



North Cumberland Elementary School

Student & Family Handbook

2025-2026



"Every Child, Every Day, Excellence in Every Way"

**North Cumberland Elementary School is a Title I School-wide School.
This enables us to use Title I funds to enhance the educational
opportunities for all students.**

Ignite Your Imagination





PRINCIPAL'S MESSAGE

Dear Students and Families,

Welcome to the start of a new school year at North Cumberland Elementary School! I hope you have enjoyed a restful and rejuvenating summer break. I look forward to working with you and your family this year to engage in engaging learning and character-developing experiences for our students. We set and hold high expectations for our students and seek to empower our students to succeed in their present and future endeavors. The purpose of this handbook is to provide a basis for meaningful relationships and to inform parents, families, and others about our expectations, policies, and procedures which help to support a safe and supportive learning environment. As we prepare to embark on this exciting journey together, I want to extend my warmest greetings and share some thoughts as we begin the school year.

To Our Students:

You are at the heart of everything we do here at North Cumberland - North Cumberland is the Best - Go Patriots! This year is an opportunity for growth, learning, and exploration. Embrace each challenge with enthusiasm, and remember that every day is a chance to discover new things about yourselves and the world around you. Your teachers and staff are here to support you every step of the way, and we encourage you to approach each day with curiosity and a positive attitude.

To Our Families:

Your partnership is crucial to our success. We value the role you play in your child's education and well-being. Open communication and collaboration between home and school are key to creating a supportive environment where students can thrive. We encourage you to stay engaged, participate in school events, and communicate with us if you have any questions or concerns.

To Both Students and Families:

This year, we are focused on fostering a nurturing and inclusive school environment where every student feels valued and inspired to achieve their best. We are committed to providing engaging and meaningful learning experiences that will prepare our students for future success through aspiring to **ACADEMIC EXCELLENCE (STEAM)**, **BUILDING CHARACTER (EPIC & PATRIOTS PROMISE)**, and **CREATING MEMORIES!**

Together, let's make this school year memorable and productive. We look forward to working with you and celebrating our collective achievements.

Here's to a fantastic year ahead. **GO PATRIOTS!** and Ignite Your Imagination!

Warm regards,

Mrs. Mary Jane M. Allen



PATRIOTS CORE PRINCIPLES

Patriots Vision

NCE will provide a safe environment inspiring every student, every day, to become their best academically, artistically, and athletically in preparation to be a leader of tomorrow and lifelong learner.

Patriots Mission

NCE will provide an academically challenging environment focused on learning within a secure and encouraging community empowering all students the opportunity to follow their dreams and be contributing citizens.

Patriots Core Beliefs

1. We will put children's needs first, in every decision we make.
2. We will be respectful, responsible, and cooperate with one another.
3. We believe NCE has the responsibility to be a part of the community that it serves, believing in high academic achievement, building character, and creating memories.

Patriots Promise

- **Personal Best** - I will give it my all.
- **Attitude** - I will have a positive outlook.
- **Tenacity** - I will never give up.
- **Respect** - I will respect myself, classmates, teachers, community, and country.
- **Integrity** - I will do what is right.
- **Organization** - I will be ready to work and learn.
- **Trustworthy** - I will be true and honest.
- **Service** - I will do for others.

NCE Policies

North Cumberland Elementary students and staff will abide by all policies of the Cumberland County School Board. Online board policies can be found on our district site at

<https://tsba.net/cumberland-county-board-of-education-policy-manual/>.



GENERAL SCHOOL INFORMATION

Address: North Cumberland Elementary
7657 Hwy 127 N.
Crossville, TN 38571

Website: <http://nces.ccschools.k12tn.net>

Phone Number: (931)-484-5174

Fax Number: (931)-707-5556

USE OF STUDENT IMAGES

NCE believes that the use of the images of students in promotional or other materials will be beneficial, not only to the school but to the students themselves. However, NCE will not use such images without the written consent of the parents/guardians of the student. Upon enrollment, each parent will be asked to sign a Photo Release Form. This will be found in your student's registration packet, and will provide permission for the school to have the rights to publish, distribute electronically, or use photographs or other images of his/her child for celebrations, recognitions, or other school-related activities.

COMPLAINTS AND MATTERS OF CONCERN

Parents of a student may raise a question or describe a matter of concern about issues relating to his/her child's educational experience, safety, or other matter. Parents should raise concerns as soon as possible and may do so in person, by telephone, or in writing to their child's teacher. **Parents will not be permitted in classrooms while instruction is occurring, nor during student arrival and dismissal to school without prior administrator approval.**

A student's classroom teacher has the most direct involvement with a student's education; therefore, the teacher will usually be the first person whom a parent should contact. A parent may arrange and schedule a conference with a teacher by calling the school office or by leaving a message for a teacher to call him or her. Even if the matter concerns the performance or methods of the classroom teacher, parents are encouraged to first try to resolve the issue with the teacher. In the event the parent or guardian does not feel that a concern has been resolved after communicating with the teacher, concerns may be directed to the principal or assistant principal. I will do my very best to get back to each parent within 24 hours. I know your time is valuable too.

Teacher Contact

- If a parent wishes to speak with a teacher, please communicate using our new communication platform CCS - ParentSquare, send a note, or call and leave your phone number with our secretary, and the teacher will contact you within 24 hours.

<p>We will not interrupt the students' instructional day unless an emergency occurs. Thank you in advance for your understanding as we protect your child's instructional time.</p>
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ANTI-DISCRIMINATION

Cumberland County Schools

It is the policy of Cumberland County Schools to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (over 40), sex, pregnancy, religion, creed, disability or any other category protected by state and/or federal law. The Cumberland County Schools appeals process is referenced in BOE Policy 5.5011. The Cumberland County Schools contact person is the Federal Programs Director @ 368 Fourth Street, Crossville, Tennessee, 38555. Phone # 931-484-6135.

ACADEMIC Excellence (STEAM)

S.T.E.A.M. Focus - North Cumberland Elementary School is a **STEAM DESIGNATED SCHOOL!**

North Cumberland Elementary School remains committed to the pursuit of the best STEAM instructional practices aligned with Tennessee STEM Innovation Network's S.T.E.A.M. is an abbreviation for science, technology, engineering, arts, and mathematics. Our focus will not limit our curriculum to these subject areas, but will incorporate design thinking and project-based learning experiences that are enhanced by the integration of these subjects providing opportunities for early college and career exploration, as well as critical thinking development. North will again host family STEAM nights, with our theme this year being **Ignite Your Imagination!** The STEAM nights scheduled for this year will focus on different imagination-related activities, special guests, student presentations, and active learning experiences. We are very excited to transform our school into a STEAM-designated school, which will encourage even deeper engagement in learning.

Standards and Curriculum

In preparation for the next grade, high school, and post secondary education or the workforce, North Cumberland has adopted a policy establishing high academic standards for all students. **It is expected that students will complete work promptly at school or home, study for and accurately represent their ability on exams, and receive excellent support from school staff.** The greatest effort from students, teachers, and parents/guardians working collaboratively is necessary to reach this goal.

Our school curriculum is aligned to the Tennessee State [Academic Standards](#). Education standards define the expectations for student learning by stating what students should know at the conclusion of a grade.



HOMEWORK / CLASSWORK EXPECTATIONS

Independent Reading

Research shows that the best way to improve a student's reading skills is to practice reading. Supporting your student's independent reading at home helps him/her improve reading rate, accuracy, vocabulary, and comprehension of his or her reading. Families should supervise their children in reading every night. Since reading practice is imperative, during bus hall, students have the opportunity to participate and complete 20 minutes of independent silent reading. We know family time is precious, so we are glad to provide this opportunity.

Skill and Practice

Students are expected to complete all assigned homework with quality and demonstrated effort. Completion of daily assignments and homework (finishing work not completed during the school day) helps to ensure that students will perform well on in-class assignments and assessments. Establish a time for homework, and review it regularly. Failure to complete assigned homework without reasonable or extenuating circumstances will result in actions such as loss of privileges or detention to provide time in school for a child to complete any missing assignments.

Homework/Classwork Policy

In an effort to better prepare students for high school, your student will be held accountable to complete ALL assigned work. If a student attends school and chooses not to complete / refuses an assignment, he/she may be assigned classroom or school consequence.

Make-up Work

- Students must make appropriate plans to complete all make-up work due to an absence. Make-up work may be obtained upon the return of a student(s) from previously planned days of absence.
- Parents may call by 9:00 a.m. to request assignments. Assignments may be picked-up after 2:45 p.m. so as not to interrupt class time and to give teachers time to gather make-up work. The student will be graded on work completed. Attendance is essential to academic success and students are urged to be at school every day.

Attendance and grades may affect participation in extra-curricular school activities.
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Report Cards

Communication between home and schools helps bind the student, parents, guardians, teachers, and administration into a team working toward a common goal. At any time, parents may call teachers to schedule a time to meet and discuss their child's progress.

Report cards are designed to inform parents/guardians of their student's academic growth, as well as any potential academic problems their student may be experiencing. Report cards may also be used to acknowledge students who are producing outstanding work or a student who is making significant academic progress due to exceptional effort.

- **Report cards are provided every nine weeks.**
- **Progress reports are provided every four-and-a-half of each grading period**
- **North uses the same grading scale used by all Cumberland County Schools**

Grades K-2 depict academic performance using a standards-based report card. Each standard on each subject will be assigned a numeric grade to indicate how well the student performed during the reporting period. Students will receive a 4, 3, 2, or 1 for each standard.

These numbers may be interpreted as follows:

- 4-Exceeds grade level standards
 - 3-meets grade level standards
 - 2-progressing toward grade level standards
 - 1-minimal progress toward grade level standards
- **BLANK BOX--standard not assessed during the grading period/term*

Students in grades 3-8:

- ★ Parents are encouraged to monitor student grades in the Skyward online grading program.
Please see the attendance clerk for your individual parent password.

A – Outstanding	93 - 100
B – Good	85 - 92
C – Satisfactory	75 - 84
D – Needs improvement	70 - 74
F – Unsatisfactory	69 and Below

Report Card Holds

Holds will take place due to failure to pay fundraisers, pictures or team/group/activity fees, Kids Club (CCQCP) bills, and/or lost or missing instructional materials, including library books.

Promotions & Retentions See Board Policy 4.603: <https://tinyurl.com/ccs4603>



Students must receive passing grades in order to be academically promoted. The final decision to promote a student shall rest with the school principal, with appropriate input from the teacher and other professional staff who may have worked closely with the student. Retention will be made only after the school has notified and met with parents throughout the school year.

Important Considerations

- Attendance and Punctuality-The student's attendance patterns (excused and unexcused absences, tardies and early dismissals) and its effect on student progress will be taken into account, specifically, students who miss high numbers of school days throughout the year, whether excused or unexcused.
- Grades are important reflections of a student's progress toward mastery of grade-level content material. Parents will receive progress reports at the midway point of a 9 week grading term and report cards at the end of each 9-week grading term.

3rd Grade Promotion Requirements

TN State law, Pathways to Promotion requires that 3rd grade students must be proficient in reading based upon demonstration of proficiency on the TNReady assessment. Further explanation is provided by 3rd grade teachers during Back to School Night, and can be found in the CCS Board Policy.

STUDENT SUPPORT SYSTEMS

Intervention Methods

At NCE, we know that every student is unique and some will require more specific or in-depth academic, social/emotional, or behavioral interventions. We will respond to student needs with various interventions and supports as we follow the State of Tennessee's guidelines for RTI² and counseling support.

Response to Instruction and Intervention (RTI²)

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 ongoing tracking of individual students in making informed decisions about the student's educational and behavioral programming needs. Each school is dedicated to meeting the requirements of the Response to Intervention Framework Model through the School Intervention Team's oversight of procedures and fidelity of implementation. **If you feel your child is in need of additional intervention, please contact the school office to speak with our school RTI² Coordinator, Mrs. Cristyn Diana at 931-484-5174**



English Language Learners (ELL)

The Mission of the NCE 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.

All students who receive ELL services will remain in the general education classroom for academic instruction and will be placed into small groups for more individualized instruction or pulled for direct instruction with an ELL teacher based on the model best suited to support the student's needs in accordance with the Tennessee English as a Second Language Manual; the most recent version is found here: [English as a Second Language Manual](#)

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.

Special Education

Students who qualify to receive special education services will receive services with a certified special education teacher and/or special education assistant according to the student's individualized education plan (IEP). Students may be pulled for remediation in small groups, receive services in the general education setting with special education teacher/assistant support (inclusion), or be on consultation with a special education teacher. All services will be indicated on each student's IEP.

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



Section 504

The Rehabilitation Act of 1973, commonly referred to as Section 504, is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

Please contact Assistant Principal, Dwayne Davis at 931-484-5174. You may also visit <http://ccschools.k12tn.net> for more information pertaining to Special Education, 504, and Homebound Procedures. **Please contact Cumberland County School District Section 504 Coordinator at 931-484-6135 for more information.**

SCHOOL CULTURE

Code of Conduct

The North Cumberland Code of Conduct is founded on the belief that maintaining respect and order in the classroom is crucial for academic success. It emphasizes the importance of teaching students appropriate behavior and adopting proactive, preventative strategies to reduce the likelihood of major infractions. The NCE Code of Conduct is guided by three key principles: respect, responsibility, and cooperation, all centered around ensuring the safety of our students. We know that you hold your students to a high standard of being their best, and we will support that value at school.

- **Respectful**--Respect for persons and property is key to effective character development and facilitates strong community.
- **Responsible**--Responsibility is learning self-discipline and appropriate behavior, students learn skills useful beyond the walls of NCE. Students who behave well in school, speak well in public, and are helpful to others will develop strong self-advocacy skills that will serve them well throughout their lives.
- **Cooperative**--Cooperation is the effort among students working together to achieve common academic goals, participation in events, and working together towards common goals by being helpful and kind to one another.

Conduct

Students will behave in an acceptable manner at all times, whether in the halls, cafeteria, gym, restroom, bus, or classrooms. Our school is a place for all students so our students must use acceptable language and conversation. Behaviors not reflecting the appropriate code of conduct will result in consequences assigned by the teacher or by the school administration, based on the nature of the infraction. We want to nurture the spirits of our students and provide learning opportunities through warnings and coaching conversations. However, when these opportunities



for behavior improvements are not accepted, then various forms of consequences may be used, including, but not limited to in-class administrative supports, loss of privileges, counseling, conflict resolution, lunch detention, detention, in-school suspension, out-of-school suspensions, withholding of activities, or alternative school placement, etc. More egregious violations will result in more severe penalties and disciplinary action. We are excited for students to participate in extended learning opportunities, but if a student's behavior is untrustworthy or violent at school, then these opportunities cannot be extended to them. When students receive any consequences from the school administration, school administrators will call and speak to parents. We know it is important to share concerns with you and to keep you informed of any challenges that are presented at school.

**There should not be any public displays of affection. Students will behave in an acceptable manner where relationships are concerned. No hand-holding, hugging, kissing, or other forms of inappropriately expressed physical affection will be permitted.*

Absolutely no presence of weapons on campus or threats to use weapons will be tolerated. Each infraction of this nature will be addressed with the appropriate disciplinary responses and / or law enforcement responses to ensure the safety of all students, staff, and families.

<p><i>*Students should be aware that they can be legally prosecuted for activating fire alarms.</i></p> <p><i>*Students should be aware that threats of mass violence are now felonies.</i></p>

Preventative and Restorative Strategies

The focus of school-wide and classroom behavior management is prevention. This is achieved by utilization of clear academic and behavior expectations that are taught and reinforced. The students will know what behaviors are expected and what consequences will result for behaving that does not meet those expectations. Student behavior will be reinforced for those exhibiting respectful, responsible and cooperative behaviors.

Character Education

The staff at NCE believes that academic success is intrinsically tied to the social, emotional, and character development of each student. Our EPIC character education program accentuates the school-wide expectations of respect, responsibility and cooperation.

School Rules

School rules set clear expectations for behavior, creating order, predictability, and a safe learning environment. They guide students toward appropriate actions, with consequences for rule-breaking and rewards for meeting expectations. This approach supports academic excellence, and we value your support. The judgment of the principal shall prevail in all matters related to the application of these rules.



NCE School-Wide Expectations: Safety and Security

1. Be Respectful.
2. Be Responsible.
3. Be Cooperative

Student Dress Code Policy See Board Policy 6.310: <https://tinyurl.com/ccs6310>

Students shall dress and be groomed in a clean, neat, appropriate and modest manner so as not to 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. While “cover-up” measures have been taken in the past in an effort to address some dress-code issues, these are not sufficient to address most violations. Please comply with this policy, adopted by our Cumberland County Board of Education, to avoid unnecessary consequences. The policy is very specific, but the highlights include that students will not show any skin mid-thigh or above, midriff, low back or cleavage, shoulders need a 3 inch strap at the smallest, there are no pajamas or slippers. Hats are not worn at school and this includes the wearing of a hood up. We really do not have many issues, but if you or your child has a question, just ask.

Violations may result in the following consequences: *The principal's or assistant principal's judgment shall prevail in all matters regarding the application of these rules. If there is a CCS policy change, NCE will follow the policy.*

- ★ First Violation: The student will receive a written warning, and the violation must be corrected (change of clothes or removal of items in violation of code).
- ★ Second Violation: A parent will be called, violation must be corrected, and a detention will be assigned.
- ★ Third Violation: The student will be suspended until a parent conference can be held.

Dress Code Note:

- Special dress days may be designated by the principal to include but are 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.

Personal Communication Device & Technology Usage

This is a NEW School Board Policy following the guidance from current state law. The outline is below. We want to share that at North we have containers in classrooms that house individual phones, earbuds, watches, if your child chooses to bring these to school. These containers have been used successfully; we are glad to share what these look like for parents. Students will be



engaged in instruction and communicating face to face with each other without many of the stresses that come with social media, pictures, etc... If students need to reach you, students will come to the office and call, as we have done previously. If you have an emergency, please call the school and contact the teacher using ParentSquare-the communication tool for parents, teachers, coaches, and administration (like Remind or Dojo used before). I am here to answer as many questions as I can regarding this new policy to decrease concerns you may have.

CCS CELL PHONE POLICY

GENERAL

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

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

1. In case of emergency;
2. When authorized by a teacher;
3. To manage the student's health, as documented in the student's individual healthcare plan;
4. When the possession or use is required by the student's individual education program, 504 plan, or individual learning plan; or
5. When the device is being used by a student with a disability for the operation of assistive technology to increase, maintain, or improve the student's functional capabilities.

EMERGENCY COMMUNICATION PLAN

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

PENALTIES

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

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



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

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

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

NCE Student Technology

Chromebooks should not be written on, dismantled, loaned, shared, stickers placed on by students, or intentionally destroyed or abused. Please discuss the chromebook policy with your students. They are accountable for use.

Tobacco-Free Schools and Drug-Free Schools

In accordance with BOE Policy 1.803 and 6.307, Cumberland County Schools strive to be drug, alcohol, and tobacco free. The use/possession/sale/distribution of alcohol, tobacco, and vapes fall into Level III misbehaviors of BOE policy 6.300. In order to discipline in a consistent manner across the district with progressive consequences, school administrators will use the following consequences:

Tobacco, Vapor, Alcohol (parent notification & citation by SRO = each offense) **This is the outline of consequences for students when a truthful admission has been provided. The goal is to not have any of these products or devices at North, and we know our families do not want them in our school either.**

OFFENSE will result in progressive discipline beginning with ISS, but may include OSS, or ALT. School placement.

The contraband including any paraphernalia, vapor device, tobacco, etc. shall be given to the SRO to be destroyed pursuant to a standing court order from the Juvenile Court Judge on each offense.

**ALL TOBACCO, VAPOR DEVICES AND ASSOCIATED PARAPHERNALIA WILL NOT BE
RETURNED ONCE SEIZED.**



Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school sponsored activity, function or event whether on or off school grounds. This includes, but is not limited to, abuse of inhalants and prescription drugs.

Searches by School Personnel See Board Policy 6.303: <https://tinyurl.com/ccs6303>

- 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.

Safe Schools Statement

North Cumberland Elementary School is committed to creating a safe, respectful, and inclusive learning environment where everyone works together to promote academic excellence, appropriate behaviors, and social competence. All staff, students, and parents help to create a safe school environment. All students are expected to follow the school and district rules.



Bullying

Policy for Cumberland County See Board Policy 6.304: <https://tinyurl.com/ccs6304>

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 is defined as “unwanted, aggressive behavior that involves a real or perceived imbalance in power. The behavior is repeated over time.” Please have students talk to teachers if this behavior occurs because we cannot help if we do not know. If this behavior continues, please contact the principal.**



**All teachers and staff will promote a safe learning environment.
“BREAK THE CODE OF SILENCE”**

**CALL
1-931-456-6461 TEXT
1-931-244-1055T**

Leave your confidential message.

EPIC (Encourage, Protect, Invest, and Connect)

It is the goal of North Cumberland Elementary to foster positive behavioral and social interactions between our students by reinforcing demonstrated positive behaviors and will do our best to “catch students doing well.” The behaviors that we reinforce are tied to our core values of respect, responsibility, and cooperation. Our EPIC (Encourage, Protect, Invest, and Connect) Program. We believe that a focus on positive behavior leads to more educational growth and character development, and our EPIC committee continues to develop our school-wide positive behavior program. Families will receive information about grade level expectations and positive rewards for their students.

Each grade level will provide a welcome letter with grade-specific policies at our Back to School Night in August.

Restorative Discipline

At NCE, we understand that our students will not always make the best choices, and it is important to teach and practice the skills that will help students recover and grow from their mistakes. The word “discipline” comes from the Latin word “discipulus,” meaning pupil, suggesting that the purpose of discipline is to educate those for whom it is used. We recognize that valuable learning can occur when students have meaningful reflection for correction.

To support this philosophy and the continued development of character, we will use specific strategies to encourage students to exemplify positive character at school.

Portable game players, toys, stuffed toys, makeup, jewelry, gum, sodas, energy drinks, trading cards, and/or any other prohibited foods/items are not permitted at school (except in clearly stated exceptions) and will be confiscated when discovered on school grounds. These items will be returned to the parent/guardian. Please do not send these items to school.



Detention

Students may be assigned detention. These are generally assigned in the afternoon, as needed. Parents will be informed of the detention assignment so that appropriate arrangements are made. The after-school detention students will be dismissed from school at 3:45 p.m. and must be picked up in the front of the school. Any student not picked up on time will be taken to the after-school program, and a fee will be charged.

Students are responsible for bringing an assigned detention conduct report home.
Parents must sign the report, and students will return it to school the next day.

Corporal Punishment See Board Policy 6.314: <https://tinyurl.com/Cumberland6314>

Suspension See Board Policy 6.316: <https://tinyurl.com/ccs6316>

Serious or accumulating, reoccurring offenses may result in a suspension from school. The school administration may suspend a student for a reasonable amount of days in accordance with the seriousness of the offense. The principals will conduct information gathering, including interviewing witnesses, reviewing documents and/or photographic images, and the interview of the student. The school principals are authorized to engage other people as necessary to collect information. Students at risk of suspension will be advised of the nature of the misconduct, questioned about it, and allowed to provide an explanation. The principal will render a decision after information gathering.

Upon suspension of any student, a principal will notify the parents/guardians of the suspension, and a meeting will take place.

Expulsion

In order to ensure a safe and secure learning environment, Zero Tolerance offenses engaged in by any NCE student shall result in expulsion from school.

Weapons & Dangerous Instruments

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 school vehicles and/or buses, or off the school grounds at a school-sponsored activity, function, or event.

Firearms (as defined in 18 U.S.C. § 921) In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.



Drugs

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

Battery

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

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

Appeals

Appeals for any expulsion may be requested by the parent or guardian. A disciplinary hearing authority (DHA) shall affirm the decision of the principal, order removal of the suspension or expulsion, or take other actions, as permitted by T.C.A. All information regarding appeals will be shared with the parents/guardians at the time of the meeting with the school principal.

Child Abuse

In the rare incidence of what a law enforcement officer may deem as child to child abuse, and investigation may take place by law enforcement. When this happens, school administrators are not allowed to be involved, contact, or discuss this incident in any way, school administrators must follow the law.

STUDENT AND FAMILY INVOLVEMENT

Student Extra Curricular Activities

Students are encouraged to participate in the wide variety of clubs, organizations and activities available at North Cumberland Elementary. Some include the following opportunities: **Watts-Up Patriots, 4-H, Jr. BETA Club, FCA, FFA, Chess, Band, Lego League, Musical Theater, Basketball, Cross Country Team, Archery, and Cheerleading.** All students participating in clubs are expected to follow all school rules.

**Any student, or group of students, wishing to form an organization must have permission from the principal. We welcome your ideas! North Cumberland Elementary also offers a variety of enrichment opportunities throughout the year. Watch and listen for announcements regarding these exciting opportunities!*



Field Trips and Extended Learning

Academic Field Trips are for all students. All students participate and there are culminating assignments related to the field trip. If a student is unable to attend a trip, the assignment will still be required. EPIC Field Trips may be offered to students as EPIC rewards or recognition for performance, reaching academic goals, or for good behavior. Students must earn this type of field trip; please note all school rules for behavior and dress code still apply. Permission slips must be signed by the parent/legal guardian prior to the field trips. **ALL** grade-levels should participate in a minimum of two extended learning experiences (field trips) each year.

PARENTS / GUARDIANS ATTENDING ANY FIELD TRIPS MUST BE APPROVED LEVEL 2 VOLUNTEERS. PLEASE SEE SCHOOL VOLUNTEER SECTION BELOW FOR MORE INFORMATION.

A limited number of chaperones may attend field trips.

School Volunteers

- We welcome volunteers at NCE. 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 well in advance of school board agenda deadlines for CCBOE approval.**
- Upon approval by the Board of Education:
 - ◆ Level 1 volunteers can work in the school or in a classroom with a teacher present.
 - ◆ Level 2 volunteers may also work in classrooms AND may chaperone a field trip if there is an opportunity presented. **This level requires a background check.** The checks are “good” for 5 years once completed. Thanks for your understanding and cooperation! Without this form completed well in advance, a parent cannot chaperone a trip.
 - ◆ Level 3 volunteers can do all of Level 1 and 2, and may be a volunteer coach for sport teams.

School 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 during school hours must provide their driver’s license for scanning by our school safety software and sign in at the attendance office. This is the only entrance unless specified for a particular event.
- All visitors must have a badge/sticker given by the office.
- Visitors are not permitted to go to a classroom during the school day without administrator approval.
- Visitors attending a meeting with a teacher or administrator must follow the same check-in guidelines. Visitors should be met by their hosts in the attendance or front office.



- Approved school volunteers must also follow the same check-in guidelines.
- All visitors should use appropriate language and respectful tone in communicating with anyone on campus. Those using inappropriate or profane language may be dismissed from the campus by school administration.
- Visitors eating with a child or children during meal times must follow the current school policy for eating with students, eating in a designated area with children. We currently have two tables in the front lobby. We would like to have a third table - DONATIONS ACCEPTED.

Parent/Visitor/Volunteer Dress Code

We respectfully request that all who enter North Cumberland Elementary School help us set the example by following the school dress code.

Family Conference Nights

Parents and teachers will have the opportunity to meet twice each year on special evenings set aside to discuss student progress. One meeting will be held each semester. Parents may also contact their child's teacher at any point throughout the school year to discuss academic progress, behavior, or other school-related issues. In grades 5-8 students should be present for the conference.

Title 1 Annual Meetings

In accordance with Tennessee Code Annotated, the parents of students participating in activities, services, and programs funded by Title 1 must be provided information about the school and its various programs. This information is available at any time and is kept in the school office. Additionally, a Title 1 parent meeting will be held each school year. This will be integrated this year during our Back to School Night on August 19 from 5:15-6:30. Parents and guardians may contact the school principal to learn more about Title 1 programs. We look forward to seeing everyone at Back to School Night! We know it is a busy night for families. We plan to have food and Kona Ice available for purchase at the school.

North Family Commitment

Our purpose is to prepare students for success in high school, college, or the workforce. We understand the hopes each family has for their children; therefore, it is important that we work together to assist the students in their school success. North Cumberland is a community of students, parents, teachers, and school leaders. We believe in the importance of working together to make a positive impact on the academic and character development of every child. Families are the students' first teacher and those that he/she looks to for continual guidance and support. Although the job of making decisions about school policy belongs to the school district and school, family involvement is a critical component of student success. We strive to cultivate positive and productive relationships with families and request input in developing our family involvement and school improvement plans. We also welcome your feedback and will respond to it as soon as practically possible.



NCE Parents/Guardians are encouraged to:

- ★ Establish a daily routine for your child.
- ★ Provide a quiet space to study.
- ★ Provide positive reinforcement of student progress and success.
- ★ Monitor television, cell phone, computer, and video game time.
- ★ Discuss academics and student work with children regularly.
- ★ Help your child take responsibility for his/her actions.
- ★ Check with your child's teacher for facts regarding a problem.
- ★ Support NCE faculty and staff.
- ★ Ensure your child has good attendance and is on time to school.
- ★ Reinforce NCE Code of Conduct through positive conversations
- ★ Attend family nights, conferences, or special events.
- ★ Read to your child, listen to him or her read, or set time aside for independent reading.
- ★ Make sure your child completes homework, assignments, and projects when assigned.
- ★ Communicate with your child's teacher.
- ★ Seek and use resources and tools to support your child's academic and social-emotional goals.

Family Communication

Options for on-going communication with families will vary from grade level to grade level. These communication tools may include one or more of the following:

- ParentSquare
- Grade-Level or Classroom Newsletters
- Daily Folders
- Phone Calls
- Emails or Notes Sent Home
- Meetings or Conferences

ATTENDANCE

School Hours

- Our school day starts at 7:45 each day and concludes at 2:45. Please ensure that students arrive early enough to be in their classrooms, ready for instruction at 7:45 A.M.
Announcements should begin at 7:45 AM. so that instruction may begin.
- 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 A.M.
- Students eating in the cafeteria will need to arrive early enough to eat breakfast and exit the cafeteria by 7:35 AM. Students are not able to remain in the cafeteria past this time.

Students are not to be dropped off at school before the building opens (before 7:00 A.M.). If students are unattended, we will take them to our before-school program. **This is not a free service.** See Ms.



Loretta Goss, Kids Club Director, or visit the Kids Club section in this handbook for program information.

CUMBERLAND COUNTY SCHOOLS ATTENDANCE INFORMATION

See Board Policy 6.200 <https://tinyurl.com/ccs6200>

- Attendance is a key factor in student achievement and, therefore, students are expected to be present each day school is in session.
- Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee.
- Each excused absence must be documented with a signed and dated parent note which should contain an excusable reason for the absence.
- Written excuses must be submitted for absences and tardiness within three (3) school days after the student returns to school. Without notes submitted on time, students' absence will be reported as unexcused.

If a student has three (3) unexcused absences a meeting will be held to discuss the absences and an attendance contract will be presented. Continued unexcused absences at this point will result in additional meetings and a referral to Truancy or Juvenile Court.

Truancy

- Students shall be present at least 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 only as indicated in their Individualized Education Plan.
- The Director or designee shall also comply with state law regarding the reporting of truant students to the proper authorities.
- If a student accumulates a total of 5 unexcused absences, then he/she is subject to referral to truancy or juvenile court.
- Students with three unexcused absences shall be subject to the progressive truancy intervention framework in [CCS Board Policy 6.200](#).

Tardiness

- Students are expected to be in class, with materials ready by 7:45 a.m. each morning and are expected to stay until the end of the school day designated by dismissal each afternoon at 2:45.
- Tardys and Early Dismissals count towards truancy.

If, for medical reasons, your child must be absent for ten (10) days or more at a time, it is advisable that you consider temporary homebound assignment. Contact your school principal:



*and/or CCBOE for additional information on homebound assignment. CCBOE--(931) 484-6135
& NCE -- (931) 484-5174*

Student Early Dismissal Procedures - There are NO Early Dismissals after 2:15PM.

- Students are not allowed to leave the building during the day unless a parent/guardian signs them out.
- Students must be signed out through the front office.
- Students may be released to another adult designated by the parents, only if the parents or guardians send a note and are listed on the registration form completed by the parent.
- **Please keep registration forms up-to-date in case of emergency.** We keep signatures on file.
- Please understand, the safety of your child is our priority.

Parents or guardians may be asked for identification in order to check out students. Anyone picking up a student must bring his/her driver's license into the office. Please remember that this is for your child's safety.

Sick Student - Early Check-out

- If a student is sick, parents or guardians will be contacted from the nurse's office, and students must be signed out in the nurse's office. **If this procedure is not followed, the student will receive an unexcused absence.**

Custody Issues

Due to questions raised regarding custody issues, we require proof of custody in the form of a court order. If anything related to custody changes with your child throughout the year, we need copies of the changes immediately. Once again, your child's safety is our priority and we are required by law to follow the documents that we have been provided.

TRANSPORTATION

STUDENT TRANSPORTATION

Students will be welcomed into school and dismissed from school each day safely.

Arrival - 7:00 AM-7:40 AM (Instruction begins at 7:45)

- From 7:00 AM to 7:40 AM, car rider students should be dropped off in the front of the building
- Bus arrival is from 7:00 AM-7:15 AM in the back of the school.



Dismissal - 2:45 PM -3:15 PM

- From 2:45 AM-3:00 PM, car riders are dismissed in front of the school. There are two lanes for student pick up. Please help us keep students safe and remain in your lane until vehicles are moved forward.
- 3:00 PM-3:10 PM Bus riders are dismissed to the buses in front of the school.

STUDENT TRANSPORTATION CHANGES

- Prior to leaving home each morning, please make arrangements with your children so they are aware of how they will be going home that day.
- If transportation changes must be made, please contact the school office before 2:15 PM to ensure we have the opportunity to get the change information to the student and his/her teacher.

CAR RIDER PROCEDURE

High School Students are NOT to ride the bus from SMHS to North and be picked up at North Cumberland by car. Students should be picked up by car at SMHS or ride the bus to their home. We cannot document transportation when this occurs.

Students will receive car name tags at Registration. These MUST be in any car picking your child up. Emergencies happen to us all, so if someone new is picking up a child, no problem at all, we just may need that person to come into the school to pick up your child.

- Please help to keep dismissal traffic under control by not waiting in the parent pick-up line prior to 2:00 PM each afternoon. Keep in mind, this is still 45 minutes before students are dismissed from school.
- All afternoon car-rider pick-up should take place in the front of the building only excluding PreK. (No back parking lot or cafeteria parking lot is allowed).
- PreK is dismissed in the back of the building.
- We have 2 lanes of traffic to be used for pick-up of students. As you reach the right hand curve into the front parking lot area, begin to make 2 lanes.
- No cars should be left unattended in any lane in front of the school.
- No one in the parent pick-up line should be using a cell phone.
- Please constantly be aware of students loading and unloading. **We have all ages and sizes of students...so please especially watch out for the little ones!**
- Drive slowly and stay in your lane, unless otherwise directed.
- Parents will not be allowed to park and come into the school building to pick up their child during parent pick-up. If you have an after-school appointment with a teacher, feel free to come into the office and check in.
- Any child not picked up by 3:15 may be taken to the after school program (Kids Club). Keep in mind, a fee will be charged.



There will be no one arriving or dismissed at the back of the building, except for Pre-K students, unless authorized by administrators in emergency or exceptional situations.



Bus Conduct See Board Policy 6.308: <https://tinyurl.com/Cumberland6308>

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except the bus driver, authorized employees, and 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.

- **We have heard your concerns about busing issues. School administration can only act on what we know. Please let us know your concerns and we will do all we can to help.**
- **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 IN THE MORNING to receive approval.**
- **Students must have a note from the office in order to board a different bus.**





Bus Discipline Procedures: As directed by the principal

- | | |
|--------------------------|--|
| 1 st offense: | Written warning & parent notification |
| 2 nd offense: | Bus privileges suspended for 3 days |
| 3 rd offense: | Bus privileges suspended for 5 days |
| 4 th offense: | Bus privileges suspended for 10 days |
| 5 th offense: | Bus privileges suspended for the remainder of the semester |

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.

OTHER SCHOOL POLICIES AND PROCEDURES

Student withdrawal from NCE

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

School Zones

The Director of Schools shall enforce these areas as established by the Board:

- Students must attend the school in the zone in which they physically reside.
- Elementary students must receive written approval from the Director of Schools in order to attend a school for which they are not zoned.
- This approval is on a year-by-year basis. Parents requesting their child attend an out-of-zone school must apply each year.
- All out-of-zone students must provide their own transportation.
- Special education students shall be transported per the requirements of their individualized education plan.

Kids' Club Before- & After-School Childcare

North Cumberland is proud to offer a great service to students and parents with our Kids Club (before-and after-school program). The program is available for ages 4 to 14. We are state-licensed and have six inspections through the year to make sure we are providing the best service to our children and parents. Kids Club offers students homework time, gym, library,



computer lab and outdoor play. The hours are from 6:00 A.M. to 6:00 P.M. See Loretta Goss, Site Director, for more information.

Textbooks & Chromebooks

- 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 \$25.00- \$75.00.
- A lost or damaged Chromebook must be paid for, as well. The cost is approximately \$235.00

Library and Media Center

- The library is a wonderful place to help your child learn. The library books should be at school every day for extra reading time in the classroom or during bus hall.
- Books that are grossly overdue or lost will result in holding report cards and canceling field trips or extra activities. All lost or damaged library books must be paid for in full.

Lockers

- Each 7th and 8th grader will be assigned a specific locker for use during the school year.
- This locker is a possession of the school and is being loaned to students. Therefore, lockers are subject to being searched at any time. ([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 locker privileges.
- A combination lock is the only lock allowed. The combination for your child's lock will be given to his or her homeroom teacher in case your child forgets their combination.
- We encourage LOTS of practice with combinations before placing the lock on the locker.
- No locks requiring keys are permitted.

Money/Valuable Items/ Toys

The school will not be held responsible for lost or stolen items that students bring to school.

Display of valuable items possessed by some students to others has the potential to lead to unnecessary interpersonal conflict among students. We discourage students from bringing valuable items to school. These also generally serve as a distraction from the learning experience and may be confiscated for return to parents, if such is the case.

Selling or Trading of Personal Items



The only selling of items at school will be through the school bookstore, cafeteria, concessions, school/club fundraisers, or other school-approved activities.

**Students will not be permitted to sell any personal items at school.
No extortion or trading of items will be allowed.**

LUNCH PROGRAM AND CAFETERIA

Lunch Prices

ALL NORTH STUDENTS WILL RECEIVE 1 BREAKFAST AND 1 LUNCH DAILY AT **NO COST**

Any additional food items must be purchased by students.

Lunchtime Visitors

You are welcome to eat lunch with your child. Please sign in at the front office to receive your visitor pass/sticker and be seated with only your child(ren) at the designated area.

Student Cafeteria Behavior

Acceptable behavior and good table manners are expected at all times in accordance with the school-wide behavior plan. Students unwilling to use appropriate table manners/voice levels may be isolated, 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.

MEDICAL INFORMATION & NURSE'S CLINIC

School Health Index

Beginning July 1, 2006, each school will begin implementation of the School Health Index established by the State Board of Education. Policy on implementation of the School Health Index shall be followed by each school within the district. This policy affects the snacks served during school hours. Your child's teacher has a list of items that meet school health index requirements.

Immunization Requirements

Effective July 1, 2010

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

- There will only be ONE official certificate of immunization form that must be filled out by medical providers for parents to bring to school prior to entry of their child into Pre-K or kindergarten.



- For children entering 7th grade, immunization boosters are required (Tdap booster and varicella).
- For children who are NEW ENROLLEES in a TN school, there are new immunization requirements prior to enrollment.
- Please check with your local physician or health department to update all vaccinations and information.
- **You will have ten days from the first day of school to get the correct immunization form to school. If not provided, your child will not be able to attend school until the situation is resolved.**

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

Medication

A school nurse is on the campus each day.

- Medication may NOT be brought to school or taken home by any student.
- Students requiring prescribed medication must have an “Administration of Medication” form completed by their parent or guardian and on file with the school nurse. This form is available in the office and must be completed each year for each medication.
- The prescribed medication must be brought to school by the parent in the original container, and appropriately labeled by the pharmacy or clinic.
- Medication will be kept in the clinic 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.

Mental Health Needs

To address the mental health needs of our students, North Cumberland follows the mental health standards and guidelines adopted by the Cumberland County School System. If you would like to discuss your child seeing the school counselor, please call Marsha Poore, counselor at North.

North Cumberland has a school counselor and access to safe-schools counselors to assist children in maintaining positive social-mental health.

Lice Screenings



See [CCS Board Policy 6.4031](#) for more information concerning the number of days that will be excused for incidents of lice infestation.

EMERGENCIES AND WEATHER

School Closing for Weather Issues

- If we dismiss school early due to impending bad weather, we must know how your child should go home. Please fill out the inclement weather procedure paper.
- The Cumberland County School System has a plan in place for the safety of all children and staff in the event of a tornado watch and/or tornado warning. We are in constant contact with the local Weather Service and County Emergency Management Agency that tracks the storms. Your assistance is needed in our effort to make sure our full attention is directed towards securing the safety of our students and staff. Please follow the procedures listed below if there is a tornado watch or warning for our county during school hours:
 - Please do not call the school – our limited phone lines must be clear to communicate with Emergency Management Agencies and Central Office.
 - Tune in to local radio or T.V. stations
 - Do not come to the school unless student pickup is requested – This will allow staff to attend to the children during a “take cover” due to a tornado warning.
 - If the school goes into “take cover” (tornado), administrators have been notified of the severity of the storm, and NO students or staff will be allowed to leave the campus during this most dangerous time. If a parent is in the building during “take cover,” please plan on joining us in this safety procedure and understand we will not be allowed to release your child until the dangerous weather has passed. We care about your safety too!
- North students and families had to practice this in the 2024-2025 school year and again we say thank you. Our students and families were helpful, polite, and understanding during this time. We appreciate you all.

Emergency / Crisis Plan

Each class has a specific plan to follow in the event of an emergency. Emergencies such as fire, tornado, threat, or lockdown situations are practiced so our students will know how to react in the event of an actual emergency.

FEDERAL PROGRAMS

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 Ten Components

1. A comprehensive needs assessment
2. School-wide reform strategies
3. Instruction by highly qualified teachers and paraprofessionals.
4. High-quality and ongoing professional development
5. Campuses utilize strategies to attract and retain highly qualified staff.
6. Strategies to increase parental involvement.
7. Plans for assisting PreK children transition from childhood programs to elementary
8. Include teachers in decisions regarding the use of academic assessments that provide information to improve the achievement of individual students and the overall instruction.
9. Additional assistance to ensure that students' difficulties are identified and assistance is provided.
10. Coordination and integration of Federal, State, and local services and programs

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:

<https://www.tn.gov/education/students/student-supports-in-tn/special-education.html>

HOMELESS STUDENT EDUCATION

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.

Homeless families can get help through their school's student support staff. Services include community resource links, clothing, school supplies, and possibly additional academic support. For more information, contact the school office at 484-5174.



HOMEBOUND EDUCATION

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. It is one of the most restrictive educational placements for a student.

Homebound Services for Cumberland County School Students

Homebound forms requesting homebound services for a student must be received from a doctor. Any homebound forms received to schools should be faxed or sent to the school or Homebound/SPED office the day they are received. All forms must be complete and approved by the Homebound Director, including parent signatures on the homebound application prior to services being provided. For a student on an IEP, a copy of the homebound form will be sent to the SPED case manager to place with the current IEP or 504.

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.

PARENT & FAMILY NOTIFICATION

- The Cumberland County School System does not discriminate on the basis of race, sex, color, religion, national origin, age, or handicap in the provision of educational opportunities, activities, or other administered programs.
- Parents have the right to request information pertaining to the professional qualifications of their child's teacher(s). Teacher certifications can be found by accessing the Tennessee Department of Education Teacher Licensing website ([Educator Licensure & Preparation](#)) 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 (<https://www.tn.gov/education/families/report-card.html>), 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 web site (www.state.tn.us) to access a description of the Tennessee Curriculum Standards, assessment, and proficiency levels.
- 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 NCE 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.



NCE Assessment Calendar 2025-2026

Our assessment calendar will be on our school website as well as communicated with families by grade-level teachers.

Disclaimer: Test dates are subject to change based on adjustments mandated by the Tennessee Department of Education. Additional information related to state testing can be found at

<https://www.tn.gov/education/districts/lea-operations/assessment.html>

[CCS Assessment Calendar](#)