, if the act either physically harms a student or damages his/her property, or knowingly places the student in reasonable fear of such, causes emotional distress to a student or students, or creates a hostile educational environment. If the act takes place off school property or outside of a school-sponsored activity, an act of harassment, bullying or intimidation occurs if the act 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.

The following consequences will be imposed for students who choose to bully:

- 1<sup>st</sup> Offense – Warning – A verbal warning will be given for the first offense
- 2<sup>nd</sup> Offense – Discipline Form – Parent notification of behavior
- 3<sup>rd</sup> Offense – Discipline Form – Suspension until parent conference
- 4<sup>th</sup> Offense – Discipline Form – Refer to Cumberland County Schools Safety Coordinator
- 5<sup>th</sup> Offense – Suspension

For more information, including grievance procedures, refer to Cumberland County School Board Policy 6.304.

### **Safe Schools Statement**

Pine View Elementary School is committed to creating safe, respectful, and inclusive learning environments where all community members work together to promote academic excellence, civil behaviors, and social competence. All staff, students, and parents help create safe schools.

### **Crisis Plans**

Each class has a specific plan to follow in the event of an emergency such as fire, tornado, bomb threat, or lockdown. We practice these plans, so our students will know how to react in the event of an actual emergency. Students should be aware that they can be prosecuted for pulling fire alarms.

### **Inclement Weather**

During the school year, school is sometimes canceled due to bad weather. Listen to your radio for information on school cancellation or delay. Please do not call the school to learn of cancellations... our phones are incredibly busy these days, and we need to get pertinent information to our students. When school is delayed due to bad weather, the doors will open 45 minutes prior to the announced time for school to begin.

### **School-wide Positive Behavior Support (SWPBS)**

A systems approach to establishing the whole-school social culture and intensive individual behavior supports needed for schools to achieve social and academic gains while minimizing problem behavior for all students. SWPBS is NOT a specific curriculum, intervention, or practice, but a decision-making framework that guides selection, integration, and implementation of scientifically-based academic and behavioral practices for improving academic and behavior outcomes for all students. A central feature of SWPBS is implementation of behavioral practices throughout the entire school.

### **RTI (Response to Intervention)**

The school system embraces the Response to Instruction and Intervention Framework (RTI<sup>2</sup>) model, now part of educational law for the state of Tennessee, as a system of service delivery that uses evidence-based interventions, monitoring and evaluation for on-going tracking of individual students in making informed decisions about the student's educational and behavioral programming needs. This framework provides students who do not respond to instruction with increasingly intensive levels of intervention. Each school is dedicated to meeting the requirements of the Response to Intervention Framework Model through the School Intervention Team's oversight of procedures and fidelity of implementation. If you feel your child is in need of additional intervention, please contact the school office to speak with the RTI<sup>2</sup> Coordinator or the principal. Call (865) 354-1986 for more information.

### **Special Education Services**

Approximately 15% of America's population has a learning disability, or difference. These learning differences are most often discovered during the elementary years. If a student participates in the RTI program to the point of educational testing, a special education teacher, school psychologist, administrator, and the classroom teacher will meet with parents to determine next steps. An IEP, or Individualized Education Plan is written for each student who qualifies for special education services.

### **504**

The Rehabilitation Act of 1973, commonly referred to as Section 504, is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students. An eligible student under Section 504 is a student who (a) has, (b) has a record of having, (c) is



regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working and performing manual tasks.

**Please contact Lynn Speich at (865) 354-1986, Mrs. Marlene Holton at 484-3301, or visit <http://ccschools.k12tn.net> for more information pertaining to Special Education, 504, and Homebound Procedures.**

### **Homebound Instructions and Procedures**

Homebound placement is instruction provided at home, hospital, or related site to children with disabilities. The purpose of homebound instruction is to provide medically involved students, both long-term and short-term, with a program of academic instruction. Such instruction is provided so that the student's time of confinement need not be a loss of educational experience, nor academic credit. For long-term illnesses, such instruction is made available so that the student may participate in a planned, sequential, educational program designed to meet his/her individual needs at home or in the hospital. The result should be an educational program parallel to the one provided in the school setting. Eligible students are provided instruction parallel to the instructional program currently offered in the typical classroom situation for his/her age and/or grade level as determined by the homebound teacher, parent, and school personnel. Adjustment in such curriculum and instruction will be made upon the recommendations of the homebound teacher in accordance with the individualized needs of each student. Homebound instruction is one of the most restrictive educational placements for school-age children and is only appropriate when a disabled student's physical or mental condition makes placement with other students prohibitive. Homebound instruction is not to be confused with homeschooling. A homebound student is a child who has a medically diagnosed physical or mental disabling condition or health impairment that confines the child to a home or hospital and whose activities are restricted for a minimum of ten (10) consecutive school days.

### **Cumberland County Homebound Procedures:**

1. Homebound forms requesting homebound services for a student must be received from a doctor. Date of services can begin no earlier than the date of the doctor's signature on the form. Any homebound forms received to schools should be faxed or sent to the Homebound/SPED office the day they are received.
2. All forms must be completed and approved by the Homebound Director, including parent signatures on the homebound application procedures form, prior to services being provided. 3. A copy of all homebound forms will be sent back to the school attendance clerk. For students on an IEP, a copy of the homebound form will be sent back to the student's special education case manager to place with the current IEP or 504 Plan.
4. For Special Education Students, an IEP or Section 504 Team at the school will meet on an individual basis to determine what services a student needs after the following are met:
  - Only upon certification by a licensed doctor of medicine or osteopathy that a child with a disability needs a homebound placement,
  - The child is expected to be absent from school due to a physical or mental condition for at least ten (10) consecutive school days, and
  - The child can receive homebound instruction in a homebound placement without endangering the health of personnel providing it.

5. For students suspected of having a disability, the District will conduct an evaluation prior to determining eligibility for a 504 plan. If a student is determined eligible for a 504 plan while on homebound, a 504 plan will be developed by the homebound instructor, classroom teacher, parent, and school 504 coordinator. A copy of the 504 plan will be sent back to the home school Section 504 Coordinator.

6. Homebound services must be reviewed every thirty days and a new doctor's note received. Special Education students placed on homebound for behavior may only receive homebound services for one thirty (30) day period in a school year.

7. Prior to the student returning to school, another IEP meeting or 504 meeting will be held to transition the student back to school and determine if services or accommodations will be needed. 504 plans may be terminated at that time if no additional accommodations or services are needed. If the student continues to need a 504 plan, then it will be turned over to the school level 504 Coordinator. The school 504 Coordinator will be responsible for distributing the plan to teachers and scheduling an annual review of the 504 plan, or more frequent as needed.

### **FERPA**

FERPA gives parents and eligible students these basic rights:

- The right to inspect and review the student's education records maintained by the school;
- The right to request that a school amend the student's education records;
- The right to consent in writing to the disclosure of personally identifiable information from the student's education record, except under certain permitted situation; and
- The right to file a complaint with the Family Policy Compliance Office (FPCO) regarding an alleged violation under FERPA.

### **Homeless Student Enrollment Procedures:**

*A homeless student (also referred to as child and youth in transition) is defined under the Federal McKinney-Vento Homeless Assistance Act as lacking a fixed, regular and adequate nighttime residence, and includes:*

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative, adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; · Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances listed above. *Unaccompanied homeless youth are those students who meet the above definition of homeless and not living in the physical custody of a parent or legal guardian. All unaccompanied youth are not considered homeless.*

*Every child has a right to a free and appropriate public education. Children in transition who fit federal definitions of homelessness have a right to:*

- Immediate school enrollment and attendance, even without birth records, school records, immunizations, and/or health physicals;
- Have assistance with requesting records from the previous school;
- Remain at their school of origin if it is in the best interest of the child;
- Transportation to and from school;
- Help for prompt resolution about school placement including Special Education, Bilingual Education, Gifted, and remedial programs; and receive free breakfast and lunch for the remainder of the school year (by using the nutrition application and current procedure).

Identified homeless families can receive assistance through the student support staff at their school. Services provided include linkages with community resources, clothing for students, and school supplies. Homeless students may also be eligible for additional supportive academic services. For more information, please contact the school office at (865) 354-1986.

### **Federal Programs**

Title I: Academic Improvement

Title II: Staff Development

Title III: English Language Learners

Title VI: Rural School Educational Improvement Opportunities

### **Title I**

#### **10 Components:**

1. A comprehensive needs assessment.
2. Schoolwide reform strategies.
3. Instruction by highly qualified teachers and paraprofessionals.
4. High-quality and ongoing professional development
5. Campuses utilize strategies to attract and retain highly qualified staff.
6. Strategies to increase parental involvement.
7. Plans for assisting preschool children transition from early childhood programs, such as Head Start, Even Start, Early Reading First, or a State-run preschool program, to local elementary school programs.
8. Measures to include teachers in decisions regarding the use of academic assessments that provide information to improve the achievement of individual students or the overall instructional program.
9. Effective, timely additional assistance to ensure that students' difficulties are identified and assistance is provided.
10. Coordination and integration of federal, state, and local services and programs.

### **ELL Mission Statement**

The Mission of the PVES English Language Learner program is to provide non- English speaking students with the English language competence needed to thrive, move forward and accomplish high levels of success while meeting all local and state standards given appropriate education. Continuity and cooperation with the staff as a whole will lead to their full involvement in an ever changing multicultural global society.

### **PVES Parent Involvement Policy**

1. At the first PTO meeting of the new school year, a copy of this policy, legal requirements, and the parents' opportunity to be involved will be explained.
2. A monthly school calendar will be used to inform parents of upcoming programs.
3. Information concerning the students' performance at school will be provided on the mid-term & nine-weeks report card or, if necessary, more frequently. At these times parents may arrange for conferences to participate in decisions relating to the education of their children.
4. Comments by parents of children participating in the Title 1 school wide program plan shall be attached to the plan when submitted to the Local Education Agency.

### **Shared Responsibilities for High Student Performance**

1. Teachers will inform parents of their child's progress as needed, as well as at the fall and winter parent-teacher conference sessions.
2. Opportunities for parents to volunteer will be available throughout the school year.
3. After-school tutoring may be available for students who need additional help.

### **Building Capacity for Involvement**

1. Information about literacy training provided by the Adult Basic Education office will be made available to those parents who need guidance in helping their children improve their achievement.
2. Teachers will be available to assist parents in how to help their children in certain classroom subjects.
3. Parents may help coordinate the services provided by local businesses.
4. Parents and teachers shall work together in coordination of the education of children, including those with learning disabilities or physical handicaps, during scheduled meetings.
5. At the first PTO meeting of the school year, parents will be introduced to members of various school committees, discuss with them the responsibilities of each committee, and be open to parental input.

### **Medical Information & Immunizations**

See Cumberland County School BOE Policy 6.402 for more information pertaining to student immunizations to include the Meningococcal immunization.

### **Mental Health Needs**

To address the mental health needs of our students, Pine View Elementary follows the mental health standards and guidelines adopted by the Cumberland County Schools.

### **Lice Screenings**

Screenings take place randomly. The school nurse or designee may check for head lice. Upon return to school after an infestation, that child must be checked individually by the school nurse in a private location. Cumberland County has a no nit policy. This means students may attend school if and when they are clear of *both* living bugs and nits.

### **Medication**

All medication must be brought to and from school by parents, never delivered by students. Students requiring prescribed medication must have an "Administration of Medication" form completed by their parent and on file with the school nurse. This form is available in the office and must be completed each year for each medication. **The medication should be brought to school by the parent (not the student) in the original**

**container appropriately labeled by the pharmacy or clinic.** Medication will be kept in the office and given to the students at the designated time. Prescribed medication may be administered by a school nurse or by a non-health professional designate of the principal or school nurse. All medications must be supplied by the parents in original containers and require written consent even for intermittent use.

NOTE: Any student possessing, selling, giving, or sharing any medication in any form including, but not limited to any type of over-the-counter medication, or health aids (such as vitamins), will be subject to full prosecution under the Drug Free Schools Act.

### **Family Life Curriculum**

Family Life Curriculum is mandated by the State of Tennessee Department of Education. We, as a faculty, want the parents of our students to be aware that the following issues are addressed in the sixth through eighth grades throughout the year. As parents, you have the opportunity to review all Family Life materials in the fall of the year at a public forum that will be announced every September. Parents have the option after reviewing the materials to opt their student out of such instruction. Please contact the school Guidance Counselor for further information. Abstinence is the basis for all our instruction.

Community agencies assist in our instruction. Areas included in the curriculum: Abstinence is a Positive Choice Consequences of Teen Pregnancy

Puberty and Adolescence Aspects of Dating

HIV/AIDS Human Reproduction

Sexual Harassment/Date Rape

### **Cumberland County Board of Education Coordinated School Health Student Health Screening Passive Permission 2022-2023**

Dear Parent or Guardian,

Throughout the school year we will be providing **FREE** health screenings for the Cumberland County students in grades Pre-K, K, 2, 4, 6, 8, 9<sup>th</sup> through 12<sup>th</sup>, and Lifetime Wellness. We conduct these FREE screenings in order to identify students who may have a health risk in order to bring awareness to the student and parent/guardian. The data only (not the student name) is sent to the TN State Department of Education. The Cumberland County Health Department, Lion's Club, community health care providers, and trained school personnel will be assisting with these screenings with strict adherence to the confidentiality of each child and adolescent screened. We may screen children for one or more of the following:

B.M.I. (Body Mass Index) Hearing Scoliosis

Vision Blood Pressure

Height/ Weight Asthma

If we screen your child and find any alterations from a normal screening, as defined by Center of Disease and Control (CDC), we will contact the parent/guardian concerning this matter. There are **NO CHARGES** for these services. Please feel free to contact your school nurse or the CSH Coordinator should you have any questions. Thank you for allowing your child to participate as we promote a healthy lifestyle to our students in Cumberland County.

Respectfully,

Marsha Polson, RN Coordinated School Health Supervisor

Email: [mpolson@ccschools.k12tn.net](mailto:mpolson@ccschools.k12tn.net)

931-484-6135

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**If you do NOT want your child to receive FREE health screenings, please write a note stating you do NOT want your child screened for the specific test, sign, date, and return to the school nurse.**

## **Parental Notifications**

### **Mission Statement**

The mission statement for the Cumberland County School System is to empower each student with the skills to be a productive citizen. Parents play a vital role in this mission. The Board of Education encourages parental involvement and strives to keep parents informed of their rights.

### **Notifications**

- The Cumberland County School System does not discriminate on the basis of race, sex, color, religion, national origin, age, or handicap in the provision of educational opportunities, activities, or other administered programs.
- Parents have the right to request information pertaining to the professional qualifications of their child's teacher(s). Teacher certifications can be found by accessing the Tennessee Department of Education Teacher Licensing web site or by contacting the Central Office at 931-484-6135. Parents may also request the qualifications of a paraprofessional that provides educational assistance to their child.
- Parents must receive notification if their child is being taught for 4 or more consecutive weeks in a core curriculum subject by a teacher that is not highly qualified. ● Parents will have access to system/school report cards as developed by the State Department of Education and available (usually in late fall of each year) through the state department web site, at the school, and/or at Central Office.
- Parents will be given the option to transfer their child to another public school or to obtain supplemental educational services if the school fails to meet adequate yearly progress.
- Parents will receive academic results for mid-reporting periods, end of reporting periods, & TCAP Achievement results in grades 3-8 in a timely manner as required by local Board policy and the Tennessee Department of Education.
- Parents can visit the state's web site to access a description of the Tennessee Curriculum Standards, assessment, and proficiency levels students are expected to meet.
  - Parents of secondary school students have the right to request that their child's name, address and telephone number not be released to a military recruiter without their prior consent.
- Parents of a student identified as limited English proficient (ELL-English Language Learner) will be notified in a timely manner of their child's level of English proficiency, their child's opportunity to participate in an ELL program, details of the program, and the

right to waive participation.

Title I Schools: A written parental involvement policy will be developed jointly with and distributed to parents of children participating in Title I programs. The parental involvement policy is printed in the school's handbook or a copy is available at the school's office (this is also available on the Pine View Elementary website: <https://pvs.ccschools.k12tn.net/>). An annual meeting will be held to inform parents of the school's participation and status in programs funded under the Every Student Succeeds Act (ESSA).

- A school-parent-student compact that outlines the responsibilities of each party for improved student academic achievement will be distributed and agreed upon annually.
- Federal law affords parents and students, over 18 years of age, certain rights regarding educational records. The school board policy relating to student privacy and parental access to information is available in the school board policy manual located at each school and the Central Office.
- Students and parents are encouraged to participate in safe and drug-free school programs/activities. If parents object to these programs/activities, they may submit a written request to the principal that their child does not participate.
- Information pertaining to the rights granted by federal law to students with disabilities may be obtained by contacting the Special Education Department of the Cumberland County School System at 931-484-3301.
- The Cumberland County School System has the responsibility to locate, identify, and evaluate all children ages 3 to 22 years that are suspected of having a disability. If you have any questions or concerns, please contact the Special Education Director at 931-484-3301.
- School health requirements, policies and procedures can be obtained from the Cumberland County Health Department, the school principal, or the school nurse.
- Students attending a persistently dangerous public school, or students who become victims of a violent criminal offense while in or on the grounds of a public school that they attend, are provided the opportunity to transfer to a safe public school within the local education agency.
- A program or activity funded as part of a 21<sup>st</sup> Century Community Learning Center that provides before or after school activities must be evaluated to assess its effectiveness. The results of the evaluation(s) are available upon request at the Federal Programs Department at 931-456-8347.

*Dr. Ina Maxwell*  
*Director of Schools*



*Mr. Jim Inman*  
*School Board Chairman*

**Cumberland County Board of Education**  
368 Fourth Street • Crossville, TN 38555  
Phone 931-484-6135 or Fax 931-484-6491

## **AHERA Asbestos Management Plan**

### **Public Notice:**

**Parents, Teachers, Students and Cumberland County School Employees**

**A copy of the Cumberland County Schools Asbestos Management Plan is on file at the Cumberland County Maintenance Department located at 736 Old Mail Road, Crossville, TN. This plan can be viewed Monday through Friday during normal business hours 8 AM to 4 PM CST. The plan is also available during normal business hours at each Cumberland County School.**

**For further information please call:**

**CCBOE Maintenance Office at 931-484-5763 Cumberland County Board of Education Central Services at 931-484-6135**

Revised 7/5/21



**Central Services**  
**Cumberland County Schools**  
**368 4<sup>th</sup> Street**  
**Crossville, TN 38555**  
**931-484-6135**

Mr. William Stepp, Director of Schools  
Dr. Rebecca Farley, Chief Academic Officer  
Ms. Karry Hobby, PreK-8 Supervisor of Instruction  
Dr. Scott Maddox, 9-12 Supervisor of Instruction, Athletic Director  
Dr. Leslie Eldridge, CTE Director  
Mrs. Marlene Holton, Director of Special Education  
Mrs. Kim Bray, Chief Operating Officer

**Tennessee Department of Education Contact Information**

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting:

<http://www.state.tn.us/education/speced/index.htm>.

Legal Services Division  
Division of Special Education, Tennessee Department of Education  
710 James Robertson Parkway  
Andrew Johnson Tower, 5<sup>th</sup> Floor  
Nashville, Tennessee 37243-0380  
Phone: 615-741-2851  
Fax: 615-253-5567 or 615-532-9412

East Tennessee Regional Resource Center  
2763 Island Home Blvd.  
Knoxville, TN 37290  
Phone: 865-594-5691  
Fax: 865-594-8909

**Child Advocacy Group Contact Information**

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.

**The Arc of Tennessee** <http://www.thearctn.org/>.

44 Vantage Way, Suite 550

Nashville, TN 37228

Phone: 615-248-5878 Toll free: 1-800-835-7077

Fax: 615-248-5879 E-mail: [pcooper@thearctn.org](mailto:pcooper@thearctn.org)