

# Broadview Elementary School



*“Where Eagles Learn to Soar”*

**2024 - 2025  
Student  
Handbook**

## **BROADVIEW MISSION**

*The mission of Broadview Elementary is to ensure that our students realize their full potential as responsible, productive citizens, proficient communicators and creative problem solvers in a caring, secure, and positive environment.*

## **MASCOT**

“Eagle”

## **MOTTO**

“Where Eagles Learn to Soar”

Visit the Franklin County School System  
and

Broadview Elementary web pages at: [www.fcstn.net](http://www.fcstn.net)

Broadview Elementary School  
4980 Lynchburg Road  
Winchester, TN 37398  
(931) 967 - 0132

Dear Broadview Family,

Welcome to a new school year at Broadview Elementary! On behalf of the faculty and staff, thank you for choosing to partner with Broadview Elementary School to provide your child's education. We are aware of the trust you have invested in us and will work each day to ensure your child receives the best education possible.

We believe that students are best served when there is a partnership and on-going collaboration between parents/guardians and the school. In addition, well-informed parents are the best resource our school and students can have. Please review this handbook with your child and let us know if you have any questions.

As always, Broadview students show their Eagle PRIDE when they **P**romote **R**espect, **I**ntegrity, **D**iscipline, and **E**xcellence. We will continue to stress these traits as we work together in a caring and supportive learning environment.

My door is always open, and I welcome your suggestions, concerns, and friendly hellos. I look forward to our continued partnership as we strive to provide an exceptional education experience for our scholars. We are dedicated to working with families in our mission to ensure that students realize their full potential as responsible, productive citizens, proficient communicators and creative problem solvers in a caring, secure, and positive environment.

Educationally yours,

*Rhonda Stevens*



# FRANKLIN COUNTY SCHOOLS

## \* \* \* \* \* 2024-2025 SCHOOL CALENDAR \* \* \* \* \*

July				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August				
M	T	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

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

October				
M	T	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				
M	T	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				
M	T	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			

January				
M	T	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

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

March				
M	T	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				
M	T	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		

May				
M	T	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

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

**Staff Development Days:**  
 July 29, 2024  
 July 30, 2024  
 July 31, 2024  
 August 1, 2024  
 August 5, 2024  
 November 5, 2024  
 January 6, 2025

**Abbreviated Days:**  
 August 2, 2024 - First Day of School - 8:00 - 10:00 a.m.  
 December 20, 2024 - 8:00 - 10:00 a.m.  
 May 22, 2025 - Last Day of School - 8:00 - 10:00 a.m.

**Administrative Days:**  
 July 26, 2024  
 May 23, 2025

**Graduation:**  
 HHS - May 15, 2025  
 FCHS - May 16, 2025

**No School**

<b>Parent/Teacher Conferences</b>	<b>Fall</b>	<b>Spring</b>
October 21, 2024 3:15 - 6:15 pm - Middle Schools		March 17, 2025 3:15 - 6:15 pm - Middle Schools
October 22, 2024 3:15 - 6:15 pm - Elementary & Huntland		March 18, 2025 3:15 - 6:15 pm - Elementary & Huntland
October 24 3:15 - 6:15 pm - FCHS		March 20, 2025 3:15 - 6:15 pm - FCHS

# 2024 - 2025 FACULTY & STAFF

## Principal

Rhonda Stevens

## Faculty

### *PreK*

Lindsay Riddle

### *Kindergarten*

Juliann Arp

Colleen Lawrence

### *First Grade*

Callie Basham

Michele Boswell

### *Second Grade*

Lucy Hayes

Hollee Smith

### *Third Grade*

Anthony Ness

Erin Wallace

### *Fourth Grade*

Jan Logan

Judie Vinke

### *Fifth Grade*

Angela Elder

Annette Johnson

## Support Staff

### *Bookkeeper/Secretary*

Windy Douma

### *Custodians*

Chris VanWormer

Daniel Morrison

### *Assistant*

Kim Waldow

### *Educational Assistants*

Christina Grammer

Madison McCurry

### *PreK Assistant*

Tammy Hall

### *SpEd Assistants*

Susan Clements

Amy Jefferson

### *Food Service Manager*

Jane Neal

### *Food Service*

Teresa Matthews

Sonja Sutton

### *Nurse*

Kim Buchanan

### *SRO*

JJ Sanders

## Special Classes

### *Fine Arts/Discovery*

Kathryn Welch

### *Student Advocate*

Kim Foster

### *Resource/SpEd*

Holly Monahan

### *Physical Education*

Aly Barfield

### *Library*

Lynde Davis

### *Speech*

Madalyn Edde

## 2024 - 2025 BROADVIEW PARENT ORGANIZATION OFFICERS (BPO)

President - Claire Getty  
Vice President - Faith Wine

Secretary - Amber Heath  
Treasurer - Victoria Woodyard

## **ACADEMICS**

### **Homework Folders/Agendas**

Parents, please check your child's folder/agenda each night. Grades K-2 send home folders. Grades 3 - 5 send home agendas.

### **Report Cards**

Report cards will be sent home each nine weeks. Please take time to look over your child's report card carefully. Please sign and return it promptly.

### **Honor Roll**

1st Honor Roll – All A's and no "U"s

2nd Honor Roll – A's, no more than 2 B's

## **ATTENDANCE**

Student success in school is directly tied to attendance. Please help your child develop a commitment to arrive on time and have excellent attendance. Children arriving at school after 8:00 a.m. must be signed in at the office by a parent/guardian stating a reason for the tardiness. Schools are required to maintain records of all student absences, including any reasons for the absences or tardiness.

The state of Tennessee has many laws which deal with education and school attendance. The law states that every Parent(s)/Guardian(s) having custody of a child or children between six and seventeen years of age shall cause such child or children to attend public or private day school and, in the event of failure to do so, shall be subject to penalties.

Tennessee Code Annotated 49-6-3007 states that the Parent(s)/Guardian(s) of K-12 children, who are absent more than five days during any school year without adequate excuse, may appear in court and receive consequences at the discretion of the judge. The law states five or more unexcused absences must be reported to the attendance office. All checkouts and tardies are considered absences and require excuses. For an absence to be excused, a parent must call the school office at 967-0132 the day of absence and send a note to school (within three days of the absence) stating an excusable reason for the absence.

### **Excused Absences**

1. Personal illness
2. Illness of immediate family member, to include mother, father, brother, sister
3. Death in family
4. Extreme weather conditions
5. Religious observations
6. Circumstances, which in the judgment of the principal, create emergencies over which the student has no control

### **Unexcused Absences**

Any absence not in the above mentioned list will be unexcused.

Consecutive absences of three (3) days or more may require a doctor's excuse. When a student accumulates five (5) unexcused absences, the Parent(s)/Guardian(s) shall be notified in writing. A new notice shall be sent after each successive accumulation of five (5) unexcused absences.

Please try to schedule medical and dental appointments after school when possible. If your child must be out of school due to illness, please call the office before 9:00 a.m. to let them know. You will always receive a call from the district's automated system any time your child is absent. **Upon notification to the teacher by a parent or guardian, make up work may be picked up at 3:00 p.m. in the office. Make up work will be due within 3 days upon returning to school.** For extended illness there are homebound teachers available to work with your child.

Please do not plan to take your child out of school for a trip unless it is absolutely necessary. The principal must approve the absence **prior** to the trip before it may be counted as excused. Please try to arrange vacations at times which do not conflict with school days. **If a student is traveling, no assignments will be provided by teachers prior to the trip. However, homework assignments are posted daily on classroom websites.**

If you need to check your child out, you must come into the building and sign them out. A staff member will call your child from his/her classroom to meet you in the office. Parents are not permitted to go into the classroom to get their child. Please send a note to the teacher if you plan to check your child out during the day and the name of the person who will pick the child up. If you do not send a note and anyone other than the parent or the person(s) listed on the emergency form comes to pick your child up, you must call the school and tell us who that person is. For safety reasons, we will ask to see the person's driver's license.

## **ARRIVAL/DISMISSAL**

**SUPERVISION IS NOT PROVIDED FOR STUDENTS ON SCHOOL GROUNDS BEFORE 7:00 a.m. OR AFTER 3:30 p.m.**

### **The Beginning of School Day**

Students enter the gym area at 7:00 a.m. and will remain there until 7:45 a.m. The teacher on duty will send students to the cafeteria to eat breakfast during that time. If your child is going to eat breakfast he/she needs to be at school by 7:45 in order to finish and be in class by 8:00 am.

Our goal is for students to feel safe and independent in going to their classrooms. At NO time may anyone other than students/staff enter the building through the gym doors. **For safety reasons, parents/guardians may not accompany their children to the classrooms.**

Work begins at 8:00 a.m. If your child is on time, his/her day goes much smoother. Tardiness causes your child to be at a disadvantage as valuable academic instruction has been missed. Mornings are a very busy time for the teachers and not a good time for a conference. They need to get lunch count, take attendance, and get students prepared to start the school day. Please feel free to call or email to set up a time to talk with your child's teacher. Email addresses can be found on our web page.

If you have questions about arrival procedures, please don't hesitate to ask. Broadview Elementary School strives to create a friendly, safe and secure environment for our students, families, faculty, and staff. We encourage and welcome your participation in your child's education. Parent involvement is needed for students to be successful!

### **Early Release Wednesdays**

Students will begin each day at 8:00 a.m. Every Wednesday, students will be released from school at 2:30 p.m. All students need to be picked up by 3:00 p.m. Should an emergency arise and you cannot pick your child up on time, please call the office.

### **Afternoon Dismissal**

All students will be dismissed from the classroom to go to the gym when their name is called. Parents/Guardians will be given a tag stamped with the principal's name (WHICH MUST HANG ON THE

REAR-VIEW MIRROR). A staff person will be at the entrance of the school each afternoon and will call your child's name to alert them of your arrival. Your child will be lined up in the order that their name is called.

Having your tag hanging on the mirror serves as a safety precaution. After your child is in the car, you will remove this tag so the staff on traffic duty will know that your child is safe in the car with you. You must have a tag made by the school. Each student/family is provided 2 car tags at orientation. Please let the your child's teacher know if you need additional tags. They will be provided to you for a cost of \$1.00 each. Students will not be released to anyone without an original tag. By following these rules, we will be able to dismiss our students in a safe and orderly manner.

To avoid confusion for your child, please make sure that your child knows how he/she is to get home. If you are going to change your child's plan, (unless it is an emergency) please call the office BEFORE 2:30 pm.

Please make it a habit to pick your child up in the car pick up line rather than coming into the office and checking them out at the end of the day. Students will not be allowed to check out in the office after 2:30 p.m. The end of the day is very busy and for the safety of all our students and staff, we ask that parents wait the few extra minutes it will take to pick students up in line.

Parking is a real issue at Broadview. If you need to check your child in/out during the school day, please park in a parking spot and walk to the door. Do **NOT** park at the door as this hinders traffic.

**Traffic at the front of the school will be limited to Pre-K pickup ONLY starting at 2:15 (1:45 on Wednesdays).**

## **BEHAVIOR and DISCIPLINE**

At Broadview, we expect exemplary behavior from all our students. Students who make good choices will be recognized/rewarded accordingly:

### **Positive Recognition**

Positive recognition will encourage students to use appropriate behavior, increase student self-esteem, and provide a safe and productive environment. Deserving students will receive from their teacher and/or principal praise, awards, special day activities and positive phone calls or notes to parents. Good behavior will be rewarded with gold slips that will be placed in a box in the office. Each classroom teacher will recognize students who deserve recognition for following rules. Each Friday afternoon, a "gold-slip" drawing will be held with prizes and treats awarded.

Broadview strives to provide a mutually respectful environment for both students and teachers. Inappropriate communication and actions such as profanity, dishonesty, disorderly conduct, bullying behaviors, and disregard for authority will not be tolerated. We want all students to feel safe and enjoy school to the fullest extent; therefore, the behavior of a student will not be allowed to interfere with the right of other students to learn or teachers to teach. If a student chooses to misbehave, immediate consequences will be issued.

**Broadview EAGLES show PRIDE by Promoting Respect, Integrity, Discipline, and Excellence**

### **Class Rules**

1. Follow all directions the first time given.
2. Keep hands, feet, and other objects to yourself.



3. Raise your hand and get permission to speak.
4. Use acceptable school language and actions.
5. Bring homework and necessary supplies to school.
6. Stay on task.

### **Consequences**

E = Warning	P = Separation(parent call)
A = 5 Min. Walk	R = 20 Min. Walk
G = 10 Min. Walk	II = 25 Min. Walk
L = 15 Min. Walk	D = 30 Min. Walk
E = 20 Min. Walk	E = Office Referral

If a student reaches "E" in PRIDE within the week, it will result in a referral to the principal Severe Clause = Principal referral; bypass regular consequences (i.e. threat or fight).

It is our hope that the home and the school work together to resolve any behavior issues. However:

- If a student refuses to accept a punishment or if a parent refuses to accept the consequences noted above, then the student will be suspended.
- In cases of extreme misbehavior, steps may be skipped resulting in an automatic Principal Referral. Parents may be called immediately to pick up their child for the remainder of the day or may be suspended from school the following day(s).

### **BPO**

Broadview Elementary School has an active and supportive Parent Organization which promotes parent involvement in the school. The BPO is an important asset to our school. Parents, guardians, grandparents, teachers and community members are strongly encouraged to attend our meetings and become a part of the BPO.

### **BUS POLICY**

Disruption on the bus will be reported to the principal by the bus driver. After the principal discusses the disruption with the bus driver and the student, the principal is the one responsible for disciplining the student. The penalty for disruption on a school bus will be at the discretion of the principal and the penalty may include a three to ten day suspension or expulsion from riding the bus. The bus driver can make recommendations to the principal.

### **CAFETERIA**

Breakfast and lunch are served each day in the school cafeteria. Students may bring lunch from home or purchase lunch from the cafeteria. Students who have food allergies are required to submit a Diet Prescription from his/her doctor. Milk and water are available for purchase to students who bring their lunch and for those who want extra. Every student has their own lunchroom account and will be allowed 5 charges. Paying in advance will keep your child's lunchroom charges limited. Failure to pay these charges will result in extracurricular activities being denied to the student.

A la carte items will be priced in the cafeteria and offered to the students. If you do not want your child/children to purchase a la carte items, please notify the cafeteria manager at 962-2320.

Our faculty and staff welcome parents/guardians to have lunch with their children (see visitors pg 14). The cafeteria manager does ask that notification be made in advance. **According to cafeteria guidelines, fast food items (McDonald's, Wendy's, Burger King, etc.) are NOT allowed in the cafeteria.**

Students who bring their lunch from home may only bring water or juice drinks (**soft drinks are NOT allowed**) as long as they are in no-leak, non-breakable containers. These must remain inside the lunch box/bag until lunchtime and must be consumed only during lunchtime in the cafeteria.

While in the cafeteria, students are expected to maintain the same standards of behavior as in other parts of the building. Once seated, students are to remain in their seats except to return trays. Students may not leave the cafeteria without permission until dismissed by their assigned teacher or a cafeteria monitor. Students are asked to return their trays, dispose of their trash, and keep the tables and floor clean. Food and drinks are not to be taken from the cafeteria to the classroom.

### **Behavior Expectations**

1. Enter the cafeteria quietly.
2. Stand in line to get your lunch without talking.
3. Choose items from the lunch menu for your tray.
4. Sit at your designated table.
5. Use good manners.
6. Follow directions given by cafeteria monitors.
7. Use soft voices to talk with others.
8. If the "Yacker Tracker" turns red or lights are turned off, turn your voice off.
9. Stand in line silently while waiting for the teacher.
10. Exit the cafeteria silently when your classroom teacher comes to your class.

### **CELL PHONES**

Per Franklin County Board Policy 6.312, elementary school students are **NOT** permitted to have cell phones, iphone watches, ipads, or any other communication devices at school.

### **CLASS SIZE**

Basic Education Program (BEP) – TCA 49 - 104

Grade Levels	Average	Maximum Class Size
K-3	20	25
4-5	25	30

### **CLASS PLACEMENT**

The principal makes the final decision about students' classroom placements. Equality, accountability, and professional judgments are major considerations in placing students in the best learning environment possible. We also address several academic and social factors in the educational environment and instructional program. Our bottom-line goal is to provide a balanced academic classroom, not a social setting.

### **CONCERNS/COMMUNICATION**

We believe that communication between school and home is essential. We welcome and encourage you to reach out with any questions/concerns to your child's teacher or student advocate, depending on the concern, first. If the issue is not resolved, please contact the school principal to discuss your concerns or questions further.

## **DRESS CODE**

Students must dress and groom themselves in compliance with the Franklin County Board of Education Dress Code 6.3101. Neatness is strongly encouraged. Behavior patterns are often affected by what is worn. Any extreme dress or hair color (blue, pink, green, yellow, orange, striped, etc.) disrupts the learning environment. Any student who violates the dress code by clothing or hair color will have their parent/guardian called to bring him/her a change of clothing or to take that student home.

## **EAGLE PRIDE**

Promoting **R**espect, **I**ntegrity, **D**iscipline, and **E**xcellence

As a Broadview Eagle, I will show my Eagle Pride by promoting:

**Respect** -- when I treat others the way I want to be treated;

**Integrity** -- when I am honest and sincere;

**Discipline** -- when I follow acceptable rules of behavior; and

**Excellence** -- when I do my best on every task.

## **EMERGENCY INFORMATION**

In cases of early dismissal, illnesses, or other emergencies, each student is required to have on file in the office the following information:

1. A complete up-to-date address—NOT a P.O. Box
2. Home phone number and/or cell phone number
3. A parent's work phone number or cell phone number
4. An emergency phone number of a relative or friend
5. Medical alert information
6. Names of authorized persons who may pick up your child
7. Inclement weather sheet on file with their teacher

## **EXTENDED SCHOOL PROGRAM (ESP)**

The Broadview Elementary Extended School Program is available to students for a fee from 3:15 - 6:00 daily. Check the county and school websites for further information or contact Patty Priest at 967-0626.

## **FIELD TRIPS**

Field trips are part of the learning experience at Broadview Elementary School. Students must have written permission from a parent/guardian to participate in any field trips. Please note that for students to be eligible for special events or field trips, all lunch charges, library fees, picture money, ESP, or other fees owed to the school, must be paid in full before the date of the event. Please remember field trips are for students only and not for family-oriented outings.

## **HOMEWORK**

Homework is expected to be designed to improve learning, to aid in the mastery of skills, to stimulate interest on the part of the student, and to function as a viable extension of class work. The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library. Homework should require the use of those materials only when the student has had instruction in such use. Teachers post homework assignments daily on the classroom websites.

The United States Department of Education recommends the following guidelines for the amount of time students should spend on homework each night. Please communicate with your child's teacher if it routinely takes them longer to complete assignments.

- Grade K – 5-15 minutes
- Grade 1 – 10-20 minutes
- Grade 2 – 20-30 minutes
- Grade 3 – 30-40 minutes
- Grade 4 – 40-50 minutes
- Grade 5 – 50-60 minutes

## **ILLNESS**

Nurse Kim will evaluate minor illnesses, bumps and bruises. She will call you if your child is too ill to remain in school and sometimes just to keep you informed. Her direct line is **967-3123**. It is important for your child to be at school regularly, but it is equally important to keep your child at home when he or she has a fever or is contagious.

**DO NOT SEND MEDICATION WITH A STUDENT!** If a student must take medication at school, the following procedure must be observed:

- Parents/guardians must provide a written statement authorizing the administration of the medicine at school.
- Parents must fill out a Permission to Administer Medication form to be kept in the school office.
- Parents **MUST** bring in the medication to be administered and speak with our school nurse.
- All medication shall be brought to school in a container which is appropriately labeled by the pharmacy or doctor including the date of the prescription.
- Medicine should be sent for a week at a time and picked up at the end of each week.
- At the end of the school year, all remaining medication will be discarded if it remains in the office.
- Students may not keep medication of any type in their possession.

## **INCLEMENT WEATHER**

If snow, ice, or any other inclement weather conditions occur during the school day, tune in to a local television or radio station for information on school closing or early dismissal. You should also be contacted by the Franklin County School Messenger Call System with a notification. Procedures for early dismissal will be the same as a normal school day.

## **LIBRARY**

Students at Broadview Elementary School may check out books for pleasure and conduct research on topics of study based on classroom instruction. Students are scheduled to go to the library routinely to check out books and participate in a curriculum which supports classroom instruction. All students are responsible for library books checked out in their name. Current book prices will be charged for lost or damaged books. Any questions about library policies and programs may be directed to Mrs. Davis.

## **LOST/FOUND**

Please label your child's belongings before they enter school. This helps make it possible to return these items to them if they are lost. This includes lunch boxes, coats, sweaters, sweatshirts, notebooks, backpacks, etc. If your

child is missing items, please have them check the lost and found located just inside the gym door where they exit for pickup each day. Quarterly, unclaimed clothes will be donated to a local charity. The school is not responsible for lost or stolen items.

## **MAKE-UP WORK**

It is very difficult for a student to catch up on work missed because of chronic absenteeism or early check-out. All missed work due to absenteeism should be made up within three (3) days of last absence. In some cases of an extended absence, an exception **may** be given by the principal when requested in advance. **If a student is traveling, no assignments will be provided prior to the trip. However, homework assignments are posted daily on classroom websites.**

## **PARENT/TEACHER CONFERENCES**

Communication is an essential key to a child's success in education. Therefore, your attendance at parent/teacher conferences is expected. Parent Teacher Conferences are scheduled twice each year with additional conferences being held at the request of a parent/guardian or teacher request. Parents and teachers are encouraged to conference as needed to discuss the progress or needs of any child.

## **PARTIES**

Parties are limited to: Halloween, Christmas, Valentine's Day, and Easter. Parents are encouraged to recognize birthdays outside of school. However, a small treat (cupcakes or cookies) may be sent to school. The teacher will choose the best time for distribution of the treats. Please do not send flowers or balloons to students at school. Party invitations may be distributed at school **ONLY** if every child in the classroom is receiving one.

## **PERSONAL PROPERTY**

Broadview is not responsible for lost or stolen items. Please do not allow your child to bring things of value or toys, games, cards, etc. which often cause distractions and/or disruptions.

## **SAFETY DRILLS**

Safety drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. There will be a previously practiced evaluation plan posted in each school room.

In the event of an emergency, students will not be allowed to check out and no unauthorized person will be allowed to enter the building. This is found in Board policy 3.21 and also in the Code of Behavior and Discipline, Article 3.11.

## **SCHOOL PROPERTY**

We are privileged to occupy a clean, welcoming school building. Everyone is asked to cooperate in helping to keep our building and grounds free from damage and litter. Only through careful use and continued awareness on the part of all can our facility be preserved in its present condition for future students. Should students intentionally mark or damage property or equipment, in any way, parents will be responsible for paying for all damages.

## **TEXTBOOKS/ CHROMEBOOKS**

Textbooks and chromebooks are loaned to students without charge. These supplies are the property of the Franklin County Board of Education. Costs of damages and/or loss must be paid by parents/guardians.

## **VISITORS**

Special invitations will be extended to parents on certain occasions for programs and assemblies. **To ensure safety, unscheduled visits to classrooms will not be permitted.** All visitors are required to sign in at the office to receive a visitor badge. Have your license ready to be checked through the Raptor system.

## **VISITORS AT LUNCH**

Parents and/or visitors with parent permission may eat lunch with students. However, in order for our cafeteria staff to prepare for your visit, please notify your child's teacher or the cafeteria on the morning you plan to eat with us. When visiting for lunch, parents will sign in at the office and wait in the hallway until their child comes to get them. Adult meals may not be deducted from your child's account. **COMMERCIAL RESTAURANT FOOD OR CARBONATED BEVERAGES ARE NOT ALLOWED IN THE CAFETERIA/SCHOOL.** When a student has an adult visitor, he/she may invite **one** friend to join them for lunch and must sit at tables designated for visitors.

## **WEEKLY REPORT**

We strive to communicate regularly with parents. Broadview students receive weekly progress reports. Please look for these reports as they will keep you informed on how your child is performing in school. They also provide vital communication between home and school. Please do your part by reading the report, signing it, and returning it to school. Parents should also check agendas/folders daily for timely feedback from teachers.

## **HANDBOOK DISCLAIMER**

This handbook is in addition to all federal, state, and local codes, laws, and policies. It is not an exclusive document. The administration and faculty of Broadview and the Franklin County School System retain complete discretion to take any action that ensures a positive and productive school within the guidelines of the aforementioned codes, laws, and policies. It is the policy of the Franklin County School System not to discriminate based on race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964; the Equal Pay Act of 1973; Title IX (1972 Educational Amendments); Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act. Inquiries regarding compliance with Title IX and inquiries regarding Section 504 or the Americans with Disabilities Act should be directed to Human Resource (937-967-0626).

This handbook intends to make every effort to inform parents, guardians, and students of the expectations of Broadview School which are in place to protect our students as well as the integrity of instruction time. The policies and procedures follow the guidelines set forth by the Franklin County Board of Education. If you have any questions or comments, please feel free to contact the principal, Rhonda Stevens at rhonda.stevens@fcstn.net or 931-967-0132.