

Crab Orchard Elementary
Home of the
Tigers



2024-2025
Student-Parent Handbook

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Welcome to the 2024-2025 school year!!!

Crab Orchard Elementary is dedicated to provide the best learning environment for our students. Our school is one in which we all should take pride and assume responsibility to ensure continued success and growth.

The success of our school depends on positive collaboration between home and school. We must have an effective partnership between parents, guardians, and school. You are the most essential part of your child's education and it is important we build a strong relationship in order to best serve your child's educational needs. We invite you to visit the school often, take part in school activities, and show an interest in your child's progress. We will make every effort to communicate with you through newsletters, notes, emails, texts, and phone calls. Please don't hesitate to contact us if you have questions, concerns, or compliments at 931-484-7400. Working together we can and will make a difference in the lives of our students!

This handbook has been written to clearly communicate information, policies, and expectations established for the safety of our students and the smooth operation of the school. We hope this handbook plays its part in helping you as a student or parent have an enjoyable and productive school year.

This is **YOUR** school. Be **PROUD** of it and take **PRIDE** in it!! Give it your **BEST!!**

Sincerely,
Crab Orchard Faculty and Staff

Crab Orchard Elementary History

Crab Orchard Elementary opened its doors in 1973. The school received an addition in 2001. Our new construction opened in the Fall of 2019, which resulted in 20 new classrooms, new gym and cafeteria.

Our school mascot is a Tiger, with our school colors being blue, white, and orange.

Crab Orchard Elementary is a school-wide Title I school, which enables us to use Title I funds to enhance educational opportunities for all students.

Crab Orchard Elementary Mission

P – Partnership with parents and community

A – Accept the diverse needs of all students

W – Work to enhance intrinsic motivation and personal responsibility

S – Strive to become life-long learners and productive members of society

Crab Orchard Elementary Vision

We are the TIGERS! **T**eam members tirelessly increasing **I**ntelligence, **G**ratITUDE, **E**ffort, **R**esponsibility, and **S**uccess in ourselves, our students, and our team.

Crab Orchard Elementary Motto

A place to Imagine, Learn, Create, and Achieve!

At Crab Orchard Elementary, we believe learning is a lifelong process in which students are expected to take personal responsibility. Learning must take place in a nurturing, safe environment that recognizes the diversity of individuals while assuring equity for all.

Crab Orchard Elementary will strive to provide challenging educational opportunities that will develop the skills needed in order for students to serve their community and society, and to achieve personal success.

Through the education of our students, Crab Orchard Elementary is committed to developing, improving, and advancing the community.

"Life is like a camera.
You focus on what's important.
Capture the good times.
Develop from the negative.
And if things don't work out,
Take another shot."

"No matter how educated, talented, rich, or cool you believe you are,
How you treat people ultimately tells all. Integrity is everything."

"Kindness begins with the understanding that we all struggle."

"Take chances, make mistakes. That's how you grow." Mary Tyler Moore

"Be the reason someone believes in the goodness of people."
Karen Salmansohn

"Advice from a Sunflower:
Be bright, sunny, and positive. Spread seeds of happiness. Rise, shine, and hold your head high."

"YOU HAVE A CHOICE EACH AND EVERY SINGLE DAY."

Choose to feel blessed. Choose to feel grateful. Choose to be excited.
Choose to be thankful. Choose to be happy.”
The Essence of Life

**SPEAK TO CHILDREN AS IF THEY ARE THE WISEST, KINDEST, MOST
BEAUTIFUL AND MAGICAL HUMANS ON EARTH, FOR WHAT THEY BELIEVE
IS WHAT THEY WILL BECOME!!!!**

Non-discrimination Clause

Crab Orchard Elementary does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in admission to or access to, or treatment or employment in, its programs and activities. The system will be in compliance with the regulations implementing Title VI of the Civil Rights Act of 1994, Title IX of the Educational Amendments of 1972, The Americans with Disabilities Act (ADA) of 1990, and Section 504 of the Rehabilitation Act of 1973. Any person having inquiries concerning the system's compliance with the regulations implementing Title VI, Title IX, or the Americans with Disabilities Act (ADA) is directed to contact the Cumberland County Schools at 931-484-6135.

Anti-Discrimination Statement of Cumberland County Schools

It is the policy of the 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 Federal Programs Director Justin Whittenbarger @ 368 Fourth Street, Crossville, TN 38555. Phone number 931-484-6135.

. Declaración de lucha contra la Discriminación Las Escuelas del Condado de Cumberland

. Es la política de las escuelas del condado Cumberland proveer un ambiente libre de discriminación y acoso a las personas debido a su raza, color, nacionalidad, edad (mayor de 40), sexo, embarazo, religion, creencias, discapacidades, o cualquier otra categoría protegida por el estado y/o las leyes federales. El proceso de apelación de las escuelas del condado Cumberland es referenciado en BOE política # 5.5011. La persona de contacto en las escuelas

del condado Cumberland es la directora de los Programas Federales, Justin Whittenbarger. 386 Fourth Street, Crossville, Tennessee, 38555. Numero detelefono # 931-484-6135

**Please visit our school website
(<https://cos.ccschools.k12tn.net>) and
Crab Orchard PTO Facebook
page for updates throughout
the school year.**

Daily Procedural Information

School hours

The school day is from 7:45-2:45. **THE SCHOOL BUILDING WILL OPEN AT 7:00 FOR STUDENTS.**

A school designee will be in the office from 7:00am to 4:00pm daily.

CODE OF CONDUCT

Students should adhere to the following Code of Conduct during daily school hours and during any before and/or after school sponsored events:

- Be Cooperative.
- Be Responsible.
- Be Caring.

Be Honest.
Be Respectful of Others.
Be Fair.
Be a Good Citizen.
Use Manners.

School-Wide Positive Behavior Program

It is the goal of Crab Orchard Elementary to have positive behavioral and social interactions with our students. This in return will lead to more educational growth. In an effort to meet this goal, we have put in place a school-wide positive behavior program. This program will equip students with meaningful tools that will ensure lasting success and change within the school environment and throughout the students' life.

Attendance

“Encouraging regular school attendance is one of the most powerful ways you can prepare your child for success—both in school and in life. When you make school attendance a priority, you help your child get better grades, develop healthy life habits, avoid dangerous behavior and have a better chance of graduating from high school.

When students are absent for fewer days, their grades and reading skills often improve—even among those students who are struggling in school. Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future.

But when kids are absent for an average of just two days of school per month—even when the absences are excused— it can have a negative impact. These absences can affect kids as early as Kindergarten.

For example, young elementary school students who miss an average of just two school days per month often have difficulty keeping up with their peers

academically and tend to fall behind in reading. But when students are able to read on grade level by the end of third grade, which is when kids transition from learning to read to reading to learn, they are three to four times more likely to graduate high school and attend college, post-graduate, or professional development classes than their peers who struggle with reading.” (The Importance of School Attendance – absencesaddup.org)

Please carefully read the Attendance Policy set by the Cumberland County School Board, which is located on the following pages (pages 9-12):

Cumberland County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 07/27/23
		Rescinds: 6.200	Issued: 08/25/22

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session.

The Director of Schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.

The attendance supervisor shall oversee the entire attendance program which shall include:¹

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.²

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.³

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee.

Excused absences shall include:⁴

1. Personal illness/injury;
2. Illness of immediate family member;

3. Death in the family; funeral notice
4. Extreme weather conditions;
5. Religious observances;⁵
6. Pregnancy;
7. School-endorsed activities
8. Summons, subpoena, or court order; or
9. Circumstances which in the judgement of the principal create emergencies over which the student has no control.
10. 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. This does not include personal family vacations.
11. If a student is exempt from final exams per Board policy, the absence on the day of the exam is excused.
12. 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:⁶

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; and
5. System-wide procedures for accounting and reporting are followed.

TRUANCY

Annually the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.⁷

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. If a parent/guardian does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools/designee shall implement Tier II of the progressive truancy plan described below prior to referral to juvenile court.

The Director of Schools/designee shall develop appropriate administrative procedures to implement this policy.

Progressive Truancy Plan⁸

Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to;

1. After three (3) unexcused absences a student will be required to meet with a school attendance representative to discuss reasons for student absences.
2. Regularly scheduled follow-up meetings, with the student to discuss his/her progress. If the student accumulates additional unexcused absences, he/she shall be subject to the additional tiers.

Tier II of the progressive truancy plan shall be implemented after the student accumulates four (4) unexcused absences, but before referral to juvenile court, and includes the following:

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student;
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.
3. Regularly scheduled follow-up meetings to discuss the student's progress; and
4. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall consist of the following interventions:

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.

The interventions shall address student's needs in an age appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

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

NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹

A principal/designee may excuse a student to participate in non-school sponsored extracurricular activities. The principal shall document the approval in writing and shall excuse no more than ten (10) absences each school year. No later than seven (7) business days prior to the student's absence, the student shall provide documentation to the school as proof of the student's participation along with a written request for the excused absence from the student's parent/guardian. The Director of Schools will develop procedures to implement this process. The request shall include the following:

1. Student's name and personal identification number;
2. Student's grade;
3. The dates of the student's absence;
4. The reason for the student's absence; and

5. The signature of the student and parent/guardian.

RELEASED TIME COURSE¹⁰

A principal/designee may excuse a student to attend a course in religious moral instruction for up to one (1) class period per school day. Students shall not be excused during any class which requires an examination for state or federal accountability purposes.

The student shall submit a written consent form signed by the student's parent/guardian prior to participation in the released time course. The principal/designee shall document the approval in writing. The student shall provide documentation to the principal/designee as proof of the student's participation in the released time course.

The district shall not be responsible for transporting students to and from the place of instruction.

Upon submission of the student's transcript from the entity that provided the released time course, the student may be awarded one (1) unit of elective credit. The Director of Schools shall develop procedures with secular criteria for determining whether credit shall be awarded.

MAKE-UP

All missed work from an excused absence may be made up.

All missed work from an unexcused absence may be made up at principal's discretion.

All missed work shall be completed by the end of the current grading period.

Extenuating circumstances may be appealed to the building principal.

EXAM EXEMPTIONS

"A" average and a maximum of 3 days excused absence

"B" average and a maximum of 2 days excused absence

"C" average and a maximum of 1 day excused absence

Students with any unexcused absences are ineligible for exam exemptions.

All students who obtain four (4) or more unexcused tardies in any class will be required to take the semester exam regardless of grade average or days absent. Students who are suspended from school or who are remanded to the Alternative School for cause shall forfeit all exam exemptions.

STATE-MANDATED ASSESSMENT

Students who are absent the day of the scheduled End of Course Exams (EOC) shall present a signed doctor's excuse or shall have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam. Excused students will receive an incomplete in the course until they have taken the EOC exam.

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

Extenuating circumstances may be appealed to the building principal.

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterium.¹¹ If attendance is a factor, prior to credit/promotional denial, the following shall occur:

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

DRIVER’S LICENSE REVOCATION²

A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any semester shall be ineligible to retain a driver’s permit or license.

ATTENDANCE HEARING¹²

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.

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

Legal References

Cross References

- | | | |
|-----|--|--|
| 1. | TCA 49-6-3006 | School Calendar 1.800 |
| 2. | TCA 49-6-3017(c) | Extracurricular Activities 4.300
Interscholastic Athletics 4.301 |
| 3. | 20 USCA § 1232g | Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603 |
| 4. | TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100 | Recognition of Religious Beliefs, Customs, & Holidays 4.803
Voluntary Pre-K Attendance 6.2011 |
| 5. | TCA 49-6-2904(b)(5) | Homeless Students 6.503
Students in Foster Care 6.505 |
| 6. | TCA 49-6-3007 | Students from Military Families 6.506
Student Records 6.600 |
| 7. | TCA 49-6-3021 | |
| 8. | TCA 49-6-3007; TCA 49-6-3009 | |
| 9. | TCA 49-6-3022 | |
| 10. | TCA 49-2-130 | |
| 11. | TCA 49-2-203(b)(7); TCA 49-6-3002(b); Public Acts of 2023, Chapter No. 130 | |
| 12. | TRR/MS 0520-01-02-.17(7) | |

Make-up Work due to Absence

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) days 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 student(s) from previously planned days out of school for trips, vacation, etc. Students who are ill may complete make up work upon their return to school. Parents may feel free to pick up work for sick student(s) but please call by **9:00A.M.** and make arrangements to pick it 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.

Breakfast and Lunch Prices

Crab Orchard Elementary participates in the universal free breakfast and lunch program. All Crab Orchard students receive free breakfast and lunch.

BUS CONDUCT

Procedures for changes in regularly scheduled transportation

Should a change in a student's regularly scheduled transportation become necessary, a written authorization from the parent/guardian must be turned into the school. This includes requests for students to ride home on another bus with friends or relatives. This note must be signed by a school representative and presented to the bus driver when boarding the bus.

What the note should include:

- Student's name
- Address for newly requested destination
- Contact name and phone number for newly requested destination
- Parent/Guardian's name and phone number should a question arise

Use of Video Cameras on school bus

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

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

Student Responsibilities On the Bus

- Understand that riding a school bus is a privilege, not a right.
- Arrive at the bus stop five minutes prior to scheduled pick-up time
- Stay at least ten feet off the road, yet visible to the driver, while waiting on the bus
- 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
- NEVER run in front of or behind the bus, even if you have dropped something.
- Unsafe items (i.e. knives, and/or sharp instruments) are not allowed on the bus.
- Hair spray, aerosol deodorant and/or perfume should not be used on the bus.
- Cell phones and other electronic items 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.
- The bus driver is the sole authority on the bus. Follow the bus drivers' instructions the first time they are given. Exercise appropriate passenger behavior on the bus at all time.
- Absolutely no misbehaving, yelling or moving out of seats while the bus is in motion. This can be highly distracting to the bus driver and potentially hazardous to the safety of all passengers.
- Eating food or candy, chewing gum, drinking liquids, smoking and/or possession of illegal substances or obscene materials is not allowed on the bus.
- Respect other's rights, safety and comfort on the bus.
- Profane, abusive, or vulgar language, gestures, or threats will not be tolerated.
- Fighting, pushing, shoving and/or vulgar language, gestures, or threats will not be tolerated.
- The emergency door is to be kept obstruction-free and accessible at all times.
- Open windows with permission from the driver. NOTHING may be extended out a bus window. Shouting out the bus window is not allowed.
- When the bus comes to a stop, keep hands, feet and other objects out of the aisle, to help ensure other passengers board/exit safety.
- Report any damage on the bus to the driver. Intentional damage to a bus will result in disciplinary consequences, including restitution.

Bus Conduct Reports

If a student violates his or her responsibilities while riding the bus, appropriate actions will be taken as follows:

- 1st Offense: Warning and parent notification
- 2nd Offense: Parent notification and 3 day bus suspension
- 3rd Offense: Parent notification and 5 day bus suspension
- 4th Offense: Parent notification and 10 day bus suspension
- 5th Offense: Parent notification and bus suspension for remainder of semester

Disciplinary records shall be filed in the school office and made available to parents or students, whichever is appropriate. In elementary grades, a copy of the report shall be sent home to parents.

The principal must obtain written parental permission before corporal punishment is administered. A form will be offered by the administration at the time of enrollment each year.

Dress Code

Cumberland County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Dress Code	Descriptor Code: 6.310	Issued Date: 04/27/23
		Rescinds: 6.310	Issued: 12/01/22

1 The Cumberland County Board of Education recognizes and understands that there is a strong correlation
2 between appropriate attire and a positive learning environment. To help create not only the best learning
3 environment but also the safest, expectations for student dress have been established. The dress code is
4 intended to reduce the likelihood of distraction or disruption to the daily academic focus and operation
5 of the school. Instruction is interrupted when a student is referred to an administrator for inappropriate
6 dress. If, in the judgement of the administration or staff, a student is dressed inappropriately, the student
7 will be required to change clothing.

8 The principal may allow expectations for school wide programs, special classroom activities, recognition
9 of religious practices or medical issues.

10 It is essential that students respect the learning environment by being appropriately dressed for school.
11 The purpose of the student dress code is not to inhibit any person's taste or attire, but rather to better
12 facilitate the process of education through reasonable guidelines of dress, instilling dignity, and pride.
13 Students shall dress and be groomed in a clean, neat, appropriate, and modest manner so as not to distract
14 or interfere with the educational process or cause a safety hazard.¹ Students are required to adhere to the
15 provisions of this code during school hours (whether on or off campus) and while in attendance at school-
16 sponsored events.

17 It shall be the responsibility of the school administration to develop administrative guidelines that
18 provide clarity and uniformity to the application of this policy. As part of the development of these
19 administrative guidelines, building administrators shall set forth uniform and consistent consequences
20 of dress code violations.

21 **Student Dress Code Procedures/Expectations**

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

23 All Students K-12

- 24 1. The following shall NOT be worn at school or school sponsored events during regular school
25 hours for ALL students.
- 26 a. Clothing or accessories that denote affiliation with any gang associated with criminal
27 activity or a safety hazard or security risk
 - 28 b. Ill-fitting clothing such as saggy/baggy pants or pants dragging the floor.
 - 29 c. Excessively oversized clothing including but not limited to coats and/or trench/duster
30 style.
 - 31 d. From a relaxed standing posture, clothing exposing skin mid-thigh or higher (no skin
32 showing).

- 1 Without leggings, shorts/skirts/dresses will be no higher than five (5) inches from the
2 middle of the knee.
- 3 c. Slits in skirts/dresses will be no higher than five (5) inches from the middle of the knee
4 d. Pant legs must not drag flagrantly on the floor.
5 e. No tinted glasses/sunglasses are permitted unless prescribed by a doctor.
6 f. No body piercing jewelry, except for earrings in the ear and for boys and girls.
7 g. Large heavy jewelry chains, and any jewelry, that could be deemed dangerous, will not
8 be permitted.
9 h. Valuable clothing and jewelry are discouraged.
10 i. Shirt and blouse length may not be so short that students raising their elbows to the
11 height of his or her shoulder exposes midriff.
12 j. Tops, blouses and shirts must fit and must cover at least 3" of the shoulder so as not to
13 reveal the torso or undergarments.
14 k. All trench/duster style coats that fall below the knee are prohibited.
15 l. Bib overalls may be worn as long as ~~galluses~~ and side closures are fastened.

16 **Note:**

- 17 1. Special dress days may be designated by the principal to include but not limited to the
18 following examples: field days, picture days, school spirit days, etc.
19
- 20 2. If a student cannot comply with the standardized dress code because of religious beliefs or
21 physical characteristics, the parent/guardian must provide a written explanation to the principal
22 for possible relief from certain aspects of this dress code.

Legal References


1. TCA 49-6-4215(a)(1); TCA 49-1-302(j)

Cross References

Code of Behavior and Discipline 6.300
Suspension/Expulsion/Remand 6.315

General Information

Cumberland County Schools 2024-2025



July 2024				
M	Tu	W	Th	F
1	2	3	4	5
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29	30	31		

September 2024				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

January 2025				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

May 2025				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2024				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2024				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2024				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February 2025				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2025				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April 2025				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

June 2025				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

July 2025				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

August 2025				
M	Tu	W	Th	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Board Approval 3/16/23

Events

8/5	Convocation Day (No students)
8/6	Administrative Day (No students)
8/7	Students first day - 10:00 release
8/8	Administrative Day (No students)
8/9	First full day of school
9/2	Labor Day - No school
9/27	Teacher In-Service (No students)
10/14-18	Fall Break - No school
11/27-29	Thanksgiving Break - No school
12/20	Abbreviated Day - 10:00 release
12/23-1/3	Winter Break - No school
1/2	Inservice Day (No students)
1/3	Administrative Day (No students)
1/6	School resumes
1/20	MLK Holiday - No school
2/17	President's Day - No school
3/17-21	Spring Break - No school
4/18	Good Friday - No school
5/26	Memorial Day - No school
5/27	Administration Day - No school
5/28	Students Last Day - 10:00 release
	Regular school day
	No School - holiday
	No School - F/S breaks
	Admin Day - No students
	Teacher In-Service - No students
	Abbreviated Day - Early release
	180 Student contact days
	Paid Vacation-F/S Breaks 10 days
	In-Service- 8/5,9/27,1/2
	Admin- 8/6,8,1/3,5/27
	P/T Conf 1 day Unscheduled In-Service 2 days

Crab Orchard Elementary will participate in several Assessments this year. Please see the Cumberland County Schools website (www.ccschools.k12tn.net) under assessment information for a specific list of assessments and dates.

Ahera Asbestos Management Plan



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

Rev 7-5-2021

Corporal Punishment (CCBP 6.314)

Any principal, assistant principal, or teacher may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines:

1. Corporal punishment may be administered only after other less stringent measures have failed, or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances;
2. The instrument to be used in administering corporal punishment shall be approved by the principal;
3. Corporal punishments shall be reasonable;
4. Corporal punishment shall be administered in the presence of another professional employee;
5. The nature of the punishment will be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the

offender, and the influence of the offender's example and conduct on others; and

6. In determining the use and degree of corporal punishment, consideration will be given to the age, sex, size, and physical and emotional condition of the child.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, the type of corporal punishment administered, the name of the person administering the punishment, the name of the witness present, and the date and time of punishment.

Disciplinary records shall be filed in the school office and made available to parents or students, whichever is appropriate. In elementary grades, a copy of the report shall be sent home to parents.

The principal must obtain written parental permission before corporal punishment is administered. A form will be offered by the administration at the time of enrollment each year.

Discrimination/Harassment and Bullying/Intimidation

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Bullying/Intimidation

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. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following de-boarding.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances 6.305).

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve a complaint, the identity of parties, and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

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

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

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

This policy shall be published in the parent/student handbook distributed annually to every student.

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

Drug-Free School

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

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

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

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

Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school

sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs.

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

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

Tobacco-Free Schools

It is the policy of the Board to discourage the use of tobacco products by all employees and students.

All uses of tobacco and tobacco products, including smokeless tobacco, are prohibited in all school district buildings. Smoking is prohibited in any public seating areas, including but not limited to, bleachers used for sporting events, or public restrooms.

Employees will not use tobacco products at any time while in the presence of children. Employees may not use tobacco or tobacco products, including smokeless tobacco, when directing any class or student activities or when present at such activities even though they may be held after school hours. This also extends to field trips and athletic events at locations away from school.

Tobacco products may only be used outside buildings in a specific area designated by the principal or the Director of Schools. On school campuses, the designated area shall be away from the view of any students and shall not be within fifty feet (50') of any entrance to any building.

Students enrolled in the district's schools are not permitted to use tobacco or tobacco products, including smokeless tobacco, at any time they are engaged in any school related activity or while on school grounds.

The use of tobacco or tobacco products, including smokeless tobacco, will be prohibited in all vehicles, owned, leased or operated by the district.

Any student who possesses tobacco products shall be issued a citation by the

school principal, their designee or resource officer. The director of schools, in cooperation with the juvenile court and the appropriate local law enforcement agency, is responsible for developing procedures for issuance of citations which shall include the form and content of citations and methods of handling completed citations.

Parents and students shall be notified of this citation requirement at the beginning, or time of enrollment of each school year.

Signs will be posted throughout the district's facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products is forbidden.

The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events:

Law in seating areas and in restrooms prohibits smoking.

The principal and staff shall ensure enforcement of this policy at all times.

Emergency Preparedness Plan

Crab Orchard Elementary has an Emergency Preparedness Plan on file in the front office.

Extra-Curricular Activities

Students are encouraged to participate in the wide variety of clubs, organizations and activities available at Crab Orchard Elementary. Some include: Archery, Band, Basketball, Beta, Cheerleading, Choir, Cross Country, Fitness Club, FFA, 4-H, Middle School Cheerleading, Middle School Football, Middle School Softball, Middle School Volleyball, Middle School Basketball, Reading Club, Run Club, Science Club, Teen Skills, AG, and Writing Club. All students participating in clubs are expected to follow school rules. Crab Orchard also offers a variety of enrichment opportunities throughout the year.

Any student, or group of students, wishing to form an organization must have permission from the principal.

FIELD TRIPS

Throughout the school year students at Crab Orchard Elementary are given the opportunity to participate in a variety of school trips. Some of these are open to all students, while others will have certain requirements to meet before a student can participate.

All students (any student) at Crab Orchard Elementary can be denied a school-sponsored trip for any of the following reasons:

- Behavior and/or poor attendance.
- Failure to return all forms, monies, etc. within designated time frame.
- Failure to meet requirements of the specified trip.*
- Failure to return completed permission slip with valid signatures and contact information.
- Failure to pay necessary fees. *

The teacher/school/administration will make sure students have been given all requirements/forms with enough time to comply with established guidelines.

*Permission slips- even on trips open to all students in the group, the permission slip MUST be returned on time with all information completed, as well as any money required.

*Qualifications-On trips needing certain requirements to be met for the trip, (for example honor roll) if a student does not meet these, the student will not attend.

Grades

Grades are reported every nine weeks. Midterm reports are sent at the four and a half week period of each nine weeks to keep parents informed. We use the same grading scale used by all Cumberland County Schools.

A - Outstanding	92.5 - 100
B - Good	84.5 - 92.4
C - Satisfactory	74.5 - 84.4
D - Needs improvement	69.5 - 74.4
F - Unsatisfactory	Below 69.4

GYM SHOES

Students will need a pair of gym shoes with non-marking soles. Parents may want to buy white soles to make sure the shoes won't leave marks.

HEAD LICE

Lice are a problem in all public schools. It is a myth that only unclean people get lice. Any person who comes in contact with another person who has lice can get them. Ordinary shampoo and soap have little or no effect on lice. We screen regularly at school. Students who are found to have lice must stay home and be treated before returning to school. **Once a student is treated for head lice he/she must be cleared by the school nurse before returning to class.** School Board Policy sets maximum of **three (3) days** to be excused for lice infestations and subsequent treatments.

Homebound Instruction Procedures/504 Child Find/Due Process

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 home schooling. 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.

The following procedures will be followed for Homebound Services for Cumberland County School students:

1. Homebound forms requesting homebound services for a student must be received from a doctor. Date of services can begin no earlier than date of doctor's signature on 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 complete and approved by 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 or Section 504 Plan, 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 Section 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 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.

504 Child Find for Student

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 non-disabled 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.

If you believe your child qualifies for this program through any disability, which interferes with their learning, please contact the office to speak with our 504 Coordinator.

Crab Orchard Elementary School's 504 program coordinator is Todd Kuffel. He can be reached at 931-484-7400.

Complaints of Disability Discrimination may be made orally or in writing.

Cumberland County Schools Parent/Student 504 Rights In Identification, Evaluation, and Placement

The following is a description of the rights granted to students with a disability by Section 504 of the Rehabilitation Act of 1973, a civil rights statute, which prohibits discrimination against persons with a disability in any

program or activity receiving federal financial assistance. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability;
2. Have your school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students;
6. Have your child receive special education and related services if s/he is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
7. Have evaluation, education, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would have been incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, education program, and placement;
11. Obtain copies of education records at a reasonable cost, unless the fee would effectively deny you access to the records;

12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;

13. Request the amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;

14. File a local grievance;

15. Request voluntary mediation or an impartial hearing related to decisions or action regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Written hearing requests must be submitted to the 504 Coordinator/designee of the local school system and include the following information:

- The reason for the request;
- A suitable time for the hearing: morning, afternoon, evening;
- Two possible dates for the hearing; and
- Whether the hearing will be closed or open to the public

The hearing must be held no less than fifteen (15) days and no more than thirty (30) days from the time you asked for the hearing, unless you agree otherwise, or the impartial hearing officer grants a continuance at the request of one of the parties.

Reasons for the request:

1. Denied identification, evaluation or educational placement of persons who, because of a disability, need or are believed to need special education or related services.
2. Placed in a setting which is not the least restrictive environment.
3. Denied appropriate services due to inaccessibility of programs.
4. Denied modifications to regular education program because of identified disability.
5. Denied participation in extracurricular and nonacademic activities because of disability.

16. Ask for payment of reasonable attorney fees.

The person in Cumberland County Schools who is responsible for ensuring compliance with Section 504 is:

Special Education Supervisor
931-484-3301

Cumberland County Schools Due Process Hearing Procedures

Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a parent wishes to contest any action of the Cumberland County Schools with regard to a child's identification, evaluation, and placement under Section 504. This provision is found within 34 CFR §104.36. If a parent/guardian requests a Section 504 hearing with Cumberland County Schools, the parent/guardian has the right to personally participate and to be represented at the hearing by an attorney or advocate at the parent's expense.

Contested actions or omissions that are appropriate for a Section 504 hearing with Cumberland County Schools should involve identification, evaluation, or placement issues involving a child who has or is believed to have a disability.

Request for Due Process

A parent/guardian who wishes to challenge Cumberland County Schools action or omission with regard to the identification, evaluation, or placement of a student, who has or is believed to have a disability as defined by Section 504, shall make a written request for a due process hearing to Cumberland County Schools' Section 504 coordinator. If a request is received orally, it should be reduced to writing or the parent/guardian should be provided a form to reduce the request to writing. The written request must make clear that the parent is seeking a due process hearing under Section 504 before an impartial Section 504 hearing officer. The written request must be made on a form provided by Cumberland County Schools for that purpose. If the intent to seek a due process hearing is not clear from the face of the request, Cumberland County Schools Section 504 coordinator may contact the parent to clarify the request and ascertain whether the parent wishes to initiate a Section 504 due process hearing. The coordinator may also assist the parent in clarifying any questions regarding due process rights under Section 504. Timelines for the appointment of a hearing officer will not begin until it is clear from the parent/guardian's request for due process that the dispute at issue is regarding the Section 504 identification, evaluation or placement of a child. If after such communication, Cumberland County Schools is still unsure whether the parent is requesting a due process hearing under Section 504, Cumberland County Schools shall initiate due process procedures, and

appointed hearing officer will hold a pre-hearing conference to decide whether the parent is seeking a due process hearing under Section 504, and whether the hearing office has jurisdiction to entertain the claims and issues raised by the parent.

Hearing Officer

Cumberland County Schools will appoint an impartial hearing officer to preside over the hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of receipt of a clear request for a due process hearing. The hearing officer will be hired by Cumberland County Schools as an independent contractor at no expense to the parent. The hearing officer that is appointed shall not be a current employee of Cumberland County Schools, and shall not be related to any member of Cumberland County Schools local board of education. The hearing officer need not be an attorney, but shall be familiar with the requirements of Section 504 and Cumberland County Schools hearing procedures under Section 504. The District's choice of an impartial hearing officer is final and may not be presented as an issue at the due process hearing, since such an issue would not relate to the identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian disputes the impartiality of the appointed hearing officer, s/he may raise such issue in a review of the hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil Rights. The regional office which covers Tennessee is: U.S. Department of Education Office for Civil Rights - Atlanta | 61 Forsythe Street, SW, Suite 19T70 | Atlanta, GA 30303 | (404-974- 9406).

Scheduling of Hearing

The appointed hearing officer shall issue an Order Setting Hearing Date to the parent/guardian and Cumberland County Schools Section 504 coordinator in writing. Such Order shall set a date for the hearing to be held within fifteen (15) days of the date of issuance of the hearing officer's Order. The Order shall also set forth a mutually agreeable time and place for the hearing.

Continuances

Upon a showing of good cause, the hearing officer, at his/her discretion may grant a continuance of the hearing date and set a new hearing date by issuing a written Amended Order Setting Hearing.

Legal Representation at Hearing

Cumberland County Schools will not have legal representation at the hearing unless the parent notifies Cumberland County Schools that they will have legal representation. If a parent/guardian is represented by a licensed attorney at the due process hearing, s/he must inform Cumberland County Schools Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7) calendar days prior to the hearing date, or the hearing can be continued upon Cumberland County Schools request.

Pre-Hearing Conference

The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing Conference will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the parties' questions regarding the hearing process. The Pre-Hearing Conference can be held via telephone or in person depending on the Hearing Officer's decision based on the convenience to both parties.

Dismissals

If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law, alleges and/or raises no factual claims or legal issues that come within his/her jurisdiction as a Section 504 hearing officer, s/he may dismiss the hearing and issue an order to that effect explaining the basis for such finding.

Hearing

The hearing shall be conducted in an informal, non-adversarial manner. The parties shall address the hearing officer by name (i.e. Mr. or Ms.). The hearing shall be closed or open to the public as the parent/guardian's request. The federal nor the Tennessee Rules of Evidence or Procedure will apply. The hearing officer may reasonably limit testimony and introduction of documentary exhibits for reasons or relevance.

Recording

Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be tape-recorded. The parent/guardian may obtain a copy of the tape-recording, at his/her request. In order for an accurate recording to be made, the parties and witnesses shall introduce themselves at the beginning of their presentations. If a parent/guardian proceeds to a review of the due process hearing decision to a court of competent jurisdiction, Cumberland County Schools will prepare a written transcript of the hearing tape-recording to be offered to the court as an exhibit.

Witnesses

Witnesses will present their information in narrative form, without the traditional question and answer format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request that the hearing officer, at his/her discretion, ask a witness a certain question.

Format of Presentation

Each side will have an equal amount of time to present their positions to the hearing officer, who will make the determination as to time constraints based upon the issues involved. The parent/guardian will present its case first, by making an opening statement, which outlines the parent/guardian's position on all issues, presenting personally, calling additional witnesses, and making a closing argument. Cumberland County Schools will present its side next. All of the preceding may be done either personally or through counsel, except for personal presentations or statements. At the end of Cumberland County Schools presentation, the parent/guardian may offer a short response to Cumberland County Schools case.

Submission of Documentary Exhibits

As part of their presentations, the parties may submit any reports, evaluations, correspondence, notes, or any other documents that may support their positions and that the hearing officer will admit at his /her discretion. Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her review, as well as the number of witnesses and the length and/or scope of their presentations or statements.

Closing Argument/Briefs

The hearing officer may allow or request written closing arguments summarizing and characterizing the information presented at the hearing; and provide legal authority in support of each party's position. The hearing officer will set time lines for their submission at the conclusion of the hearing.

Decision

The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under advisement; but, in all cases, the hearing officer shall issue a written opinion addressing and ruling on all issues raised by the Petitioner, indicating what corrective action, if any, Cumberland County Schools must take. Formal findings of fact and conclusions of law are not required. Any issue or claim raised by the parent/guardian that is left

unaddressed by the hearing officer in his/her decision will be deemed to have been denied. The hearing officer should include in his/her decision that the unaddressed issues/claims have been denied. The decision must be issued within forty-five (45) days after the date the Request for a Due Process Hearing is received by the district. The hearing officer may not award attorneys' fees as a part of the relief granted to a parent/guardian or the district.

Review Procedure/Appeal

If the parent/guardian is not satisfied by the decision of the hearing officer, s/he may seek review of the hearing decision in a court of competent jurisdiction (generally the closest federal district court).

Complaints to the Office for Civil Rights (OCR)

A parent/guardian may file a complaint with the Office for Civil Rights (OCR) if s/he believes that Cumberland County Schools has violated any provision or regulation of Section 504. The filing of a complaint does not affect the hearing process or the time lines set forth above. OCR addresses Section 504 complaints separately and independently of the local hearing process, in accordance with the guidelines set forth in OCR's Case Processing Manual. A parent/guardian should contact OCR or consult its Case Processing Manual concerning timeframes for filing OCR complaints.

The OCR office for Tennessee is located at:
Atlanta Office Office for Civil Rights U.S. Department of Education
61 Forsyth St. S.W., Suite 19T10
Atlanta, GA 30303-8927
Telephone: 404-974-9406
FAX: 404-974-9471; TDD: 877-521-2172
Email: OCR.Atlanta@ed.gov

The OCR National Headquarters is located at:
U.S. Department of Education Office for Civil Rights
Lyndon Baines Johnson Department of Education
Bldg 400 Maryland Avenue, SW Washington, DC 20202-1100
Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 877-521-2172
Email: OCR@ed.gov

Cumberland County Schools
Request for Section 504 Due Process Hearing

Student's Name: _____ Date of Birth: _____

Student's Address:

School: _____

Parent/Guardian's

Name: _____

Parent/Guardian's

Address: _____

Parent/Guardian's Phone

Number(s): _____

I am requesting that a Section 504 Due Process Hearing be scheduled regarding the following issues:

Section 504 identification:

_____ Section
504 evaluation:

Section 504 placement:

Parent/Guardian/Authorized Representative Signature

Date

Return this form by FAX or MAIL to:

Special Education Dept.

368 4th Street

931-484-3301

Inclement Weather

If we have to dismiss school early due to inclement weather, we must know how your child is to go home. **Please take time to fill out the inclement weather procedure form that was in your beginning of the year paperwork.**

The Cumberland County Schools System has a plan in place for the safety of all children and staff in the event of a tornado watch and/or tornado warning. We are in constant contact with the local Weather Service and County Emergency Management Agency that tracks the storms. Your assistance is needed in our effort to make sure our full attention is directed towards securing the safety of our children and staff. Please follow the procedures listed below if you hear a tornado watch or warning for our county during school hours:

- **Do not telephone the school** – our limited phone lines must be clear to communicate with Emergency Management Agency and Central Office. School personnel have specific responsibilities to attend to student/teacher needs.
- **Tune in to local radio or T.V. stations** – Media outlets Radio: FM 105.7, 93.3, 102.5, AM 1330, 1490, TV Knoxville Channel 10, 6, Fox 17, Nashville Channel 5.
- **Do not come to the school unless student pick up is requested** – This will allow staff to attend to the children during a “take cover” due to a tornado warning.
- **If the school goes into take cover, they have been notified of the severity of the storm** – no students or staff will be allowed to leave the campus for their safety during the most dangerous time.

We do understand your concerns, but want to assure you that the safety of **All** the children is our main concern.

Lockers

Each 6th, 7th and 8th grader will be assigned a specific locker for use during the school year. Remember, this is a possession of the school being loaned to the student. A key or combination lock should be purchased for your child's locker. A key or the combination for your child's lock will be given to his/her homeroom teacher in case of emergency.

Medical information

A school nurse is on the campus each day. Medication may **NOT** be brought to school or taken home by any student. **A parent or guardian must bring the medicine in its original bottle and must sign papers for the dispersal of this medication. Parents must also pick up any unused medication.** Medication must be kept in the clinic and administered by the school nurse or the person designated by the principal to give medication in the nurse's absence.

The school clinic is operated by a school nurse. Parents are called if their child has a fever or appears to be suffering from an illness or injury. **To ensure prompt notification, it is critical that all emergency forms are current.**

Crab Orchard Elementary has a written cardiac plan on file in the nurse's office.

Immunization Requirements:



Effective July 1, 2010

Tennessee Department of Health has issued new immunization rules and a new Official Certificate that is required for entry into school.

- There will only be ONE official certificate of immunization form that must be filled out by medical providers for parents to bring to school prior to entry of their child into PreK or Kindergarten. This form is **ONLY** available from your physician or health department.

- For Children entering **7th grade**, immunization boosters are required. (Tdap booster and varicella)
- For children who are **NEW ENROLLEES in a TN school**, there are new immunization requirements prior to enrollment.

YOUR CHILD WILL NOT BE ALLOWED TO ENROLL IN SCHOOL UNTIL THE IMMUNIZATION RECORDS ARE UP TO DATE. Please check with your local physician or health department to update all vaccinations and information. You will have ten days from the first day of school to get correct immunization form to school. If not provided, your child will not be able to attend school until the problem is resolved.

VACCINE INFORMATION STATEMENT	
<p>Influenza (Flu) Vaccine (Inactivated or Recombinant): <i>What you need to know</i></p>	
<p><small>Many Vaccine Information Statements are available in Spanish and other languages. See www.imz.vaccine.gov/vi. Major flu information refers vaccine notes depending on whether it is an egg-based or cell-based. Visit www.imz.vaccine.gov/vi.</small></p>	
<p>1 Why get vaccinated?</p> <p>Influenza ("flu") is a contagious disease that spreads around the United States every year, usually between October and May.</p> <p>Flu is caused by influenza viruses, and is spread mainly by coughing, sneezing, and close contact.</p> <p>Anyone can get flu. Flu strikes suddenly and can last several days. Symptoms vary by age, but can include:</p> <ul style="list-style-type: none"> - fever/chills - sore throat - muscle aches - fatigue - cough - headache - runny or stuffy nose <p>Flu can also lead to pneumonia and blood infections, and cause diarrhea and seizures in children. If you have a medical condition, such as heart or lung disease, flu can make it worse.</p> <p>Flu is more dangerous for some people. Infants and young children, people 65 years of age and older, pregnant women, and people with certain health conditions or a weakened immune system are at greatest risk.</p> <p>Each year thousands of people in the United States die from flu, and many more are hospitalized.</p> <p>Flu vaccine can:</p> <ul style="list-style-type: none"> - keep you from getting flu, - make flu less severe if you do get it, and - keep you from spreading flu to your family and other people. 	<p>There is no live flu virus in flu shots. They cannot cause the flu.</p> <p>There are many flu viruses, and they are always changing. Each year a new flu vaccine is made to protect against three or four viruses that are likely to cause disease in the upcoming flu season. But even when the vaccine doesn't exactly match these viruses, it may still provide some protection.</p> <p>Flu vaccine cannot prevent:</p> <ul style="list-style-type: none"> - flu that is caused by a virus not covered by the vaccine, or - illnesses that look like flu but are not. <p>It takes about 2 weeks for protection to develop after vaccination, and protection lasts through the flu season.</p>
<p>2 Inactivated and recombinant flu vaccines</p> <p>A dose of flu vaccine is recommended every flu season. Children 6 months through 8 years of age may need two doses during the same flu season. Everyone else needs only one dose each flu season.</p> <p>Some inactivated flu vaccines contain a very small amount of a mercury-based preservative called thimerosal. Studies have not shown thimerosal in vaccines to be harmful, but flu vaccines that do not contain thimerosal are available.</p>	<p>3 Some people should not get this vaccine</p> <p>Tell the person who is giving you the vaccine:</p> <ul style="list-style-type: none"> - If you have any severe, life-threatening allergies. If you ever had a life-threatening allergic reaction after a dose of flu vaccine, or have a severe allergy to any part of this vaccine, you may be advised not to get vaccinated. Most, but not all, types of flu vaccine contain a small amount of egg protein. - If you ever had Guillain-Barre Syndrome (also called GBS). Some people with a history of GBS should not get this vaccine. This should be discussed with your doctor. - If you are not feeling well. It is usually okay to get flu vaccine when you have a mild illness, but you might be asked to come back when you feel better.
<p align="center">   </p>	

4 Risks of a vaccine reaction

With any medicine, including vaccines, there is a chance of reactions. These are usually mild and go away on their own, but serious reactions are also possible.

Most people who get a flu shot do not have any problems with it.

Minor problems following a flu shot include:

- soreness, redness, or swelling where the shot was given
- hoarseness
- sore, red or itchy eyes
- cough
- fever
- aches
- headache
- itching
- fatigue

If these problems occur, they usually begin soon after the shot and last 1 or 2 days.

More serious problems following a flu shot can include the following:

- There may be a small increased risk of Guillain-Barre Syndrome (GBS) after inactivated flu vaccine. This risk has been estimated at 1 or 2 additional cases per million people vaccinated. This is much lower than the risk of severe complications from flu, which can be prevented by flu vaccine.
- Young children who get the flu shot along with pneumococcal vaccine (PCV13) and/or DTaP vaccine at the same time might be slightly more likely to have a seizure caused by fever. Ask your doctor for more information. Tell your doctor if a child who is getting flu vaccine has ever had a seizure.

Problems that could happen after any injected vaccines:

- People sometimes faint after a medical procedure, including vaccination. Sitting or lying down for about 15 minutes can help prevent fainting, and injuries caused by a fall. Tell your doctor if you feel dizzy, or have vision changes or ringing in the ears.
- Some people get severe pain in the shoulder and have difficulty moving the arm where a shot was given. This happens very rarely.
- Any medication can cause a severe allergic reaction. Such reactions from a vaccine are very rare, estimated at about 1 in a million doses, and would happen within a few minutes to a few hours after the vaccination.

As with any medicine, there is a very remote chance of a vaccine causing a serious injury or death.

The safety of vaccines is always being monitored. For more information, visit: www.cdc.gov/vaccinesafety/

5 What if there is a serious reaction?

What should I look for?

- Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or unusual behavior.

Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness. These would start a few minutes to a few hours after the vaccination.

What should I do?

- If you think it is a severe allergic reaction or other emergency that can't wait, call 9-1-1 and get the person to the nearest hospital. Otherwise, call your doctor.
- Reactions should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your doctor should file this report, or you can do it yourself through the VAERS web site at www.vaers.hhs.gov, or by calling 1-800-822-7967.

VAERS does not give medical advice.

6 The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines.

Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling 1-800-338-3382 or visiting the VICP website at www.hrsa.gov/vaccinecompensation. There is a time limit to file a claim for compensation.

7 How can I learn more?

- Ask your healthcare provider. He or she can give you the vaccine package insert or suggest other sources of information.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
 - Call 1-800-232-4636 (1-800-CDC-INFO) or
 - Visit CDC's website at www.cdc.gov/flu

Vaccine Information Statement
Inactivated Influenza Vaccine

08/07/2015

42 U.S.C. § 300aa-26



VACCINE INFORMATION STATEMENT

Serogroup B Meningococcal Vaccine (MenB): What You Need to Know

Many Vaccine Information Statements are available in Spanish and other languages. See www.meningitis.org/it.
Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite www.meningitis.org/it.

1 Why get vaccinated?

Meningococcal disease is a serious illness caused by a type of bacteria called *Neisseria meningitidis*. It can lead to meningitis (infection of the lining of the brain and spinal cord) and infections of the blood. Meningococcal disease often occurs without warning—even among people who are otherwise healthy.

Meningococcal disease can spread from person to person through close contact (coughing or kissing) or lengthy contact, especially among people living in the same household.

There are at least 12 types of *N. meningitidis*, called "serogroups." Serogroups A, B, C, W, and Y cause most meningococcal disease.

Anyone can get meningococcal disease but certain people are at increased risk, including:

- Infants younger than one year old
- Adolescents and young adults 16 through 23 years old
- People with certain medical conditions that affect the immune system
- Microbiologists who routinely work with isolates of *N. meningitidis*
- People at risk because of an outbreak in their community

Even when it is treated, meningococcal disease kills 10 to 15 infected people out of 100. And of those who survive, about 10 to 20 out of every 100 will suffer disabilities such as hearing loss, brain damage, kidney damage, amputations, nervous system problems, or severe scars from skin grafts.

Serogroup B meningococcal (MenB) vaccine can help prevent meningococcal disease caused by serogroup B. Other meningococcal vaccines are recommended to help protect against serogroups A, C, W, and Y.

2 Serogroup B Meningococcal Vaccines

Two serogroup B meningococcal vaccines—Bexsero® and Trumenb®—have been licensed by the Food and Drug Administration (FDA).

3 Some people should not get these vaccines

Tell the person who is giving you the vaccine:

- If you have any severe, life-threatening allergies. If you have ever had a life-threatening allergic reaction after a previous dose of serogroup B meningococcal vaccine, or if you have a severe allergy to any part of this vaccine, you should not get the vaccine. Tell your health care provider if you have any severe allergies that you know of, including a severe allergy to latex. He or she can tell you about the vaccine's ingredients.
- If you are pregnant or breastfeeding. There is not very much information about the potential risks of this vaccine for a pregnant woman or breastfeeding mother. It should be used during pregnancy only if clearly needed.

If you have a mild illness, such as a cold, you can probably get the vaccine today. If you are moderately or severely ill, you should probably wait until you recover. Your doctor can advise you.



4 Risks of a vaccine reaction

With any medicine, including vaccines, there is a chance of reactions. These are usually mild and go away on their own within a few days, but serious reactions are also possible.

More than half of the people who get serogroup B meningococcal vaccine have mild problems following vaccination. These reactions can last up to 3 to 7 days, and include:

- Soreness, redness, or swelling where the shot was given
- Tiredness or fatigue
- Headache
- Muscle or joint pain
- Fever or chills
- Nausea or diarrhea

Other problems that could happen after these vaccines:

• People sometimes faint after a medical procedure, including vaccination. Sitting or lying down for about 15 minutes can help prevent fainting and injuries caused by a fall. Tell your provider if you feel dizzy, or have vision changes or ringing in the ears.

• Some people get shoulder pain that can be more severe and longer-lasting than the more routine soreness that can follow injections. This happens very rarely.

• Any medication can cause a severe allergic reaction. Such reactions from a vaccine are very rare, estimated at about 1 in a million doses, and would happen within a few minutes to a few hours after the vaccination.

As with any medicine, there is a very remote chance of a vaccine causing a serious injury or death.

The safety of vaccines is always being monitored. For more information, visit: www.cdc.gov/vaccinesafety/

5 What if there is a serious reaction?

What should I look for?

- Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or unusual behavior.

Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness. These would usually start a few minutes to a few hours after the vaccination.

What should I do?

- If you think it is a severe allergic reaction or other emergency that can't wait, call 9-1-1 and get to the nearest hospital. Otherwise, call your clinic.

Afterward the reaction should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your doctor should file this report, or you can do it yourself through the VAERS web site at www.vaers.hhs.gov, or by calling 1-800-822-7967.

VAERS does not give medical advice.

6 The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines.

Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling 1-800-338-3382 or visiting the VICP website at www.hrsa.gov/vaccinecompensation. There is a time limit to file a claim for compensation.

7 How can I learn more?

- Ask your health care provider. He or she can give you the vaccine package insert or suggest other sources of information.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
 - Call 1-800-232-4636 (1-800-CDC-INFO) or
 - Visit CDC's website at www.cdc.gov/vaccines

Vaccine Information Statement
 Serogroup B Meningococcal Vaccine

08/09/2016 

42 U.S.C. § 300aa-26

Cumberland County Board of Education
Coordinated School Health

Student Health Screening Passive Permission 2024-2025

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, 9th through 12th, 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)
Vision

Hearing
Blood Pressure

Scoliosis

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

931-484-6135

If you do NOT want your child to receive a 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.

Money/Valuables/Other Items

The school will not be responsible for lost or stolen items. Students should not bring large amounts of money or valuable items to school or to school functions. Students may not bring iPods, MP3 players, personal laptops, PDAs, CD players, skateboards, laser pointers or any other type of toy to school unless prior approval has been given by the teachers. Shoes with wheels are not to be worn at school during the school day or at school functions.

Motorized Vehicles

No student will be allowed to drive any type of automobile or motorized vehicle to school. Unauthorized vehicles found on school campus will be towed at owner's expense. Vehicles on school property are subject to search.

Parental Notification

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 encourages parental involvement and strives to keep parents informed of their rights.

Notification

- 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). Teaching certification can be found by accessing the Tennessee Department of Education Teacher Licensing website (www.state.tn.us/education/Iichome.htm) or by contacting the Central Office at 931-456-8347. Parents may also request the qualifications of a paraprofessional that provides educational assistance to their child.
- Parents must receive notification if a teacher that is not highly qualified is teaching their child for 4 or more consecutive weeks in core curriculum subject.
- 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 website (www.state.tn.us/educ), at the school, and/or at Central Office.
- Parents will be informed if their child is enrolled in a school identified for improvement, corrective action, or restructuring. An explanation of what this means, reasons for the identification, academic comparisons with other schools in the district and state, steps being taken to improve achievement, and how the parents can become involved will be addressed.
- 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, writing assessment in grades 5,8,and 11, and End-of-Course and Gateway Exams in a timely manner as required by local Board policy and the Tennessee

Department of Education.

- Parents can visit the state's website (www.state.tn.us) to access a description of the Tennessee Curriculum Standards, assessments, 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 written 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 the Title I programs. The parental involvement policy is printed in the school's handbook and a copy is available in the school's office. An annual meeting will be held to inform parents of the school's participation and status in programs funded under the No Child Left Behind Act.
- 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 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.
SPED WEBSITE:
<http://ccschools.k12tn.net/specialediweb/sped//home.html>
- 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 dangerously 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 the 21st 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.

Personal Communication Devices (Cell Phones)

A student may possess a personal communication device such as a pager, cellular telephone, personal digital assistant (PDA), or any similar type device, in school, on school property, at after school activities, and at school-related functions, provided that during school hours and on a school bus the personal communication device remains off and concealed from view.

At no time will any student utilize a personal communication device in an attempt to undermine instructional practices or violate an individual's privacy. This does not restrict the use of communication devices as an instructional tool to be used at the discretion of the teacher.

Possession of a personal communication device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. Violations of this policy may result in disciplinary action against the student and confiscation of the personal communication device. Student consequences for violating the cell phone policy are as follows:

First Offense – Device will be taken, and student's parent must come and pick up the phone.

Second Offense – Device will be taken for parent/guardian pickup and detention or in-school suspension.

Third Offense – Device will be taken for parent/guardian pickup and 2 detentions or in-school suspension.

Fourth offense and subsequent violation will result in disciplinary action at the discretion of the 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.)

Any student possessing a personal communication device shall assume all responsibility for its care. At no time shall Cumberland County School System be responsible for preventing the theft, loss or damage to personal communication devices brought onto its property.

Crab Orchard Student Personal Technology Use Guidelines:

We embrace the potential that personal technology devices (cell phones, tablets, iPods, etc.) can be used as a technological learning tool in the classroom and encourage teachers to implement their use into lessons when appropriate.

Crab Orchard Guidelines:

- Personal technology, should be turned off and kept out-of-sight during all instructional and class time activities, except under the direction of a teacher or administrator for **instructional purposes**. This means that students will not be permitted to have personal technology devices out during morning or afternoon bus duty, lunch, special area, bathrooms or in the hallways during regular school hours.
- No cell phone or other personal technology may be used for **communication purposes** except under the direction of a teacher or administrator for instructional purposes. Therefore, students are to refrain from using cell phones to make calls, text, Snap-Chat, take pictures/video, or use any form of Social Media during regular school hours unless otherwise permitted by their teacher or other school staff.
- In the event of illness or emergency, students will be directed to use the phone in the Front Office or Nurse's office to call parents. At no time should a student use personal technology, without the knowledge or permission of school staff, to contact a parent.
- Students who receive a School Wide Positive Behavior Pass for personal technology devices will be allotted a special day and time to use their device. Passes will be returned to their teacher upon their expiration of the pass.

Phone Use

School phones are for emergency use only, and students may only use the phone in the office. Emergency calls do NOT include forgotten lunch money, forgotten items, permission to stay after school, or permission to go home with

another student. Teachers, students, and parents are expected to make arrangements for after-school activities or to cancel after-school activities in advance-not the day of an activity. If a student must call home due to illness, office personnel will make the call to the parent.

If you need to notify the school of alternate arrangements for how your child will go home, please try to contact the front office before 2:00 p.m.

RTI (Response to Intervention) Services

Response to Instruction and Intervention (RTI²)

“To empower each student with the skills to be a productive citizen” is the mission statement of Cumberland County Schools. It is our goal for all students to have the resources and instruction necessary to reach their full potential while receiving a free appropriate education.

In compliance with No Child Left Behind, and the Individuals with Disabilities Education Improvement Act, Cumberland County schools are dedicated to meeting the needs and services for all students to receive the best quality education through programming for the individual student. The school system adheres to a policy of non-discrimination in educational programs and activities while striving to provide equal educational opportunity for all students as required by Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability.

The school system embraces the Response to Instruction and Intervention Framework (RTI²) 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 our school RTI² Coordinator.

Selling of Items

The only selling of items at school will be through the school bookstore, cafeteria, concessions, school/club fundraisers, or other school activities. Students will not sell anything at school unless it is a fundraising item. No extortion or trading of items will be allowed.

Special Education Services

Cumberland County Schools offers special education services to students with physical disabilities, emotional problems, learning disorders and speech, and hearing and visual impairments. Services are also provided for students in need of homebound assistance. If your child receives early intervention service as an infant or toddler up to age three, and may still need special education, your service coordinator will assist you with transition planning and making a referral to Preschool Special Education. If your preschool-aged child did not receive early intervention services, but has some delays or lags in development such as difficulty in talking, moving around, thinking or learning or is facing physical or behavioral challenges—you, or professionals who know your child may make a referral to the Cumberland County School Preschool Special Education who will assist you in completing the referral process. Cumberland County Schools are committed to finding students suspected of having disabilities as early as we can. Children with disabilities that impact their learning have the right to a free appropriate public education from the time they turn three years old until they are twenty-one.

Student sign-in/sign-out

Students that arrive after 7:45 or leaving before 2:45 will be marked tardy. If arriving after 7:45, an adult or guardian should sign in students. Should a student need to leave before 2:45, they must be signed out of the school building by a parent or guardian. Excused tardies or early checkouts are for doctor or dentist appointments. In order for a doctor's appointment to be excused, the physician must sign a written excuse that must be turned in to the attendance office. (Students may give the excuse note to their teacher who will turn it in to the attendance office.) Students may be released to another adult designated by the parent, only if the parent or guardian sends a note. **Anyone picking up a student must bring their driver's licenses into**

the office. Verification of identity will be asked for. **Please, remember that this is for your child's safety and no other reason.**

Visitors

Please understand that our utmost concern is for the safety of your child.

In order to ensure everyone's safety, we must adhere to the following and we appreciate your support!

All visitors and parents should use **only** the main front entrance. All visitors to our school, including parents, **MUST** check in at the office. Sales-persons must obtain permission from the director of schools to visit schools. If parents wish to speak with the teacher, we ask that you send a note or leave your phone number with the receptionist and the teacher will contact you as soon as possible. From 7:30 until 2:45 all of our teachers are on duty and cannot leave their classrooms unattended. We try desperately not to interrupt this instructional time.

Withdrawal Procedures

A student is not withdrawn unless a parent or guardian comes to school and completes the appropriate forms. Please allow time for teacher, cafeteria, and library to be contacted to verify all accounts are cleared.

Zero Tolerance Offenses

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

Weapons and Dangerous Instruments

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds, or in school vehicles and/or buses, or off the school grounds at a school-sponsored activity, function, or event at any time.

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

manner is use or intended to use is capable of causing death or serious bodily injury.

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

Firearms (as defined in 18 U.S.C. § 921) 3

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

Drugs

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

Battery

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

Notification

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

Contact Information

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. A few of these organizations are listed below:

The Arc of Tennessee is on the Internet at <http://www.thearchtn.org/>.
Or 1-800-835-7077

Support and Training for Exceptional Parents is on the Internet at <http://www.tnstep.org/>

Crab Orchard Elementary

Principal: Debbie Beaty
Asst. Principal: Todd Kuffel
Phone: 931-484-7400
Fax: 931-456-5655

Cumberland County Board of Education

Phone: 931-484-6135

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/topic/special-education-legal-services>

CRAB ORCHARD ELEMENTARY TITLE I SCHOOL

Crab Orchard Elementary is a school wide Title I school, meaning that all students receive benefits from this federal program. Our Title I goal is to increase the achievement of all Crab Orchard students in all areas and more specifically in Language Arts and Mathematics. This achievement is to be measured through the amount of increase of performance level results on the Achievement Test.

**Cumberland County Schools
Parent/Family Involvement Plan**

Cumberland County Schools recognize that a child's education is a responsibility shared by the school and family. To support the goal of educating all students effectively, the school and family must work as knowledgeable partners. Although families are diverse in culture, language, and needs, they share the school's commitment to the educational success of their children.

Parental/family involvement is the participation of parents/families in regular, two-way, meaningful communication involving student academic learning and other school activities, including and ensuring:

- that parents/families play an integral role in assisting their child's learning;
- that parents/families are encouraged to be actively involved in their child's education at school;
- that parents/families are full partners in their child's education and are included, as appropriate, in decision-making and advisory committees to assist in the education of their child.

Standard 1: Welcoming all families

- All parents/families are welcomed into the school and are treated with courtesy and respect by school employees.
- Parental input concerning school activities/policies is encouraged and valued.
- Communication with parents/families will be in a language and/or form, which can be understood by the parents/families.
- An annual parent/family meeting will be held at each school to which all parents/families of participating children are invited.
- Additional meetings will be arranged at various times to give parents/families greater opportunities for input and involvement.
- Parent meetings will be planned to address a variety of topics/concerns.

Standard 2: Communicating effectively

- In the fall of each year, with the presentation of the State Report Card, an open forum sponsored by the Board of Education will be held to inform parents/families of the academic assessment and adequate yearly progress of each school.
- The State/School Report Card will be made available online, at PTO meetings, and in the local newspaper.

- State curriculum guidelines, standards and assessment practices are discussed at parent teacher conferences or upon parent inquiry or request.
- Required notifications will be distributed to all students, parents, and families. Notifications will be sent in the child's native language.
- A student/parent handbook is provided which includes the Parent/School Compact.
- Parents/families attend parent teacher conferences to discuss their child's educational program.
- Parent/teacher meetings are arranged at varied times to accommodate the schedule of the parent.
- Parents/families are encouraged to contact the school about programs and services offered.
- Parents/families and school employees work cooperatively to improve educational opportunities.
- The school staff advertises school activities/events through various media outlets (flyers, online, radio, newspaper).
- School calendars and classroom newsletters are distributed on a regular basis.
- Progress notes are sent home at appropriate intervals to update parents on student achievement and behavior.
- Parents whose second language is English are provided accommodations as needed.

Standard 3: Supporting student success

- Families assist in creating a parent network that fosters support for parents, students, faculty, and administration.
- Families attend parent gatherings, special events, and other activities offered by the school.
- Families respond to school surveys.
- Parents volunteer to work in the school.
- Families keep the school informed about contact information (new phone numbers, addresses) when changes occur.
- School personnel will be educated in the value and utility of the contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties with parents and the school.
- Parent/family involvement strategies will be coordinated and integrated through meetings and/or communiqués with key people from other programs, such as Head Start, Family Literacy and Pre K programs.
- The school system, in collaboration with parents/families, shall establish programs and practices that enhance parent/family involvement at all grade levels and reflect the specific needs of students and their families.

Standard 4: Speaking up for every child

- An annual parent/family meeting will be conducted in each school in order to evaluate parent/family involvement. The effectiveness of involvement activities, the degree of participation, and any barriers to parent/family participation will be studied. The evaluation will include parents/families at all grade levels and in a variety of roles.
- Opportunities for parent/family participation in school activities, programs, and events will be provided equally.
- Surveys pertaining to school climate will be distributed, tallied, and analyzed to determine areas of needed improvement.
- Helpful parenting tips regarding how to monitor their child's academic progress, work with their child at home and partner with their child's teacher are included in newsletters and websites.

Standard 5: Sharing power

- A Family Engagement Policy and Parent/School Compact are developed with staff and parent input.
- Parents actively participate in the development, implementation, and evaluation of the School Improvement Plan and parental involvement plan.
- School policies/procedures are available for parent review and input.
- Families work with the school staff and teachers to revise the perceptions of the school's climate.
- Families attend Open House and other parent engagement meetings at various times to offer suggestions for improvement and to create an educational environment that is beneficial to students.
- Varied opportunities for parental/family involvement/input in school decisions, policies, and practices will be made available.
- Parents/families of children served in Title I schools will be involved in decisions regarding the use of Title I funds reserved for parent/family involvement.

Standard 6: Collaborating with community

- To strengthen the bond between the community and school, parents/ community members are encouraged to be school volunteers.
- Community members/parents serve as resource persons for classroom activities.
- Families/students are encouraged to participate in extended learning opportunities available through varied civic groups within the community.

CRAB ORCHARD ELEMENTARY SCHOOL-PARENT COMPACT

Dear Families,

We value your role in working to help your child achieve high academic standards. Our COE student handbook can be found on our school's website. If you would like a printed copy of the handbook, please call the school office. The following is an outline of some of the ways you and the school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.

School's Responsibility:

- Provide high quality curriculum and learning materials
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress
- Provide opportunities for ongoing communication between you and teacher through, at a minimum:
 - Annual parent-teacher conferences

- Frequent reports regarding your child's progress, and opportunities to talk with staff, volunteers, and observe.

Family's Responsibility:

- Encourage your child to attend school regularly
- Encourage your child to show positive school behavior
- Review your child's homework
- Monitor television watching and encourage positive use of your child's extracurricular time
- Volunteer in your child's school and classroom, if possible
- Attend parent-teacher conferences and participate, when appropriate, in decisions relating to your child's education

Please review the School-Parent Compact with your child. This Compact may be discussed with you during a parent-teacher conference as it relates to your child's progress.

*** "The judgement of the principal shall prevail in all matters related to the application of these rules." ***

PLEASE SIGN BELOW THAT YOU HAVE READ AND DISCUSSED THE SCHOOL/PARENT COMPACT WITH YOUR CHILD. TEAR OUT THIS PAGE AND RETURN IT TO YOUR CHILD'S TEACHER AS SOON AS POSSIBLE SO THAT YOUR CHILD WILL RECEIVE CREDIT FOR IT.

I have read and discussed the compact with my child.

Parent/Guardian Signature

Child's Name and Homeroom teacher

Please check the appropriate circle:

I give my permission for my child's picture and name to be put in the newspaper and on the school's website for items at Crab Orchard such as student of the month and other awards. At times, pictures of students may also appear on the school's Facebook page or the teacher's personal page.

I DO NOT give my permission for my child's picture and name to be placed in the newspaper or on the school's website.