



Carthage Elementary School

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Mr. David Silcox
Principal

Mr. Zac Cole
Assistant Principal

Stay informed about essential updates by connecting with us on Facebook, as well as through the School website, the Remind App, and Skyward.

PRINCIPAL'S MESSAGE

Dear Parents and Students,

Welcome to Carthage Elementary School (CES)! We are thrilled to present you with your student handbook, a valuable resource filled with our school's rules, policies, and expectations. This handbook is designed to help you navigate a safe, welcoming, and rewarding school year. At CES, we cultivate an environment that encourages hard work, positivity, and cherished memories. We are looking forward to an incredible year ahead with you and your child. If you have any questions or need clarification on anything, please feel free to reach out. Wishing you a fantastic school year!

Warm regards,

David Silcox

Carthage Elementary School Student Handbook

NOTICE

This handbook is designed to be a quick reference guide and to answer the more common questions that have been asked in previous years. For further explanations or questions concerning Board Policy, please feel free to look at the Board Policy manual. It can be found on the Smith County Board of Education's website at www.smithcoedu.com. Your student will also receive a packet at the beginning of the school year, which may contain further explanations of some policies, and there may be updates that were made after this agenda was printed.

THE SMITH COUNTY BOARD OF EDUCATION IS CONTINUALLY UPDATING POLICIES. PLEASE REFER TO THE WEBSITE FOR THE MOST RECENT VERSION AT www.smithcoedu.com. EACH SCHOOL KEEPS AN UPDATED COPY IN THE OFFICE.

MISSION

It is the mission of Carthage Elementary School to provide an environment where academics are emphasized, where children are encouraged to excel and perform at their maximum potential, and to provide an environment where each child is treated with love and respect.

BELIEFS

- Each student is entitled to an excellent education that meets his or her individual needs.
- Dynamic and supportive partnerships among students, parents, educators, and the community are critical to meet student needs and provide enriching experiences.
- Effective educators are essential to student success.
- Families play a fundamental role in their children's education.
- High expectations inspire high performance.
- Everyone thrives in a vibrant, healthful, safe, enriching, and respectful environment.
- Our diversity is a strength that creates resilient, open, and innovative global citizens.
- Quality early childhood education is crucial to school readiness and future success.
- Literacy is an essential life skill, and reading proficiency by third grade is critical for the academic success of all students.
- A well-rounded education enables students to lead productive, fulfilling, creative, and culturally rich lives.
- An educated citizenry enhances everyone's quality of life, improves our economy, and sustains our system of self-governance.
- A successful education system develops students who are effective communicators; collaborators; creative critical thinkers; global and ethical citizens; and goal-directed, resilient learners.

SCHOOL HOURS

School hours are from 8:00 a.m. until 3:00 p.m. each day. Students should arrive at school and be ready for class no later than 7:55 a.m. Students should not arrive earlier than 7:20 a.m. or remain on campus later than 3:15 p.m. unless they are participating in a supervised activity.

CHANGE IN STUDENT INFORMATION

It is imperative that the school office be notified immediately of a change of address, home or office telephone number, or of a change in emergency information during the academic school year. **ALL STUDENTS MUST HAVE EMERGENCY INFORMATION – INCLUDING AN EMERGENCY PHONE NUMBER – ON FILE IN THE OFFICE AT ALL TIMES.**

Transportation arrangements must be current as well. Messages for changes in transportation arrangements must be made in person or in writing. Your child should know his or her transportation plans for the afternoon when they arrive at school. Please do not call the school to make changes in transportation plans. Calls should be made in an emergency only. This is confusing to both your child and their teacher. Please do not call after 2:00 p.m. **Without a note, your child will follow the normal transportation plans.**

RESIDENCY REQUIREMENTS

All students attending CES are required to be a resident of Smith County. Proof of residency is required. The Smith County Board of Education policy states the following, "Smith County has a closed policy on out-of-county students. No student residing in another county will be permitted to attend Smith County Schools unless they were enrolled on or before September 14, 1993."

ATTENDANCE

General

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 or 504 Plan and shall be considered present for school attendance purposes. 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 parent(s)/guardian(s) 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. The director of schools/designee shall develop appropriate administrative procedures to implement this policy.

A parent note or doctor's note is required for the absence to be excused.

Progressive Truancy Intervention Plan

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

Tier I

1. After 3 unexcused absences the student and the student's parent/guardian will be required to meet with the principal or designee;
2. An attendance contract, based on the conference, signed by the student, the parent/guardian, and school official. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student;
 - b. The contract shall be effective for the remainder of the current school year.
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.

Tier II

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subject to Tier II.

After 4 unexcused absences, a school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

After the fifth unexcused absence the student will be referred to the Truancy Board.

Failure to attend Truancy Board or the accumulation of any additional unexcused student absences will result in a petition in juvenile court.

Tardy

Students are considered tardy when they arrive at school after 8:00 am or leave before 3:00pm. A parent note or doctor's note is required for the tardy to be excused.

PERMANENT RECORDS

According to the Family Rights and Privacy Act of 1974, the parent/guardian or student age 18 or over is permitted to inspect and review educational records relating to the student.

CHECK-OUT PROCEDURES/EARLY DISMISSAL OF STUDENTS

In any check-out situation, the authorized person must report to the office and sign that student out of school. Authorized persons are not to go into the student's classroom to get him/her. Teachers will not release students from their classrooms unless they are authorized to do so by the office. In case of court orders of custody of a child, a copy of the court order should be on file in the school office. Children will be released to authorized persons only.

Parents are requested to arrange medical, dental, and other appointments for their children outside school hours. Any dismissal before 2:40 p.m. must be requested with a note. The note must be given to the classroom teacher who will send it to the office. The note should be dated, give a valid reason for the dismissal, specify the time of departure, indicate a phone number where the parent can be reached during the day, and be signed by a parent/guardian.

DAILY PROCEDURES FOR ARRIVALS/DISMISSALS AT SCHOOL

Students arriving by car should not arrive before 7:20 a.m. No car should ever be in the bus loading/unloading area (unless authorized by the Smith County Board of Education). Cars should be lined up in the front entrance area to wait for students to be dismissed.

If a student is going to ride a bus other than his/her usual bus, the student needs to bring a note that lets the bus driver and principal know the name and address of the residence to which the student is going, along with the date and bus number.

If a student is changing their normal transportation, the student needs to bring a note letting the teacher and the principal know the name of the person picking up, the date, and a parent signature.

TRAFFIC SAFETY/ARRIVAL AND DISMISSAL

Please help us to prevent the risk of serious injury by carefully adhering to all rules of traffic safety:

ALL students should be dropped off and picked up in the school parking lot only. Please do not put your child into a hazardous situation by dropping him/her off in an unauthorized or unsupervised area. This rule is only intended to prevent serious injury and to ensure the **safety of all students**. **Children should not arrive earlier than 7:20 a.m. or remain on the campus later than 3:05 p.m. unless they are participating in a supervised activity.**

Parents should circle around the drive to pick up students in the afternoon. Please show your colored car rider sign to the faculty member calling student names. Please do not get out of your car to pick up your child. No children will be released to parents walking up to the porch. You will be asked to check your child out through the office if you walk up to the porch or do not have your car rider sign. This procedure ensures that authorized persons only pick up your child.

Do not stop to drop off or pick up a child until you have driven to the far end of the drop-off and pick-up area behind the car ahead of you. **EXTENDED PARKING ALONG THE CURB IS PROHIBITED**. The spaces along the curbside must be left available for dropping off and picking up children and for emergency situations. Please have your child ready to exit the vehicle as soon as you stop at the appropriate place.

The area at the north end of the building is for buses and authorized vehicles only. It is unsafe for other cars to enter this area.

Children are not permitted to cross the front parking lot unless accompanied by an adult. Acknowledge and obey the school traffic volunteers. **ALL PEDESTRIANS IN THE PARKING LOT SHOULD CROSS IN THE DESIGNATED CROSSWALK.**

PLEASE NOTE: Unfortunately, there are times when domestic situations arise between parents and/or families where there are people that cannot pick up a child. Anyone picking up a child must be listed in the office. If the staff does not know you, you will be required to show identification. Please understand that if serious issues are taking place and we feel that your child's safety is a concern, you will be asked to come into the office during car riders to check out your child. The traffic line moves quickly and we do not want to make a wrong decision as to who is allowed to pick up a child.

PHONE USE

School phones are for emergency use only. Emergency calls do NOT include forgotten lunch money, forgotten items, permission to stay after school, or permission to go home with another student. Teachers, students and parents are expected to arrange for after-school activities or to cancel after-school activities in advance-not the day of the activity. If a student must call home due to illness, school personnel will make the call to the parents. Students cannot be called to the telephone. Only urgent messages will be delivered.

AUTOMATED PHONE CALLS

Your child's school may use automated phone calls for student absences, important school announcements, school closings due to weather, and emergencies. If you do not wish to receive the automated phone calls, please notify your child's school or sign in on your parent portal. Phone call alerts can be changed or updated on the Skylert tab.

SKYWARD PARENTAL ACCESS

The parent portal is available to all parents. Student contact information and attendance can be viewed on all students. Automated phone calls and other contact information can be changed or updated on the Skylert tab. Please contact your child's school for your parent portal access.

STUDENT WITHDRAWALS/TRANSFERS

Please notify us immediately if your child is withdrawing from Carthage Elementary. The new school will contact us regarding the transfer of records. *No records will be released until all fees are paid and books including those borrowed from the library are returned.* Your child will be counted as absent until we receive a request for records from the new school.

INCLEMENT WEATHER

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent /guardian's responsibility to monitor news reports via television and radio stations. Announcements are normally broadcast between 5:30 a.m. and 6:30 a.m. The following local radio stations will announce school closures: 104.1 FM and 1350 AM. Alerts will also go out on Remind, Facebook, and DoJo.

Students may also watch the TV for information concerning the closing of school. The TV stations will be notified as soon as possible. TV stations that normally broadcast Smith County School closing include channels 2, 4, and 5.

If school begins late because of inclement weather, children, faculty, and staff members should not arrive at the school any earlier than 15 minutes before the starting hour. (I.e. if school begins at 10:00 a.m., children should arrive no earlier than 9:45.)

Weather in Tennessee is often unpredictable. Please discuss alternate transportation plans with your child in case of an early dismissal.

VISITOR POLICY

Parents and visitors are welcome at Carthage Elementary School. All visitors, substitutes, and parents must enter through the front entrance, sign in at the office and obtain a visitor's pass.

SURVEILLANCE/SCHOOL VISITORS

CES is equipped with video surveillance cameras inside and out for the safety of each student.

All visitors to the school must report to the office before going to any room. Visitors must sign in and a visitor's badge must be worn in the building. This policy is for the safety of students, faculty, and staff at Carthage Elementary School. If you are planning to be at the school for an extended period of time, please park on the street rather than in front of the school.

TOBACCO USAGE

CES has a smoke free campus. Tobacco products are not allowed on campus. Please note that no smoking is allowed within fifty feet of the school building.

PARENT-TEACHER CONFERENCES

One conference is scheduled with the students' teachers during the school year. The conference will be one day in the fall. Parents will be asked to attend the following date: Thursday, October 11. We encourage you to request a conference with your child's teacher if one is needed at other times during the school year. It is very important that you know what is going on with your child at school. Please schedule all conferences by calling the school office. At this time, the secretary or one of the administrators will assist you in arranging a conference with your child's teacher. **NO PARENT-TEACHER CONFERENCES – NO MATTER HOW BRIEF – SHOULD TAKE PLACE DURING THE SCHOOL DAY.**

SAFETY DRILLS

Fire, tornado, "lock down", and other safety drills will be practiced at various times during the year.

STUDENT PERFORMANCE AND EVALUATIONS POLICY

Report cards will be sent home at the end of each nine (9) weeks. This is a means of informing parents/guardians of the student's progress, or lack of progress, in each subject.

Final examinations will not be given in grades K-4.

RETENTION

In cases where progress is not evident because of factors beyond the control of the school, students may be retained. Students will be retained only when it is in their best interests as determined by the teacher and principal. No child shall be retained in the same grade more than 2 years in grade K-8.

MAKE-UP WORK

Arrangements for make-up work (excused absences only) must be made by the student immediately upon the student's return to school. All make-up work will be completed within 3 days of the student's return to school. If a student fails to complete the make-up work in the time required, a zero will be earned for the make-up work unless an excused absence for that time is presented. Students with an excused absence may then request another time for make-up work. The above arrangements will be made so that class time is not taken from other students. A student will not be allowed to make-up their work for unexcused absences and a zero will be given for assignments on the day of the absence. Suspended days are unexcused absences and no make-up work will be given.

HOMEWORK HOTLINE

Homework is assigned to all students. The Homework Hotline is designed to provide students with free help on assignments after school hours. Students may reach this hotline by dialing 615-298-6636 or 1-888-868-5777. The Homework Hotline is available Monday through Thursday 4:00 p.m. to 8:00 p.m.

GRADING SCALE

100-90	A
80-89	B
70-79	C
60-69	D
0-59	F

PARENT TEXTBOOK/LIBRARY BOOK AGREEMENT

Textbooks are the property of the Smith County Board of Education and shall be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school. Books that are lost or damaged, including library books, to the extent that it is no longer usable or maliciously vandalized, must be paid for at 100% replacement costs. Failure to pay for the book(s) will result in the following: 1. Refusal to issue any additional textbooks until restitution is made; and 2. Withholding all grades, diplomas, report cards, or transcripts until restitution is made.

PHYSICAL EDUCATION

Physical Education is an integral part of the instructional program and is required as part of the state curriculum. All students will be required to participate regularly unless a doctor's excuse is presented. If your child cannot participate on a particular day, please send a signed note to the physical education teacher. Students will be allowed one (1) parent note per nine (9) weeks for an excuse from class participation. After that time, a doctor's statement is required. For unexcused class participation, the teacher will refer to the Student Code of Conduct for discipline. To ensure the safety of your child and others, appropriate footwear is required for physical education. Students who do not arrive for physical education wearing proper footwear may be assigned written work as an alternative to participating in the day's activities.

DRESS CODE

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school. More specific guidelines appropriate for each level of school (elementary, middle, junior high and senior high) may be developed. Principals, faculty members and students shall be involved in the development of each appropriate set of guidelines. When a student is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action, which may include suspension. Tennessee law prohibits students from wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment. Violations of individual dress code policies shall be subject to disciplinary action under the Student Code of Conduct.

Students wearing articles of clothing or accessories that are not permitted will be sent to the office. Parents will be called to bring replacement clothing. The unacceptable article of clothing will be returned to the student's parents. Continued disregard of the dress code will result in further disciplinary action.

- Offensive language or lewd pictures (including wrestling pictures) on clothing will not be permitted. The advertisement of alcohol and tobacco is not permitted on clothing. Tank tops (shirts with spaghetti straps) and mesh tops are not allowed unless a sleeved shirt is worn under them. Shirts must come to the waistline (to the belt). Clothing that exposes bare midriff is not allowed. Shirts that are not tucked in should extend no more than six (6) inches past the waistline. Shirts should be size appropriate for the wearer.
- Visible tattoos, facial piercings, and tongue rings are prohibited.
- The wearing of caps, hats, knit hats, bandanas, and sunglasses in the school building is not permitted for boys or girls.
- Appropriate shoes must be worn at all times. High-heeled shoes are not appropriate for daily school activities. Shoes that might cut, mar, or otherwise damage school property must not be worn. (Skate shoes and cleats will not be allowed.)
- Makeup, facial jewelry, perfumes/colognes, and fingernail polish that disrupt the daily educational process are discouraged. Hair MUST be kept out of the student's eyes. Unnaturally colored hair is prohibited. Hair will NOT be permitted to hang over eyes during the school day. Additionally, extreme hairstyles, such as Mohawks or spiked hair, which draw undue attention are prohibited. Any accessory that is studded, spiked, contains chains, or in any way presents a potential danger or harm to self or others is prohibited. Grills (for teeth) are not permitted.
- Pants with straps, chains, graphics and/or writing on the seat are not permitted
- Pajama pants are not permitted.
- All shirts must be able to be tucked in when the student is seated, or an undershirt must be worn to prevent skin from being exposed.
- Length of shorts must be below fingertips and cover a majority of the thigh.
- Leggings, tights, yoga pants, etc. must have a shirt that comes below fingertips and cover a majority of the thigh.
- Clothing and/or appearance that disrupts the educational process by drawing undesirable attention to the wearer will not be allowed. Students will not dress, groom, wear or use emblems, insignias, badges or other symbols that distract other students, cause disruptions or interfere with the operation of the school. Clothing shall be neat, clean, hemmed and shall not have holes, rips, cuts or frayed edges.
- The wearing of headgear and sunglasses in the school building is not permitted for boys or girls.
- Symbols of alcoholic beverages, tobacco, drugs or drug paraphernalia are prohibited.
- For K-2 students, the ability of the child to play comfortably without revealing undergarments shall determine the appropriate length of shorts and skirts. For students in grades 3 and 4, all skirts and shorts must be as long and longer than the end of the fingers of the student's hand when his/her arm is extended straight down by his/her side. Slits in

skirts must be no higher than two (2) inches above the knee. Spandex and biker shorts are not permitted. Undergarments must not be visible. Excessively revealing clothing is prohibited.

Medication

Prescription Medication: A permission form is required (obtainable from the office) from the parent giving the office permission to assist the child when taking the prescribed drug. The medicine is to be in the original prescription bottle with the directions on the label as prescribed by the doctor.

Over the Counter Medication: School personnel will not administer over-the-counter medications unless requested specifically by the parent or legal guardian. A signed statement from the parent detailing the dosage to be administered, the time(s) for administration and the ailment for which the medication is being dispensed must accompany the request. A permission form for over the counter medication is available from the office. **ALL** medication must be in a new, unopened container and or box and brought in by the parent.

Lice Policy

It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has pediculosis (head lice). A letter will be sent home with the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment. Satisfactory evidence must be submitted to school personnel that the student has been treated for pediculosis (head lice). This evidence may include but not be limited to : (1) proof of treatment with a pediculicide product (head lice shampoo) (2) satisfactory examination by a school health official/principal or designee. Treatment and prevention procedures will be developed by the director of school/school nurse and distributed to all classroom teachers. Any subsequent incidents of head lice for that student during the school year will require submission of satisfactory evidence of treatment for head lice. A student will be expected to have met all requirements for treatment to return to school for head lice.

Student Health Screening

As required by the Tennessee Department of Education, mandated student Health Screening will be conducted in all Smith County Schools annually. Mass data does not include any identifying information. All information is private and confidential. This data analysis is reported to the Tennessee Department of Education and the Tennessee Department of Health. We will be screening to determine if your child has a health risk that needs medical attention and/or might affect his/her classroom work. The Screenings that will be conducted are as follows:

- Vision – Grades Pre-K, K, 2, 4, 6, and 8.
- Hearing – Grades Pre-K, K, 2, 4, 6, and 8.
- Scoliosis – Grade 6 only (optional screening)
- Dental – (optional screening)
- Blood Pressure – Grades K, 2, 4, 6, 8, and High School Wellness Course
- Height and Weight – Grades K, 2, 4, 6, 8, and High School Wellness Course
- Pacer Test, timed event – Grades 4, 6, 8, and High School Wellness Course

Other students that could be screened are those new to the school system and those suspected of having a vision and/or hearing problem by their teacher. These screenings do not qualify as an examination and parents are encouraged to make sure their child has annual medical checkups as well as bi-annual dental checkups.

Epi – Pens –If your child has been prescribed an emergency epinephrine injection for severe allergic reactions, continue to provide their medication to the school. The dose is specific for your child and it is important that they have their own medication available.

Meningococcal disease is a serious bacterial illness. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of the covering of the brain and spinal cord. Meningococcal infections can be treated with drugs such as penicillin. Still, many people who get the disease die from it, and many others are affected for life. This is why preventing the disease through use of meningococcal vaccine is important and is recommended for teens, pre-teens and high risk students. Your doctor or school nurse can give you more vaccine information if you are considering the vaccine. If you have any questions regarding this information, or if you wish for your child to be excluded from any part of the health screenings, please contact the School Nurse and/or Coordinated School Health Nurse at (615) 735-9625 or (615) 735-2083.

BREAKFAST AND LUNCH

– BOTH ARE FREE TO ALL STUDENTS FOR THE 2024-25 SCHOOL YEAR (extra servings not included) Breakfast is offered to all students beginning at 7:20 a.m. and ending at 7:50 a.m. Students planning to eat breakfast need to be here by 7:45 a.m. Smith County is proud to be part of a federal program where breakfast is free to all students. All students are encouraged to eat breakfast here at school. All students are encouraged to eat lunch at school, but students may bring their lunch. The school cannot provide a place to keep lunches brought from home cold or heated. Federal regulations do not allow students to buy food from the vending machines during the lunch period. You may add money to the student account for the purchase of extra items

or special treats. Enclose the extra money in an envelope and label with your child's name OR you can now add money online at <https://family.titank12.comU29898>.

<u>BREAKFAST</u>	<u>LUNCH</u>
Student= free	Student= \$2.25 / reduced pay= \$.40
	FREE for 2024-25
Faculty & Staff= \$3.25	Faculty & Staff= 4.00
Adult Visitor= \$3.50	Adult Visitors= \$4.50
	Child Visitor= \$4.00 Holiday Meal=\$5.00
Extra milk= \$.50	

Online payments can be made at the following: <https://family.titank12.comU29898> or download the LINQ Connect App

LOST AND FOUND/VALUABLES AT SCHOOL

A lost and found box is maintained in the school office. Students finding any items should turn it into the office. Students who lose an item may request permission from their teacher to check in the office for the lost item. At the end of the nine weeks, unclaimed items in the box will be donated to charity. Please make sure anything that your child brings to school is labeled with his/her name. It is best that your child does not bring anything valuable to school. The school will not be responsible for any lost or stolen items.

EDUCATIONAL FIELD TRIPS

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form from a parent or guardian is required for all field trips. School buses will normally be used for field trips. All children participating in a field trip must ride the bus. The classroom teachers on an as-needed basis will select field trip chaperones. **Those adults accompanying field trips should not include other children on the trip.** Field trip deadlines must be enforced so that transportation, ticket and meal reservations may be made in a timely manner.

MONEY/VALUABLES/BANNED ITEMS

The school will not be responsible for lost or stolen items. Students should not bring large amounts of money or valuable items to school. Students may bring cellular phones, iPods, and iPads but they must remain turned off. They may not have paging devices, laser pointers, radios, tape players, or MP3 players, video games, CD's or players, skateboards, rollerblades, any trading cards, or any other type of toy, electronic device, music, or game to school unless prior approval has been given by the teachers/principal. Possession of electronic pagers at school is forbidden by state law. Cell phones that are caught turned on or turning on will be an automatic enforcement of the policy. This includes alarms set on previous dates. Consequences for possession of electronic devices at school will follow the School Board policy.

SPECIAL GIFTS RECEIVED AT SCHOOL

Parents often wish to have gifts delivered to students on special occasions. Please understand that items will **NOT** be delivered to your child's classroom until the end of the day. It should have the student's first and last name, grade, and teacher's name on the card. *It is also a Smith County Bus Rule that no balloons or glass vases be allowed on buses.*

FUNDRAISING

There will be several fundraising activities sponsored by the school each year. While we hope that everyone chooses to take part, participation is strictly voluntary and at the parent's discretion.

SNACKS

Snacks should be healthy. Carbonated and caffeine drinks are prohibited. Snacks are available at our school. Students may purchase snacks at our school or bring a snack from home. Snacks are \$1.

DISCIPLINE

Each staff member at CES accepts responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome human relations. A student's behavior should conform to acceptable standards of conduct as established by the school board, principal, and teachers.

The staff requests parental support in helping maintain appropriate conduct in the school. Children's behavior should reflect self-respect and consideration for the rights, feelings, and property of others. Please remember it is for the safety of your child and the other children that we must have expectations for the students' behavior.

DETENTION AND ALTERNATIVE SCHOOL

Detention may be assigned, by the administration, as a punishment for disobeying any school or classroom rule. Students who are assigned detention may not stay for Owls Nest after.

Detention can range from one-hour to several days, based on the offense. Classroom teachers will provide assignments for students in detention. It will be used in a productive manner. Students assigned to detention should not ask to speak to another student. Students assigned to detention should not make noise of any kind. Students may not put their heads down or sleep in detention. Students are not to communicate with other students in any way. If the detention teacher feels that a student has not been productive, additional time may be assigned.

An alternative school for grades K-4 has not been established at this time. However, under extenuating circumstances alternative school placement may be assigned.

SPECIFIC SCHOOL RULES **STUDENT CODE OF CONDUCT**

Student offenses are in four categories. Most of these are listed below. Administrators are responsible for discipline and will classify any offense not listed below unless directed by the Board of Education.

CATEGORY I— This level includes minor misbehavior on the part of the student which impedes orderly classroom guidelines or interferes with the orderly operation of the school but which can usually be handled by an individual staff member. Offenses to be administered by the school that may result in, reprimand, loss of privilege, detention (where applicable), corporal punishment, time-out, or suspension due to severity of incident.

CATEGORY II— This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel. Offenses that may result in suspension. Any student suspended is not allowed to participate in any school function including field trips, athletic practices or contests, etc.

CATEGORY III— This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. These offenses are subject to suspension up to a maximum of 20 days. (i.e. bullying, possessing or being under the influence of alcohol)

CATEGORY IV— This level of misbehavior includes acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.

There will be zero tolerance for the following offenses. These offenses will be reported to the superintendent and to law enforcement officials:

1. Bomb threats
2. Malicious arson
3. Possession or distribution of illegal drugs or controlled substance, including marijuana
4. Possession and/or use of weapons
5. Battery of a school employee
6. Being present on school property, on a school bus, and/or at a school event/activity under the influence of an illegal drug, controlled substance or alcohol.

Zero Tolerance

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in vehicles and/or buses or on the school grounds at a school-sponsored activity, function, or event. The Smith County School Board has a zero tolerance policy regarding weapons. Students who are found to have violated this policy shall be subject to suspension for a period of not less than one (1) year. The director of schools shall have the authority to modify this suspension requirement on a case-by-case basis. Toy weapons of any size are prohibited as well and could lead to the enforcement of the zero tolerance policy.

The use or possession of any controlled substance (drugs or alcohol) or synthetic marijuana is not allowed. State law requires law enforcement officials to be contacted in the case of an occurrence of either of the above. In addition, the Smith County School Board has a zero tolerance policy with regard to drugs; as well as, being present on school property, on a school bus, and/or at a school event/activity under the influence of an illegal drug, controlled substance or alcohol. Inappropriate possession, consumption, or under the influence of prescription drugs is a 365-day suspension from school.

Bullying Policy

Students shall be provided a learning environment free from sexual, racial, ethnic and religious Discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment. Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

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

Bullying/Intimidation

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation is defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following debarking. Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in *Student Concerns, Complaints and Grievances* 6.305). The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know. A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. Smith County Schools also prohibits cyber-bullying, defined as harassment/intimidation through use of Internet social networking sites or other telecommunications technologies such as telephones, cell phones, text messaging and camera phones. Cyber bullying that begins off-campus can be considered school related if it interferes with school activities, causes a disruption at school or interferes with the rights of students. Behavior that facilitates or exacerbates harassment, intimidation, bullying, and/or hazing will not be tolerated under this policy. Facilitation includes behavior intending to prolong, expand, or escalate conflict including, but not limited to, delivering insulting or threatening messages on behalf of one of the parties involved, creating a video or interactions in which one student is being harassed, intimidated, bullied, or hazed by one or more other students, or disseminating information about such incidents via social networking sites and/or other telecommunications technologies such as telephones, cell phones, text messaging and camera phones.

False Claims a/Bullying, Harassment or Intimidation

A student will not slander/libel (make an untruthful oral [spoken] or written statement about a person that harms the person's reputation in the community) any teacher, administrator, school district employee or other person acting in an official capacity at the school by making false claims of harassment, including sexual harassment, or other inappropriate behavior. Additionally, students will not create an intimidating, hostile or offensive work environment. Claims found to have been falsely alleged will also be investigated. False claims submitted knowingly are subject to disciplinary consequences as determined by the building principal.

Student/Employee Discrimination/Harassment and Bullying/Intimidation/Cyber Bullying 6.304

• If the determination is made that the offense reaches the level of a disciplinary hearing, the principal must contact the director of schools for further action. There will be no retaliation against any person who reports harassment or participates in an investigation.

However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such. An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

Cyber-bullying

Smith County Middle School prohibits cyber-bullying, defined as harassment/intimidation through use of Internet social networking sites or other telecommunications technologies such as telephones, cell phones, text messaging and camera phones. Cyber bullying that begins off-campus can be considered school related if it interferes with school activities, causes a disruption at school or interferes with the rights of students. Refer to Smith County Board of Education Policy 6.304.

HARASSMENT AND SEXUAL HARASSMENT

The Smith County Board of Education is committed to safeguarding the right of all students and employees within the school system to learn and work in an environment that is free from all forms of harassment and/or sexual harassment. The school system prohibits any form of sexual harassment or harassment based upon age, religion, disability or race/national origin. It shall be a violation of this policy for any student or employee of the school system to harass a student or an employee through conduct or communication in any form as defined by this policy. It is the policy of the Smith County Board of Education not to

discriminate on the basis of sex, race, national origin, religion, creed, age, marital status or disability in its educational programs, activities, or employment policies as required by the herein references federal status. Any employee or student of this school system shall be punished for infractions of this policy as provided for herein. Any person who believes he or she has been the victim of harassment or sexual harassment by a student or an employee of the school system, or any third person with knowledge or beliefs of conduct that may constitute harassment or sexual harassment should report the alleged acts immediately to an appropriate school system official as designated by this policy. The school system encourages the reporting party or complainant to use the report form available from the principal of each school or available from the school system.

SPECIFIC SCHOOL RULES

Weapons/Dangerous Instruments: Weapons, including knives of any type, are not allowed on school property. Possession of such may be considered a felony. There is also a Smith County School Board zero tolerance policy in effect regarding weapons. **Toy weapons are prohibited as well.**

Cafeteria rules will be displayed in the cafeteria and will be discussed with students by classroom teachers. These rules are:

1. Stay in your seat
2. Talk quietly
3. Eat your own food
4. Speak kindly
5. Line up quickly and quietly

Students are not allowed to bring toys to school unless they are given special permission by their teacher.

- Laser devices are not allowed in the possession of students at school or on the bus.
- Students are expected to wear clothing that is appropriate for school. See Dress Code section for further guidelines.
- Students are to refrain from any type of inappropriate language.
- Students are not to possess or use any form of tobacco product on school property or during school or any school activity. This includes lighters and matches. Students will not be allowed to “dip” any product even if it is one that does not contain tobacco.
- Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Any principal, or his/her designee, may search any student, place, or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles or students.
- The defacing or destruction of school equipment or school property is not allowed. Destroyed or defaced equipment must be paid for.
- Fighting is never allowed in the school, on school property, on the bus, or at any school related activity.
- Hazing, Bullying, harassment, peer or sexual, or threats of any kind will result in disciplinary action. Any incident should be reported to a teacher or principal.
- Chewing gum is not permitted anywhere on campus. We insist on this policy because of the damage done to the furniture, carpet, etc. Although in and of itself, gum chewing is not a serious offense, the teachers and administration consider the disregard of a strict school rule an offense. Students who chew gum will be disciplined.
- Students should be reminded that the school bus is an extension of the school day and all school rules apply on the bus.

A comprehensive listing of each rule is neither possible nor necessary. Each student is expected to follow acceptable standards of behavior, respecting the rights of others at all times.

SMITH COUNTY BUS RULES

Remain seated at all times. Obey the driver at all times. Electronic devices are not permitted on the bus. (ex: cell phones) No destruction of property. Balloons or glass containers of any kind will not be allowed on the bus. Neither the school nor the driver are responsible for personal items left or brought on the bus. Objects should not be thrown on or out of the bus. No use of tobacco, drugs, or alcohol. No food or drink unless permitted by the driver. No fighting. Students will not use rude, discourteous, or unacceptable language. No loud talking or yelling. Emergency doors will not be used except for emergencies. Students must remain in their seats. Any other conduct prejudicial to good order on the bus is prohibited. The bus driver does have the authority to assign seats. The bus driver will report a rider to the principal of the school, and the principal of the school has the full authority to discipline the student just as if the student were in the school building.

Any student riding a bus other than the one that the student usually rides needs a note signed by a parent/guardian with the date, name of student and bus number to be taken by the student, as well as, the name and address of the destination. The student also needs to get the principal or vice principal to sign the note. This note is to be given to the bus driver.

The breaking of any of the rules may justify suspension on the first offense. This will be done at the principal's discretion.

USE OF SCHOOL COMPUTERS/ EQUIPMENT AND INTERNET

Student Compliance: Users shall not attempt to make use of material or attempt to locate material which would not be acceptable in a school setting. Students will be supervised by faculty during use of online resources. All students must comply with the Smith County Board of Use of the Internet policy and these Guidelines. Students shall report to school personnel any personal electronically transmitted attacks in any form made by others over the Internet or local network using any Smith County Schools' technology. Students shall understand information obtained via the Internet may or may not be correct and therefore need to be validated before quoting.

The following behaviors are not permitted on school computers:

1. Sending or displaying offensive messages or pictures
2. Organizing political campaigns
3. Using obscene language
4. Harassing, insulting, or attacking others
5. Any practices that threaten the network
6. Violating copyright laws
7. Using others' passwords
8. Trespassing in others' folders, documents or files
9. Intentionally wasting limited resources
10. Employing the network for commercial purposes
11. Violating regulations prescribed by the network provider
12. Conducting union business during school hours
13. Preparing or assembling materials for political, union or religious purposes
14. Installing/downloading any software, screensavers, toolbars, search tools, etc.

PLAYGROUND RULES

Fitness equipment by Basketball Court:

No sitting on top of equipment. Bars are for hanging by hands only.

No hanging upside down.

No jumping from the top.

Do not go over and down the embankment without the teacher's permission.

All Swings:

Do not jump out of swings.

Do not walk in front of swings while someone is swinging.

Sit on bottom when swinging.

Climber with slides and ladders and chutes:

Do not walk on slides.

Do not climb on slides or on outside of tubes.

After the person in front of you leaves the top of the slide, count to five before you leave.

Do not climb up from the outside – use the steps.

Do not stand at the bottom of the slide or chutes.

Sit on bottom when coming down the slide and chutes. Never come down on your back or head first.

One at a time on ladders going up and down.

ALL PLAYGROUNDS:

All school rules apply.

No throwing rocks, sticks, or mulch.

No running or playing tag in mulched areas.

Share equipment with other students.

No yelling or screaming beside classrooms.

No food in mouth while playing.

No pushing or shoving.

No horse playing.

Use trash cans to keep our playground beautiful.

Never pull on other peoples' clothing.

PARENT RIGHTS

Parents may request information about the qualifications of teachers and paraprofessionals who instruct their child.

Parents may request that their child's name, address and telephone number not be released to a military recruiter.

Parents have the right to transfer their child to another school within the district if he/she is the victim of a violent crime at school.

ANNUAL NOTICE TO PARENTS ABOUT 504

In compliance with state and federal law, the Smith County Board of Education will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the student must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected disabled students, contact:

Name: 504 Coordinator

Address: 126 SCMS LN, Carthage, TN 37030

Telephone No: 615-735-9625

ELL SERVICES

English as a Second Language (ESL) services are provided to all limited English proficient students, including immigrant children and youth. ESL helps ensure that all children achieve at high levels in core academic subjects and can meet the same challenging state academic achievement standards. ELL services are provided by the Smith County Board of Education. Contact SCBOE with any questions or concerns. Telephone No: 615735-9625.

NOTICE OF NON-DISCRIMINATION

In compliance with Title VI Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, the Smith County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

The following person(s) has been designated to handle inquiries regarding the nondiscrimination policies:

Angel Williams

126 SCMS Ln. Carthage, TN 37030

615-735-9625

You may also direct inquiries to the United States Department of Education, Office for Civil Rights

61 Forsyth St., S.W. Suite 19T70 Atlanta, GA 30303

(404) 974-9406 or Fax # (404) 974-9471

TO FILE A COMPLAINT

Contact the school principal at 615-735-0433.

ADDITIONAL CONTACTS

Tennessee Department of Education Contact Information

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

Legal Services Division
Division of Special Education, Tennessee Dept. of Education
710 James Robertson Parkway
Nashville, TN 37243-0380
Phone: 615-741-2851
Fax: 615-253-5567 or 615-532-9412

West Tennessee Regional Resource Center
100 Berryhill Drive
Jackson, TN 38301
Phone: 731-421-5074
Fax: 731-421-5077

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 is on the Internet at <http://www.tgearctn.org/>
44 Vantage Way, Suite 550
Nashville, TN 37228
Phone: 615.248.5878 Toll-free 1.800.835.7077
Fax: 615.248.5879 Email: pcooper@theartcn.org

Support and Training for Exceptional Parents (STEP) is on the Internet at <http://www.tnstep.org/>
712 Professional Plaza
Greeneville, TN 37745

West Tennessee:
(901) 756-4332
Jenness.roth@tnstep.org

Middle Tennessee
(615) 463-2310
information@tnstep.org

East Tennessee:
(423) 639-2464
Karen.harrison@tnstep.org

Tennessee Protection and Advocacy (TP&A) is on the Internet at <http://www.tpaino.org/>
416 21st Avenue South
Nashville, TN 37212
1-800-287-9636 (Toll-Free) or 615-298-1080
615-298-2471 (TTY) 615-298-2046 (Fax)

Tennessee Voices for Children is on the Internet at http://www.tnvoices.org/main.htm		
West Tennessee: (Jackson Area) Telephone: 731-660-6365 Fax: 731-660-6372	Middle Tennessee: 1315 8 th Ave. South Nashville, TN 37203 Telephone: 615-269-7751 Fax: 615-269-8914 TN Toll Free: 800-670-9882 Email: TVC@tnvoices.org	East Tennessee: (Knoxville Area) Telephone: 865-609-2490 Fax: 865-609-2543

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services – Disability Pathfinder Database:
<http://mingus.kc.fanderbilt.edu/tidir/dbsearch.asp>

On the web page, select your “country” and the “service” you desire from the drop-down lists and click “Submit.”

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

Homeless Children and Youth

For homelessness and families in transition contact: Misty Smith, Homeless Liaison 615 735-9625.

Life Care – Nashville Referral Line (615) 781-0013
Cookeville Referral Line (931) 528-0051
Lebanon Referral Line (615) 453-1606
Valley Ridge Mental Health (615) 666-8070
Youth Villages (866) 791-9223
Tennessee Commission on Children and Youth (615) 741-2633
National Suicide Prevention Lifeline 1-800-273- 8255(TALK)

Parent/Student/Teacher Compact

Dear Parents/Guardian:

We value your role in working to help your child achieve high academic standards. The following is an outline of some of the ways you, your child, and the school staff can build and maintain a partnership to share the responsibility for improving your child's academic achievement.

Parent/Guardian Agreement

It is important to have my child reach his/her full potential. Therefore, I will:

- ☐ Encourage my child to attend school regularly, arrive on time, and be well prepared.
- ☐ Encourage my child to show positive school behavior.
- ☐ Review my child's homework.
- ☐ Volunteer in my child's school and classroom, if time or schedule permits.
- ☐ Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of my child.

Student Agreement

It is important that I work to the best of my ability. Therefore, I will:

- ☐ Attend school and have materials needed for schoolwork.
- ☐ Complete and return homework assignments on time and ask for help when needed.
- ☐ Write down homework assignments daily in planner.
- ☐ Give to my parents or the adult that is responsible for my welfare all notices and information received by me from my school every day.
- ☐ Always try to do my best.

Teacher Agreement

Students must be given the opportunity to succeed. Therefore, I will:

- ☐ Set high expectations for each student, for myself, and for my school.
- ☐ Maintain an environment that is conducive to learning, while communicating with my students and their parents.
- ☐ Provide a mid- six weeks' progress report to parents.

- Encourage parents to participate in school activities.
- Respect the students and their parents while showing concern and sensitivity to students' individual needs.

Please sign and review this Parent/Student/Teacher Compact with your child. Thank you for your support and involvement in your child's education.

Parent Signature _____

Student Signature _____