

Student Handbook

Pleasant Hill Elementary School

486 East Main Street

(931) 277-3677 Phone

(931) 277-3880 Fax



2026 - 2027

Welcome!

What a pleasure it is to welcome you back to a new school year at Pleasant Hill. It is truly an honor for us to work together with such a talented and dedicated faculty, staff, and school community.

We believe in a strong partnership with families, and we urge the entire community to become involved at PHS. Students whose parents and families get involved in their education do better academically and socially. Your student will feel more connected to the school and know that they belong.

We look forward to this new school year with optimism and excitement. We strive to make our school a safe and inspiring place in which to learn, while continually improving the academic program for all students. We believe that all students can and will be respectful, responsible, and accountable in all they do.

On behalf of the faculty and staff of Pleasant Hill Elementary School, we welcome you to the 2025-2026 school year.

Sincerely,

Mrs. Brandy Lowe, Principal

Mr. Aaron Lewis, Assistant Principal

Mission

The mission of Pleasant Hill Elementary is for all stakeholders to honor the school's core values of Respect, Responsibility, and Accountability to maximize each student's development of academic and personal excellence now and in their own futures.

Vision

Pleasant Hill Elementary School will develop college and career ready students, who support and foster individual differences, encourage each other, and set challenging goals for themselves and those around them. We will strive to think critically and creatively while using solid decision-making strategies, promoting a sense of teamwork and empowering all students to be respectful, responsible, and accountable citizen leaders in our community and around the world.

We Believe ...

- **All** children should reach their learning potential.
- **All** children should be taught in a safe and secure learning environment.
- Learning is a shared responsibility among students, parents, community, and staff. -Learning is a life-long process. (Revised: Spring 2017)

Civility Policy (BOE 1.809)

The Cumberland County Board of Education has adopted a civility policy. The policy relates to the use of civility in relationships and communication among school officials, students, parents, and members of the public. A copy of this policy is available for review on the CCBOE website. The purpose of the policy is to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. Consistent with the civility policy, the school will not tolerate any behavior that is physically or verbally threatening, coercive, intimidating, violent or harassing, or other behavior that is considered out of control. Furthermore, the school will not tolerate the use of profanity, personally insulting remarks, or attacks regarding a person's gender, race, nationality, religion, disabling condition, and other characteristics protected by law. Students who violate the civility clause will be disciplined. Parents who violate the civility policy may be restricted from being present on school district property or have restrictions placed on their communications with school and district personnel.

Code of Conduct

Students' best interests are served when students, parents, and school officials work together. Normally, any differences between these individuals can be resolved. South Cumberland Elementary students are expected to behave in a manner that is consistent with Cumberland County Board of Education policies and procedures.

These principles include, but are not limited to the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operations and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents/guardians include, but are not limited to all school-sponsored events and programs (e.g., after-school tutoring, athletic events, field trips, etc.)
- The school reserves the right to determine when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step.

Cumberland County Schools Code of Conduct

Be Cooperative
Be Responsible
Be Caring
Be Honest
Be Respectful to Others
Be Fair
Be a Good Citizen
Use Manners

On the First Full Day of School

This is a BIG day for everyone! It is perfectly normal for some of our younger students to become upset at the thought of Mom or Dad leaving. This is also a stressful time for parents! On the first day of school please feel free to walk your son or daughter to the door, and we will take it from there. The longer the goodbye, the more difficult the separation may be. We promise to take good care of your most treasured gift! Parents of K through 8 grades students should remain in the car during arrival and dismissal. ONLY PK students are walked to the building and classroom.

Teacher Contact

If parents wish to speak with the teacher, 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 with students and cannot leave their classrooms unattended. We WILL NOT interrupt the instructional day, unless an extreme emergency occurs.

Parent Concerns, Complaints, and Grievance

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

Teacher contact

Call or email administrator: (931) 277-3677

Principal: Mrs. Brandy Lowe blowe@ccs-tn.net

Assistant Principal: Mr. Aaron Lewis alewis@ccs-tn.net

General Information

Grade Levels: Pre-K through Eighth

School Address: 486 East Main Street, Crossville, TN 38571

School Website Address: phs.ccs-tn.net

School Hours: 7:45am to 2:45pm

School Telephone: (931) 277-3677

School Fax: (931) 277-3880

Mascot: Hornet

Colors: Green and Gold

School Resource Officer: Bre Freeman

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

Pleasant Hill is a school-wide Title I School. PHS was accredited by AdvancED during the 2017-2018 school year and is therefore entitled to all the services & privileges of regional, national, and international professional recognition.

School Planner/Agenda

Participating teachers in grades 1-8 will provide all students with an agenda to track all school work and homework. This agenda can be extremely helpful for both the student and the parent with nightly homework assignments, as well as maintaining parent/teacher contact. The cost to replace the planner/agenda will be \$4.00 each.

Volunteers

We welcome volunteers at PHS. Several times a year there will be opportunities for large numbers of volunteers to participate in school-wide activities. Individual teachers may make arrangements in their classroom for regular volunteer opportunities as well. All volunteers must complete the volunteer form and return it to school at the beginning of the year for CCBOE approval. Upon approval, volunteers can work in a classroom, chaperone a field trip, etc. Thanks for your understanding and cooperation! Please email Mrs. Barnwell @ jbarnwell1@ccs-tn.net if you would like volunteer paperwork.

Visitors

Please understand that our utmost concern is for the safety of your child. We appreciate your support in adhering to the following: All visitors and parents must be buzzed in at the front entrance to sign in. You are welcome to come and eat lunch with your child. Because of safety regulations, only your child is allowed to join you at the visitor table and adults are not permitted at the student tables or to take photos/videos of students.

Parent/Visitor Dress Code

We respectfully request that all who enter Pleasant Hill Elementary School help us set the example by following the dress code (See dress code policy 6.310).

Morning Drop Off Time

The school building opens at 7:00 AM for breakfast and buses will begin to unload at this time. School personnel are on duty and ready to receive students at 7:00 AM. Students dropped off at school before the building opens will be considered abandoned and can be reported to the authorities. **DO NOT DROP STUDENTS OFF PRIOR TO 7:00 A.M.**

Student Loading and Unloading

Your child's safety is our utmost concern. We appreciate your cooperation in morning unloading and afternoon loading of students. Please follow the following safety procedures:

- Student drop off will be on the bottom side of the building **ONLY** until the last bus has exited the driveway.
- The front entrance is for bus use **ONLY** until all buses have departed the driveway.
- Pre-K will still be dropped off at the Pre-K door.
- Parents who need to enter the school **should park in the lined spaces in front of the school**. Please **do not leave cars unattended in the fire/bus lane**.
- Each student who uses afternoon parent pick-up will receive a PHS rearview mirror sign. Your child's/children's names will be printed on your sign.
- Please Remember: 7:00-7:40 is student drop-off time.

- In order for your child to participate in free breakfast each day, he or she **MUST** arrive at school by 7:30am. Hot breakfast will end promptly at 7:30am with late students being served an alternative, as instruction begins at 7:45am.
- Stop for all pedestrians and drive slowly!
- Student pick-up is from 2:45-3:00 at the front entrance of the school.
- **Early student dismissal/checkouts will end at 2:15pm. NO student may be picked up in the office after 2:15pm. At that time ALL parents must enter the car line regardless of appointments or other reasons.**
- **Students not picked up by 3:00 will be taken to the office to wait. You may call the office (931-277-3677) and your child will come to you.**
- With your help we can continue to make PHS a safe place for your child! Students not picked up on time may be sent to detention for supervision and safety purposes.

Check-out Procedures

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

If emergencies arise within the day and you must make afternoon pick-up changes, you must call before 2:15PM. Do not make this a habit; it can only be utilized for emergency reasons. If you need to add someone to the pick-up list, it must be done in writing.

Custody Issues

Due to questions raised regarding legal/custody issues, we must now require proof of custody in the form of a court order. We need a copy of the custody papers immediately. We reserve the right to ask for identification and/or additional paperwork and if necessary.

Grade Cards and Grading System:

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

Grades 3-8 will use the following grading system:

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

Grades K-2 will use the following grading system:

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

3rd Grade Promotion Requirements

TN State law requires that 3rd grade students must be proficient in reading based upon the TNReady

assessment score. Students who are Approaching but not Proficient may be offered alternate paths to 4th grade.

Withdrawal Procedures

Parents/Legal Guardians must come in person to withdraw students for enrollment to another school. Our attendance clerk will be happy to help parents with the necessary paperwork. Student records cannot be released until all books are returned or paid for, cafeteria charges are paid, and other financial obligations are met.

Report Card Holds

Holds will take place due to returned checks, failure to pay fundraiser, or team/group/activity fees, and/or lost/missing instructional materials. Students will also not be permitted to participate in field trips, field days, parades, etc. until all fees are paid for that semester.

Student Insurance

A fee-based policy is offered each year during student registration.

Cafeteria Behavior

Once students get their food and sit, they must remain seated unless given permission from an adult. Acceptable behavior and good table manners are expected at all times. Students unwilling to use appropriate table manners/voice levels may be assigned a specific seat during lunchtime, and/or receive disciplinary action. Lunch is an important social time for our students, and we want everyone to enjoy this time.

Field Trips

Field trips will be offered periodically for qualifying students. All school rules apply to include behavior, dress code, work completion, and attendance. Permission slips must be signed by the parent/legal guardian prior to the field trip. Permission **CANNOT** be given by phone. If a student has been expelled from the bus for the school year, they may NOT ride a bus to attend the trip.

Homework

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

5th-8th Grade Homework/Classwork Policy

In an effort to better prepare students for high school, students will be held accountable to complete ALL assigned work. If a student is present that day and chooses not to complete the assignment, he/she may lose free time for that week and/or be removed from an activity to complete the assigned work. Once the missing assignments are complete, the student may receive partial credit per teacher discretion.

Make-up Work

Make immediate plans to complete all make-up work due to absence.

(BOE 6.200)

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

All missed work from an unexcused absence may be made up at the 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.

Parents may call to pick work up at the end of the day so as not to interrupt class time and to give teachers a reasonable time to gather make-up work. Parents should call before 9:30am to request the day's work. The student will be graded on work completed. Attendance is essential to academic success and students are urged to be at school every day.

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

Attendance Policy for Cumberland County (BOE 6.200)

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. *The attendance supervisor shall oversee the entire attendance program which shall include:*

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

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student's parent/guardian. Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee.

Excused absences shall include:

1. Personal illness/injury;
2. Illness of immediate family member;
3. Death in the family; funeral notice
4. Extreme weather conditions;
5. Religious observances;
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:

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.

Tuancy

Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students receiving special education services may attend part-time days alternating days, or for a specific amount of time as indicated in their Individualized Education Plan.

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

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

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

Progressive Tuancy Intervention Plan

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

- **Tier I** After three (3) unexcused absences a student and parent will be required to meet with a school attendance representative to discuss reasons for student absences. The attendance representative will set up an attendance contract with the student and parent/guardians to be signed by all including the attendance representative. The contract must include: Attendance policy, effective dates (90 days), and penalties for additional absences. The attendance representative will hold regularly scheduled follow-up meetings with the student to discuss his/her progress. If the student accumulates additional unexcused absences in violation of the attendance contract, he/she shall be subject to the additional intervention tiers.
- **Tier II** 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**
 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 ACTIVITY¹⁰

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.

Military Service of a Parent/Guardian

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

Make-up work

ONLY with excused absences will a student be allowed to make-up their missed work.

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 Hearing

Students with excessive (more than 5) unexcused absences or those in danger of a credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s) guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. An attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parents/guardians of their right to appeal such action within two (2) school days to the Director of Schools/designee. The appeal shall be heard no later than ten (10) school days after the request for appeal is received. 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.

Student Equal Access/School Sponsored Events BOE Policy 4.802

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

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

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

Pleasant Hill Unexcused Tardy Policy

A tardy is defined as signing in late and signing out early. There are multiple reasons that will be excused as listed above. (see "Excused absences shall include")

Consequences per semester:

- 4th unexcused tardy – loss of free time or school privileges
- 5th unexcused tardy – one after-school detention or other punishment as determined by administration
- 6th unexcused tardy – two after-school detentions or other punishment as determined by administration
- 7th or more unexcused tardy – loss of special school days, including, but not limited to: parades, field trips, reward days, field days, other in-house activities and/or multiple days of after-school detention.

Money/Valuable Items

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

Textbooks

All books are numbered and recorded by the teacher and the condition will be noted. Lost or damaged books (including library books) **MUST** be paid for before another textbook can be issued or before grade cards can be released. The average cost of a textbook is approximately \$50.00- \$95.00. Library books cost \$16.

Learning Lab- Students may be assigned to the Learning Lab to complete any missing or incomplete assignments as needed. Please understand that Learning Lab is not a punishment for behavioral issues, but rather an opportunity for students to get extra help with assignments that they have not submitted or completed in their entirety. **Learning Lab is not optional. This may take place during open times that do not interfere with instruction times. (Learning lab will not take place during required PE times.)**

Detention

Students may be assigned to detention by a teacher or by an administrator. Your child is responsible for bringing the conduct report home, and we expect parents to sign and return the report the next day. Parents must pick up their children at **4:00 p.m.** promptly. Students are expected to serve detention when assigned. Detention is not planned at student or parent convenience. Failure to serve detention will result in the doubling of detention until the detention is served. Continuous absences from detention will result in out-of-school suspension. The conduct report is your notification.

Re-scheduling Detention

We allow parents to reschedule one detention per semester. **Detention is non-negotiable.** Detention takes precedence over sporting events, school activities, and after-school appointments.

School Lockers

Each 6th-8th grade student will be assigned a locker for personal use. Students will be issued lockers at the beginning of the school year. *Lockers are school property and are subject to search* (BOE Policy 6.303). Lockers are to be kept in a neat order so that doors completely close and no articles are left hanging outside. Failure to do so may result in the loss of the locker privileges.

Library and Media Center

The library is a wonderful place to help your child learn. Pre-K and Kindergarten children will check out one book every week in their teacher's name. This book will remain in the classroom. First and second grades will check out 2 books each week from the library. These books may be taken to and from school in their backpacks. The library books should be at school everyday for bus duty and extra reading time in the classroom. Third and fourth grades will be able to check out up to 3 books. These books may also be taken to and from school in their backpacks but must be at school everyday. Pre-K through 4th grade will have a specific library class every week. Fifth through eighth grades will be able to check out up to 3 books during open library times. Open library times will be posted on the outside of the library and in each of their rooms. If a library book is kept for more than 2 weeks, the computer locks that student out. The late books will have to be brought back in order for the student to be able to check out another book. Books that are grossly overdue or lost will result in holding grade cards and canceling field trips and extra activities. All lost or damaged library books must be paid for in full. Please feel free to access the library media center website at: <http://cumberlandcountyschools.follettdestiny.com>, then click on Pleasant Hill Elementary School, followed by catalog.

Extra-curricular Activity Options

Students are encouraged to participate in the wide variety of clubs, organizations and activities available at PHS. Some of these include:

MS Football (county-wide)		Chess	Cheerleading		Archery	Basketball
Beta Club	Cross Country	FCCLA	Band	FFA	STEM Club	
MS Soccer (county-wide)		MS Softball	MS Baseball	MS Track	MS Golf	

Each year we try our best to add new and exciting activities for our students- stay tuned.

Phone Use

Students have access to the office phone to call a parent/guardian about cancellations, changes, and academic/personal needs. Students and parents are expected to make arrangements for normal after-school activities in advance - not the day of an activity. Please make afternoon pick up plans with your child the day before. This helps tremendously to not have so many changes the day of.

Use of Personal Communication Devices and Electronic Devices

Cumberland County BOE Policy 6.312 (Effective 07/24/25)

Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in school approved storage systems upon arrival to school through the entirety of the school day. Devices should be off and concealed until they can be stored in a school approved storage system. Such devices include, but are not limited to, any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, such as wearable technology, cell phones, laptops, tablets, gaming devices, watches, glasses, air buds, and headphones.

A student may, however, be permitted to utilize a wireless communication device under the following circumstances:

1. In case of emergency;
2. When authorized by a teacher for educational purposes;
3. To manage the student's health, as documented in the student's individual healthcare plan;
4. When the possession or use is required by the student's individualized education program, 504 plan, or individual learning plan; or

5. When the device is being used by a student with a disability for the operation of assistive technology to increase, maintain, or improve the student's functional capabilities.

EMERGENCY COMMUNICATION PLAN

In the event of an emergency or possible emergency occurring at the school, parent(s)/guardian(s) shall be alerted by Parent Square.

PENALTIES

Unauthorized use or improper storage of a device will result in confiscation of device until such a time as it may be released. A student in violation of this policy is subject to disciplinary action.

1ST OFFENSE: Device is collected, the offense is documented, parent/guardian is notified, device is returned to the student at the end of the day, and an explanation of the next offense is communicated to student and parent/guardian.

2ND OFFENSE: Device is collected, the offense is documented, parent/guardian is notified, parent/guardian must pick up the device from the office, student is assigned after school detention/lunch detentions, and an explanation of the next offense is communicated to student and parent/guardian.

3RD OFFENSE: Device is collected, the offense is documented, parent/guardian is notified, parent/guardian must pick up device from the office, student is assigned after school detentions/lunch detentions, an explanation of the next offense is communicated to student and parent/guardian, and the student is required to turn in their device(s) to the office upon arrival each day and may retrieve device(s) at the end of the school day for the remainder of the school year.

Additional OFFENSES: Device is collected, the offense is documented, parent is notified, parent/guardian must pick up device from the office, parent and student conference, possible consequences include but are not limited to: detentions/lunch detentions/ISS/Out of School Suspension/ATS/ALT School and student is required to turn in their device(s) to the office upon arrival each day and may retrieve device(s) at the end of the school day for the remainder of the school year.

Toys

Students are not allowed to bring toys to school, unless teacher notification is given for a reward day. Toys will be taken up by the teacher and kept until parents come to school to retrieve them.

Discipline Policy

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

Dress Code Cumberland County BOE Policy 6.310

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

1st Violation: The student will receive a written warning and the violation must be corrected.

2nd Violation: The parent will be called, violation must be correct, and a detention will be assigned.

3rd Violation: The student will be suspended until a parent conference.

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

All Students K-12

Student Dress Code Procedures/Expectations Per BOE Policy 6.310

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

All Students K-12

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

- a. Clothing or accessories that denote affiliation with any gang associated with criminal activity or a safety hazard or security risk
- b. Ill-fitting clothing such as saggy/baggy pants or pants dragging the floor.
- c. Excessively oversized clothing including but not limited to coats and/or trench/duster style.
- d. From a relaxed standing posture, clothing exposing skin mid-thigh or higher (no skin showing).
- e. Clothing/tattoos with suggestive or inappropriate slogans, vulgar captions, or advertisements for tobacco, alcohol, or drug products
- f. Caps, hats, or headscarves, for boys or girls, will not be worn inside.
- g. Form-fitting/body-fitting clothes or clothes with revealing necklines.
- h. No pajamas.

2. In addition, the following rules shall be enforced for all students:

- a. Any color or style of shoes may be worn, with the exception of "heely" or bedroom slipper type of shoes.
- b. Shirts or tops with leggings shall be worn so that its length appropriately covers front and behind.
- c. From a relaxed standing posture, without leggings, shorts/skirts/dresses will be no higher than mid-thigh. Slits in skirts/dresses will be no higher than mid-thigh.
- d. No tinted glasses/sunglasses are permitted to be worn inside the building unless prescribed by a doctor.
- e. Large heavy jewelry chains, and any jewelry, that could be deemed harmful or dangerous, will not be permitted.
- f. Valuable clothing and jewelry are discouraged.
- g. Shirt and blouse length may not be so short that students raising their elbows to the height of his or her shoulder exposes midriff and must cover at least 3" of the shoulder

so as not to reveal the torso or undergarments. Halter tops, tank tops, cropped tops, or muscle shirts that reveal a bare midriff or lower back are not allowed; no midriff bare skin should be visible while standing, sitting, or raising one's hand in class, or walking in the hallways.

h. No costume attire or distracting clothing except on special dress days.

Note: Special dress days may be designated by the principal to include, but not limited to the following examples: field days, picture days, school spirit days, etc.

If a student cannot comply with the standardized dress code because of religious beliefs or physical characteristics, the parent/guardian must provide a written explanation to the principal for possible relief from certain aspects of this dress code.

Bus Conduct (BOE 6.308)

In order to maintain conditions and an atmosphere suitable for learning, no person shall enter a school bus except students assigned to that bus or parents of students or other persons with lawful and valid business on the bus. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Any student who gets off the bus at any point between the pick-up point and the school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends.

Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee.

Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

General Information Regarding Transportation of Students

Routes are planned to achieve maximum economy of operations with reasonable safety. Routes are scheduled to reflect 100% of the rated bus capacity of eligible students, subject to the following conditions:

- Routes are neither extended nor are new stops scheduled unless an eligible student would be required to walk in excess of 1/2 mile on a road. Stops that meet this requirement must have an adequate turn around location for the school bus.
- Routes are planned to keep individual riding distance and times to a practical minimum.

- Route times are approximate and are subject to change
- Any route is subject to changes, additions or deletions at any time.
- In the event of road closings, unsafe road conditions, and the like, the Transportation Department may temporarily alter routes until the conditions are remedied.
- Bus stops and routes are established on the basis of safety and efficiency, and in accordance with regulations and guidelines set forth by the State of Tennessee and Cumberland County Board of Education.

School Closings or Delays

In the event that snow or other severe weather forces a delay or closing of school, local radio and T.V. stations are notified as soon as possible as well as contact personnel for each school.

Severe Weather Procedures

Cumberland County Director of Schools and Transportation Supervisor monitor the National Weather Service and notify all facilities as soon as information regarding adverse weather conditions becomes available. Cumberland County Schools Severe Weather Procedures are as follows:

Procedures for Changes in Regularly Scheduled Transportation

Should a change in a student's regularly scheduled transportation become necessary, written authorization from the parent/guardian must be turned in to the school. This includes requests for a student 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 bus 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

Cumberland County School System is concerned about the safety and security of all students. Therefore, we cannot accommodate all requests to change the established pick- up/drop-off location(s) for a student on alternate days or weeks of the month. Bus stops must be consistent. The Transportation Department will accommodate short-term, temporary changes in a student's pick-up/drop-off location with advance written authorization from the parent/guardian and the approval of the Director of Schools and the Transportation Supervisor.

CHILD DID NOT GET OFF BUS AT HIS/HER DESIGNATED STOP:

If a child's parent/guardian contacts the school system because the child cannot be located following the school bus arrival, the following procedure should occur:

- The party receiving the call should notify the building level administrator where the child and bus are assigned and relay the information.
- In the event no school personnel are available, the party receiving the call should call the Transportation Department.
- The building level administrator should contact the Transportation Department.
- The building level administrator should check the school for activities the child may be attending. Also, he or she should question staff, students, and others regarding any information related to the student's departure from school or possible whereabouts.

- The driver of the bus should be notified by the Transportation Department to see if the child was or is still on the bus.
- The Transportation Department should contact the School Resource Officer and/or Central Office Security if the student is not located in a timely manner. School Security will determine when outside authorities should be contacted for assistance.
- When the child is located, all parties previously contacted to assist in locating the child should be called by the Transportation Department or building level administrator.

Student Bus Rider Responsibilities

- 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.
- 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.
- Hair spray, aerosol deodorant and/or perfume should not be used on the bus.
- The bus driver is the sole authority on the bus. Follow the bus driver's instructions the first time they are given. Exercise appropriate passenger behavior on the bus at all times.
- 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 others' rights, safety and comfort on the bus.
- Profane, abusive, or vulgar language, gestures, or threats will not be tolerated.
- Fighting, pushing, shoving and/or other inappropriate behavior 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 windows 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 safely.
- Report any damage on the bus to the driver. Intentional damage to a bus will result in disciplinary consequences, including restitution.

Bus Conduct Report

If a student violates his or her responsibilities while riding the bus, appropriate actions (at administrator discretion) will be taken.

1st Offense: Warning

2nd Offense: Parent notification: School Punishment or 3-day bus suspension

3rd Offense: Parent notification and 3 day or 5-day bus suspension

4th Offense: Parent notification and 5 or 10-day bus suspension

5th Offense: Parent notification and 10 or more day bus suspension

6th Offense: Parent notification and 30 or more day bus suspension

7th Offense: Bus suspension for the remainder of the semester

***All bus consequences are at administrator discretion*

Student Items on Buses:

Students may carry school-related items on the bus such as projects, band instruments, etc. that can be safely secured by the student and do not create a threat of danger to the occupants on the bus and do not impede passenger movement. The following guidelines should be followed when securing student's items on the bus:

- Nothing can be placed in the bus aisle. The aisle must remain a clear passageway from the front to the rear of the bus.
- Nothing can be placed under the bus seats.
- Nothing can be placed against the emergency exits.
- No live animals shall be transported on the bus. Animals can be easily excited, which could create an unsafe situation for the driver.
- In addition, no item(s) identified by the base school as inappropriate or disallowed by the school shall be transported on the bus (e.g. yo-yos, laser lights, skateboards, glass items, balloons, etc.)

Video cameras

Video cameras are used to monitor student behavior on school buses transporting students to and from school or extracurricular activities and throughout our school campus. Video surveillance shall be used only to promote the order, safety, and security of students, staff, and property. Parents wishing to view a bus video must contact CCS Central Services.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established board policy and regulations governing student conduct and discipline. Photographs and video footage shall be used only to promote the order, safety and security of students, staff and property. The district shall comply with all applicable state and federal laws related to photographs and video footage. These materials shall be maintained for a minimum of 60 days. Parent(s)/guardian(s) may submit a written request to view photographs and video footage to the Director of Schools/designee, and a time shall be arranged for viewing at the central office within 7 days after the request is made. The Director of Schools/designee shall be present when parent(s)/guardian(s) are provided the opportunity to review photographs and video footage.

The Director of Schools shall develop procedures governing the use of cameras and video cameras in accordance with the provisions of state and federal law and established board policies.

Zero Tolerance (BOE 6.309)

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

1. Bringing to school or being in unauthorized possession of a firearm on school property;
2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event;
3. Aggravated assault; Assault that results in bodily injury upon any teacher, principal, administrator any other employee of the school, or school resource officer; or
5. Valid threats of mass violence on school property or at a school-related activity as determined by a threat assessment team.

Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the Director of Schools. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Director of Schools. 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.

Tobacco

The possession, use, or transfer of tobacco or tobacco products in any form by any student are strictly prohibited. Any student caught in the possession of, using, or transferring any tobacco or tobacco product while participating in a school-sponsored event shall be subject to disciplinary action, which may include corporal punishment, suspension and/or expulsion. An automatic citation to Juvenile Court will be issued in all cases of tobacco possession according to T.C.A. 39-17-1501.

Use or Possession of Drugs and/or Alcohol

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

Searches by School Personnel (BOE 6.303)

The school principal shall authorize all searches at the outset per state law. All principal initiated searches shall be conducted by a school security officer or a school administrator or school employee designated by the Director of Schools who has completed the state required training.

The following conditions shall apply to principal initiated searches:

1. All the following standards of reasonableness must be met:
 - a. A particular student has violated school policy;
 - b. The search will yield evidence of the violation of school policy or will lead to finding dangerous weapons, drugs, or drug paraphernalia;
 - c. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education;
 - d. The search is not conducted for the sole purpose of discovering evidence to be used in criminal prosecution; and
 - e. defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth") as well as the nature of the alleged infraction;⁴ The search shall be reasonably related to the objectives of the search and not excessively intrusive considering the age and sex of the student (sex shall be
2. A school administrator shall be on-site at any principal-initiated search;

3. A school administrator shall oversee the search and may end the search at any time; and
4. If a student is under the age of eighteen (18), the principal must notify the student's parent or guardian within a reasonable time of the search

If a school resource officer searches a student, based on having probable cause, the principal shall notify the Director of Schools/designee.

In order to ensure a safe and secure learning environment, the Director of Schools shall develop procedures regarding the searching of students, lockers, vehicles, and containers which are consistent with state law. The Director of Schools shall develop additional procedures to ensure compliance with all of the provisions of the School Security Act of 1981.

Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation (BOE 6.304)

The Cumberland County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination(including the definition of antisemitism found in policy 4.100) , harassment, intimidation, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

This policy shall be disseminated annually to all school staff, students, and parents/guardians. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

The Director of Schools shall develop forms and procedures to ensure compliance with the requirements of this policy and state law.

DEFINITIONS

Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, access to embarrassing information, or popularity to control or harm others. Bullying/Intimidation/Harassment is an act that substantially interferes with a student's education benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, sex (Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth.") age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

"Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

Any individual who has knowledge that may constitute a violation of this policy shall promptly report such behavior to the principal/designee.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.

The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance; or
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report. If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) a written report on the investigation will be delivered to all involved parties and to the Director of Schools.

RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidents or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including dismissal, suspension, or termination. The employee may appeal this decision by contacting the Federal Rights Coordinator.

A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. The student may appeal this decision in accordance with disciplinary policies and procedures.

REPORTS

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

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

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

Safe Schools Statement

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

Crisis Plans

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

Inclement Weather

During the school year, school is sometimes canceled due to bad weather. Listen to your radio for information on school cancellation or delay. Please do not call the school to learn of cancellations... Our phones are incredibly busy on these days, and we need to get pertinent information to our students.

When school is delayed due to bad weather, **the doors will open 45 minutes prior to the announced time** for school to begin.

School-wide Positive Behavior Support (SWPBS)

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

Livestream Recording

During some ceremonies (academic awards, 8th grade recognition) livestream/recording may take place.

RTI (Response to Intervention)

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 Mrs. Susie Stewart, RTI₂ Coordinator, 931-277-3677 for more information.

Special Education Services

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

Section 504

The Rehabilitation Act of 1973, commonly referred to as Section 504, is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students. An eligible student under Section 504 is a student who (a) has, (b) has a record of having, (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working and performing manual tasks.

Please contact school administration at 931-277-3677, Special Education Supervisor at 931-484-3301, or visit <http://ccschools.k12tn.net> for more information pertaining to Special Education, 504, and Homebound Procedures.

Homebound Instructions and Procedures

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

Cumberland County Homebound Procedures:

- Homebound forms requesting homebound services for a student must be received from a doctor. Date of services can begin no earlier than the date of the doctor's signature on form. Any homebound forms received to schools should be faxed or sent to the Homebound/SPED office the day they are received.
- All forms must be completed and approved by the Homebound Director, including parent signatures on the homebound application procedures form, prior to services being provided.
- A copy of all homebound forms will be sent back to the school attendance clerk. For students on an IEP, a copy of the homebound form will be sent back to the student's special education case manager to place with the current IEP or 504 Plan.
- 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.
- 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.

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

- 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.

Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA gives parents and eligible students these basic rights:

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

Homeless Student Enrollment Procedures:

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

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

Unaccompanied homeless youth are those students who meet the above definition of homeless and not living in the physical custody of a parent or legal guardian. All unaccompanied youth are not considered homeless.

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

- immediate school enrollment and attendance, even without birth records, school records, immunizations, and/or health physicals;
- have assistance with requesting records from the previous school;

- remain at their school of origin if it is in the best interest of the child;
- transportation to and from school;
- help for prompt resolution about school placement including Special Education,
- Bilingual Education, Gifted, and remedial programs; and
- receive free breakfast and lunch for the remainder of the school year (by using the nutrition application and current procedure.)

Identified homeless families can receive assistance through the student support staff at their school. Services provided include linkages with community resources, clothing for students, and school supplies. Homeless students may also be eligible for additional supportive academic services. For more information, please contact the school office at 931-277-3677.

Federal Program Offerings

Title I: Academic Improvement Title II: Staff Development

Title III: English Language Learners

Title VI: Rural School Educational Improvement Opportunities

Title I - 10 Components

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

ELL (English Language Learners) Mission Statement

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

PHS Parent Involvement Policy

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

Access the full school policy here :  [Pleasant Hill Elementary Parent and Family Engagement Policy...](#)

Shared Responsibilities for High Student Performance

- Teachers will inform parents of their child's progress as needed, as well as at the fall and winter parent-teacher conference sessions.
- Opportunities for parents to volunteer will be available throughout the school year.

Building Capacity for Involvement

- Information about literacy training provided by the Adult Basic Education office will be made available to those parents who need guidance in helping their children improve their achievement.
- Teachers will be available to assist parents in how to help their children in certain classroom subjects.
- Parents may help coordinate the services provided by local businesses
- Parents and teachers shall work together in coordination of the education of children, including those with learning disabilities or physical handicaps, during scheduled meetings

Immunizations

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

Mental Health Needs

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

Our school has a full time guidance counselor, and a SafeSchools counselor that is available 2 days a week unless otherwise requested.

We are also served by two outside entities, Volunteer Behavioral Health and Centerstone.

School Nurse

Our campus has a full time school nurse.

Medication

All medication must be brought to and from school by parents, never delivered by students.

Students requiring prescribed medication must have an "Administration of Medication" form completed by their parent and on file with the school nurse. This form is available in the office and must be completed each year for each medication. The medication should be brought to school by the parent, (not the student) in the original container appropriately labeled by the pharmacy or clinic. Medication will be kept in the office and given to the students at the designated time. Prescribed medication may be administered by a school nurse or by a non-health professional designated by the principal or school nurse. All medications must be supplied by the parents in original containers and require written consent even for intermittent use.

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

NOTIFICATIONS

- The Cumberland County School System does not discriminate on the basis of race, sex, color, religion, national origin, age, or handicap in the provision of educational opportunities, activities, or other administered programs.
- Parents have the right to request information pertaining to the professional qualifications of their child's teacher(s). Teacher certifications can be found by accessing the Tennessee Department of Education Teacher Licensing website (www.state.tn.us/education/llchome.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 their child is being taught for 4 or more consecutive weeks in a core curriculum subject by a teacher that is not highly qualified.
- Parents will have access to system/school report cards as developed by the State Department of Education and available (usually in late fall of each year) through the state department web site (www.state.tn.us/educ), at the school, and/or at the Central Office.
- Parents will be given the option to transfer their child to another public school or to obtain supplemental educational services if the school fails to meet adequate yearly progress.
- Parents will receive academic results for mid-reporting periods, end of reporting periods, TN Achievement results in grade 3-8, 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, assessment, and proficiency levels students are expected to meet.
- Parents of secondary school students have the right to request that their child's name, address and telephone number not be released to a military recruiter without their prior consent.
- Parents of a student identified as limited English proficient (ELL-English Language Learner) will be notified in a timely manner of their child's level of English proficiency, their child's opportunity to participate in an ELL program, details of the program, and the right to waive participation.
- Title I Schools: A written parental involvement policy will be developed jointly with and distributed to parents of children participating in Title I programs. The parental involvement policy is printed in the school's handbook or a copy is available at the school's office (this is also available on the PHS web site at <http://ccschools.k12tn.net>). An annual meeting will be held to inform parents of the school's participation and status in programs funded under No Child Left Behind.

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



PLEASANT HILL ELEMENTARY SCHOOL



School–Parent–Student Compact

“One Hive, One Mission.”

At Pleasant Hill Elementary, we believe student success is achieved when students, families, teachers, and the school work together as partners. This compact outlines how each stakeholder supports student learning and growth.



THE STUDENT PLEDGE

I will take responsibility for my learning and safety.

- **Safety First:** I will **see something, say something** (regarding drugs, weapons, or bullying).
- **Preparation:** I will come to school on time, prepared, and ready to learn.
- **Conduct:** I will follow school/classroom rules and respect staff, classmates, and property.
- **Effort:** I will do my best work and use kind words and actions at all times.
- **Character:** I will be honest and make safe, responsible choices.



THE PARENT/GUARDIAN PLEDGE

I want my child to achieve; therefore, I will...

- **Attendance:** Ensure my child attends school regularly and arrives on time.
- **Encouragement:** Support learning at home and encourage my child's best effort.
- **Communication:** Talk with teachers regularly and review all school communications.
- **Partnership:** Support school rules, policies, and expectations.
- **Involvement:** Monitor my child's behavior and academic progress.

THE SCHOOL PLEDGE

We are responsible for providing the foundation for success...

- **Instruction:** Providing high-quality instruction aligned to state standards.
- **Environment:** Creating a safe, welcoming, and supportive learning environment.
- **Communication:** Communicating regularly and clearly with families about progress.
- **Expectations:** Holding high expectations for all students.
- **Growth:** Supporting student academic, social, and emotional development.

SIGNATURES OF COMMITMENT

By signing below, you have read the Pleasant Hill Elementary handbook and agree to work together to make this a successful school year!

Student _____ Date _____

Parent _____ Date _____

School _____ Date _____

Tennessee Department of Education

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>.

Division of Special Education, Tennessee DOE
710 James Robertson Parkway Andrew Johnson Tower, 5th Floor
Nashville, Tennessee 37243-0380 Phone: 615-741-2851
Fax: 615-253-5567 or 615-532-9412

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

Child Advocacy Group Contact Information

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

The Arc of Tennessee
44 Vantage Way, Suite 550
Nashville, TN 37228 Phone: 615-248-5878
Toll free: 1-800-835-7077
Fax: 615-248-5879
E-mail: pcooper@thearctn.org
<http://www.thearctn.org/>

Support and Training for Exceptional Parents (STEP)
712 Professional Plaza
Greenville, TN
<http://www.tnstep.org/>