

Student Handbook

Pleasant Hill Elementary School

486 East Main Street

(931) 277-3677 phone

(931) 277-3880 fax



2023-2024

Bee a... *HORNET!*

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 2023-2024 school year.

Our 2023-2024 School Theme is "*Bee... a HORNET!*"

Sincerely,

Ms Tracie Buckner, Principal

Mrs. Cristyn Diana, 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)

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: Ms. Tracie Buckner bucknert1@ccschools.k12tn.net

Assistant Principal: Cristyn Diana cdiana@ccschools.k12tn.net

General Information

Grade Levels: Pre-K through Eighth

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

School Website Address: <http://phs.ccschools.k12tn.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: Thomas Henderson

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. Kindergarten students will be provided with a school handbook, separate from the agenda.

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 Kelli Hill (hillk8@ccschools.k12tn.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.**
- 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.
- *Please note: When a student is consistently picked up late, the Sheriff's Department may be called.*

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 until dismissed to their teacher.

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. Normally, all make-up work must be made up in a period of no less than three (3) school days (after returning to school) nor greater than the number of days missed, if more than three. If this work is not completed within the time limits, the student may receive a zero (0). Make-up work may be obtained upon the return of a student(s) from previously

planned days of absence. Students who are ill may complete make-up work upon their return to school. Parents may call to pick work up at the end of the day so as not to interrupt class time and to give teachers 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;
2. Illness of immediate family member;
3. Death in the family; funeral notice
4. Extreme weather conditions;
5. Religious observances;
6. College visits;
7. Pregnancy;
8. School Sponsored or school endorsed activities;
9. Summons, subpoena, or court order; or
10. Circumstances which in the judgment of the principal create emergencies over which the student has no control.
11. Other absences as pre-approved by the principal, based on appropriate documentation at least ten (10) school days prior to day(s) to be missed. This does not include personal family vacations.

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

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

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

The Principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified.

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 tuancy intervention framework outlined below:

Tier I

Tier II

Tier III

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

Military Service of a Parent/Guardian

School principals shall provide students with 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.

Exam Exemptions

“A” average and a maximum of 3 days excused absence “B” average and a maximum of 2 days excused absence “C” average and a maximum of 1 day excused absence.

Students with any unexcused absences are ineligible for exam exemptions.

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

- 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.
- Set up an attendance contract with student and parents to be signed by all including the attendance representative.
- Contract must include: Attendance policy, effective dates (90 days), and penalties for additional absences.
- 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.
- After the 4th unexcused absence, an individualized assessment by a school counselor will be conducted to determine why the student has been absent from school. This may result in referral to counseling, community-based services, or other services to address the student’s attendance problems.
- Parents will be required to have a meeting with the school counselor, teacher(s), and attendance representative.
- After the 5th unexcused absence, the student will be referred to Truancy Court.
- Failure to attend Truancy Court and/or additional unexcused absences, the student will be cited to Juvenile Court.
- The Court will be provided a report of all interventions that have been provided to support this student.

STATE-MANDATED TESTS/END OF COURSE EXAMS

Students who are absent the day of the scheduled End of Course Exams must present a signed doctor’s excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take the make-up exam developed by the teacher that will count 15% of their grade (or) Excused students will receive an incomplete in the course until they have taken the End of Course Exam

Students who have an unexcused absence shall receive a failing grade on the course exam which shall be averaged into their final grade at 15%.

Credit/Promotion Denial

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

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

Driver's License Revocation

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects to their equivalency at the conclusion of a subsequent grading period.

Attendance Hearing

Students with excused (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 of 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 excessive unexcused absences. The notification shall advise parents/ guardians of their right to appeal such action within two (2) school days to the director of schools/designee. The appeal shall be heard no later than ten (10) school days after the request for appeal is received. The principal shall be responsible for notifying, in writing, the director of schools and the parents of the student of any action taken by the school. Any administrative decision regarding attendance may be appealed initially to the director of schools and ultimately to the Board. The appeal shall be made in writing to the director of schools and within five (5) days following the action or the report of the action, whichever is later.

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

Student Equal Access/School Sponsored Events BOE Policy 4.802

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

- 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.

Lockers

Each 5th-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 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	Choir	Band	Student Council (5 th -8 th)

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.

Cell Phones: Policy Ref. 6.312

A student may possess a personal communication device such as a cell phone, tablet, iPad, or any similar type device, in school, on school property, at after school activities and at school- related functions, provided that **during school hours and on a school bus, the personal communication device remains off and concealed from view.** At no time will any student utilize a personal communication device in an attempt to undermine instructional practices or violate an individual's privacy. This does not restrict the use of communication devices as an instructional tool to be used at the discretion of the teacher. Possession of a personal communication device by a student is a privilege which may be forfeited by any student who fails to abide by the terms of this policy. Violations of this policy may result in disciplinary action against the student and confiscation of the personal communication device. Any student possessing a personal communication device shall assume all responsibility for its care. At no time shall Cumberland County School System be responsible for preventing the theft, loss or damage to personal communication devices brought onto its property. **NOTE: If the device is on and taken by a school employee, it is subject to search (i.e., text messages, pictures, videos, etc).**

Violation of Cell Phone Policy

1st offense - Cell phone will be taken up and parent/guardian will be contacted. Student may claim their phone from the office at the end of the day.

2nd offense - Cell phone will be taken up and student will receive an after school detention; the parent/guardian may pick up the cell phone from school administration.

3rd offense - Cell phone will be taken up and student will receive two days of after-school detention or one day of in-school suspension. The parent/guardian may pick the cell phone up from school administration.

4th offense - Cell phone will be taken up and student will receive three (3) days of after-school detention or two days of in-school suspension. The parent/guardian may pick up the cell phone from school administration. Student will be required to leave their phone in the school office each 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.

Cumberland County Schools Code of Conduct

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

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. 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 suspensions.

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

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

- Clothing or accessories that denote affiliation with any gang associated with criminal activity, or a safety hazard, or a security risk
- Ill-fitting clothing such as saggy/baggy pants or oversized coats, sweaters, sweatshirts, etc
- Pajama-type clothing
- Clothing with holes above mid-thigh
- Clothing/tattoos with suggestive or inappropriate slogans, vulgar captions, or advertisements for tobacco, alcohol, or drug products
- Caps, hats, or headscarves for boys or girls, will not be worn inside buildings •
- Spandex, form-fitting, or body-fitting clothes
- Clothing with revealing necklines

The following rules shall be enforced for all students:

- Any color or style of shoes, with the exception of "heely" or bedroom slipper type shoes, may be worn to school.
- Tops worn with leggings should be no higher than mid-thigh.
- Without leggings, shorts/skirts/dresses will be no higher than mid-thigh
- Slits in skirts/dresses will be no higher than mid-thigh
- Pant legs must not drag flagrantly on the floor
- No tinted glasses/sunglasses are permitted unless prescribed by a doctor
- Large heavy jewelry chains, and any jewelry, that could be deemed dangerous, will not be permitted
- Valuable clothing and jewelry are discouraged

- Shirt and blouse length may not be so short that students raising their elbows to the height of his or her shoulder exposes midriff
- Tops, blouses, and shirts must fit and must cover the shoulder so as not to reveal the torso or undergarments
- All trench/duster style coats that fall below the knee are prohibited
- Bib overalls may be worn as long as gulluses and side closures are fastened

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

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

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

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 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.

Zero Tolerance

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

- Possession of a firearm on school property/activity
- Possession/use/sale of drugs on school property/activity •

Battery/Assault on staff member.

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

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

Bullying Policy for Cumberland County BOE 6.304

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, harassment, 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. 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 any 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.

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, 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.

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

Homebound Instructions and Procedures

Homebound placement is instruction provided at home, hospital, or related site to children with disabilities. The purpose of homebound instruction is to provide medically involved students, both long-term and short-term, with a program of academic instruction. Such instruction is provided so that the student's time of confinement need not be a loss of educational experience, nor academic credit. For long-term illnesses, such instruction is made available so that the student may participate in a planned, sequential, educational program designed to meet his/her individual needs at home or in the hospital. The result should be an educational program parallel to the one provided in the school setting. Eligible students are provided instruction parallel to the instructional program currently offered in the typical

classroom situation for his/her age and/or grade level as determined by the homebound teacher, parent, and school personnel. Adjustment in such curriculum and instruction will be made upon the recommendations of the homebound teacher in accordance with the individualized needs of each student. Homebound instruction is one of the most restrictive educational placements for school-age children and is only appropriate when a disabled student's physical or mental condition makes placement with other students prohibitive. Homebound instruction is not to be confused with home schooling. A homebound student is a child who has a medically diagnosed physical or mental disabling condition or health impairment that confines the child to a home or hospital and whose activities are restricted for a minimum of ten (10) consecutive school days.

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 date of doctor's signature on form. Any homebound forms received to schools should be faxed or sent to the Homebound/SPED office the day they are received.
- All forms must be complete and approved by 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.

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 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 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.

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. • After-school tutoring may be available for students who need additional help.

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.

Lice Screenings

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

Medication

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

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

Family Life Curriculum

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

Abstinence is a Positive Choice Consequences of Teen Pregnancy Puberty and Adolescence Aspects of Dating

HIV/AIDS Human Reproduction

Sexual Harassment/Date Rape

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.
- A program or activity funded as part of a 21st Century Community Learning Center that provides before or after school activities must be evaluated to assess its effectiveness. The results of the evaluation(s) are available upon request at the Federal Programs Department at 931-456-8347.

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/>

See Testing Calendar