



CLYDE RIGGS ELEMENTARY

PROVIDING ACADEMICS WITH SUCCESS

# Student and Parent Handbook

School Year

2017-2018

## **Clyde Riggs Elementary School welcomes YOU!**

Dear Parents,

We are so excited to welcome you and your child to Clyde Riggs Elementary School. One of our main objectives for all of our students is to develop a love for learning which will prepare your child for a most successful future.

We have an excellent faculty and staff at Clyde Riggs Elementary School. It is our strong desire to develop a partnership with you in which we work together as a team in order for your child to achieve his or her maximum potential. We feel our collaborative efforts will have a positive result in continual student academic achievement.

Parental involvement is extremely important to us. There will be many opportunities for you to be involved this school year, and we strongly encourage you to take an active role in these activities. Please be sure to show a genuine interest in your child's school work and regularly praise efforts by your child to learn new skills and concepts. Your continued support and interest are necessary for a successful school experience for your child.

We look forward to this upcoming school year with great excitement! Our school handbook should help answer some of your questions concerning your child and Clyde Riggs Elementary School. We ask that you read this handbook and discuss the contents with your child. In addition, please sign the Signature Page and return it to school at the end of the first week of school.

We want to be sure to keep you informed of all of our activities on a regular basis. Be sure to watch for the monthly calendars and menus, weekly teacher newsletters, and daily/weekly take home folders. Visit our school website at <http://cre.sumnerschools.org>. Also, sign up for PlanetK8 at [www.PlanetK8.com](http://www.PlanetK8.com) for current updates, pictures, and videos. Various communications are sent regularly to inform parents of upcoming events and inclement weather.

Please feel free to contact us when you have questions or concerns along the way.

Sincerely,  
Terry Darnell, Principal  
Clyde Riggs Elementary School Faculty and Staff

## Statements of Purpose

**Vision:** It is the vision of Clyde Riggs Elementary School to establish a learning community which empowers all educators and students to reach their greatest potential.

**Mission:** It is the mission of Clyde Riggs Elementary School to provide a challenging, educational environment in which all students develop learning skills in order to prepare for college and career readiness.

### Quality Instruction

- Students will be the main focus of all we do.
- Educators deliver high quality instruction using researched-based best practices which are guided by student performance results.
- Educators provide explicit differentiated instruction by engaging students through diverse academic opportunities which create analytical thinkers.
- Educators will actively participate and lead purposeful, job-embedded professional learning in order to improve student growth and achievement.

### Collaborative Culture

- Educators strategically plan rigorous, content-rich, standards-based lessons with grade level and vertical teams.
- Purposeful communication is used to foster a trusting and supportive culture focused on student learning.
- Diverse opinions are encouraged by all who are invested in growing our students academically.

### Leadership

- Educators, parents, and community members will use the vision as a guide to build a successful school community.
- Educators will work as partners with all school community members to share leadership responsibilities.
- Leaders will establish and model high expectations and hold themselves and others accountable in order to sustain positive outcomes.

### Resource Utilization

- Student academic needs will be met through allocating reliable resources to provide instructional support.
- A strong support system will be developed and sustained to retain high quality teachers.
- A partnership with community businesses will aid in meeting resource needs for our school goals.

## **Clyde Riggs - Learning Compact**

### **HOME**

I want my child to have a successful year; therefore, I will:

- Support reading in a positive way with my child.
- Talk with my child and offer praise, respect, and encouragement.
- Monitor out-of-school activities and TV viewing.
- Check my child's progress.
- Communicate with the school.
- Check with my child about homework, notes to be returned, and supplies that may be needed.

### **STUDENT**

It is important to do my best in school; therefore, I will:

- Come to school with paper, pencils and other necessary tools for learning. Complete and return homework.
- Read at home.
- Work hard to do my best.
- Respect other students and adults.
- Follow classroom and school rules.

### **TEACHER – SCHOOL**

It is important for students to be successful- therefore, I will:

- Provide quality instruction.
- Treat all students with caring and respect.
- Provide a safe place for learning.
- Provide meaningful, effective learning opportunities.
- Communicate regularly with the home about student progress and school matters.
- Provide an open and welcome atmosphere for ALL.

## Admission Requirements

Any student entering school for the first time must present:

- An official birth certificate of date of birth at the time of registration; (TCA 49-6-3008(b)). The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law.
- Evidence of a current medical examination. (TRR/MS 0520-1-3-.08(2)(a)) There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade, and other students for whom there is no health record.
- Evidence of state-required immunization. NO child shall be admitted to school without proof of immunization except those who are exempt by statute as provided in TCA 49-6-5001.
- If the person enrolling the child, cannot after being given a reasonable amount of time, provide a birth certificate of any sort or documents granting custody, the matter shall be referred to the Attendance Department to insure that the person presenting the child is in-fact a parent of or legal guardian of the child. No child shall be deprived of an education while such matters are resolved.

A child must reside in Sumner County with the primary residential custodial parent or residential guardian to attend Sumner County Schools. See policy JBCCA for exceptions. Parents must notify the school principal if the child ceases to reside in Sumner County.

A photo ID is requested to identify the parent/guardian enrolling a child.

Two (2) documents establishing proof of residence are required:

- Legal document/lease showing proof of residency for specific address (Notary public or typed/hand written letters from the land owner are not accepted.)
- Current invoice/bill (electric, gas, water, landline telephone) assigned to a specific address and the primary custodial parent/guardian. (Cell phone bill is not accepted.)

Sumner County School District shall allow any physically present student to register and begin classes with the understanding all of the above requirements must be completed and filed with the school within three (3) school days. At the end of the school day on the third (3rd) day, if the required documentation has not been turned into the school administrative office, the Attendance Department will be notified to check for proof of residency. The Attendance Department shall investigate and determine further action based on results.

A Truant Officer may verify a student's residency at any time during the school year. During any such investigation, the child shall continue to attend school.

Students entering Kindergarten must have reached the age of 5 on or before August 15 of the current school year.

Students attending Clyde Riggs Elementary must be legal residents of the attendance area. If the student is a resident of Sumner County, but not of the Clyde Riggs Elementary attendance area, out of zone permission to attend Clyde Riggs Elementary must be obtained from the building principal and Director. Sumner County no longer accepts any new out-of-county students.

When it can be determined that a child is not residing in Sumner County and the parent has obtained educational services by fraud or deceit including the filing of false documents, the Director of Schools shall examine the proof and determine whether the matter should be referred to the District Attorney General for prosecution and/or the school attorney for a civil suit for the tuition due from out-of-county students.

## School Hours

**7:00 AM – Doors Open - Supervision Begins**

**7:00 – 7:30 AM – Breakfast Served**

**7:40 AM – School Begins (Students must be in their room, or they are counted as tardy.)**

**2:40 PM – School Dismissal**

**3:00 PM – Doors Close - Supervision Ends – (All students must be picked up by this time unless they are staying after school for a specific reason while being supervised by a teacher.)**

## Arrival and Dismissal

### Arrival

Our school hours at Clyde Riggs Elementary are 7:40 a.m. to 2:40 p.m. Personnel are assigned to monitor students as they arrive at school in the mornings and as they leave the school building in the afternoon. Students may begin arriving at school at 7:00 a.m. School personnel will not be available to supervise students until then. Buses will use the bus lane in the front of the building for loading and unloading students. Bus riders will be entering the building by the cafeteria entrance.

**All parents who are transporting students by car must enter the campus at the back entrance between 7:00-7:40.** Students who are car riders will enter the building at the back entrance by the gymnasium. **Parents who have students who wish to go to breakfast between 7:00-7:30 a.m. will enter the campus at the back entrance and pull up to the cafeteria entrance to unload students.** Those students will enter at the cafeteria entrance to the building. **Please do not attempt to enter the campus from the front of the building before 7:40.** This is a safety precaution for our students. **Refer to the attached school map for bus/car arrival and dismissal.**

Students arriving before school begins will be supervised in the gym while sitting with their class. All students should enter the gym quietly and be seated. Students should bring a book(s) with them in order to read while waiting for the school day to begin. Students will also be participating in Panther Paws Track Time on designated days. Students in grades 3-5 will be attending Tech Time on designated days during this time as well. Classroom teachers will begin escorting their students to class before 7:30 every morning.

### Late Arrival

Tardiness is an unnecessary interruption of class instruction and should be avoided. At 7:40, all entrance doors will be locked for safety reasons. Students who arrive after 7:40 are tardy and must enter through the front door escorted by a parent. The student must be signed in through the office by a parent who will sign a log-in book. The parent may provide a note written to the teacher stating the reason for the late arrival of the student.

## Early Dismissal

If a parent needs to pick up a student before regular dismissal time at 2:40, please enter the building through the front door to the office area. The student will be signed out through the front office. Please notify the office if someone other than the parent will be signing out the student. The designated person must be listed on your child's registration card and be ready to show our school personnel proper photo identification. Our school personnel will call the student to the office. Office staff will call a parent or other designated adult to come pick up a student who may become ill during a school day. Any student who is too ill to stay in class must go home.

## Dismissal

Student dismissal arrangements should be made before a student arrives at school. Our students will use their normal mode of transportation in the afternoon unless a note has been sent to the teacher which states the change for that school day. If an emergency occurs and transportation needs to be altered, please **call our office before 1:00 p.m.** to allow time for changes to be made. **Emergency changes need to be limited to three changes per year.** Students will be responsible for listening to the announcements to hear any dismissal arrangements.

## Attendance

Attendance is a key factor in student achievement. A student's academic progress is dependent upon the regularity of attendance. It is necessary that regular school attendance be maintained. Parents have a legal obligation and a moral responsibility to assure that children are present every day that school is in session. The Sumner County School Board has adopted rules and regulations based on the Tennessee Compulsory School Attendance Law. A student is considered absent if not present for more than a half day of school which is 3 hours and 16 minutes. Our school day begins at 7:40 and ends at 2:40. Please make every effort to aid your child's average daily attendance by making appointments after school or on weekends. It is the parent's responsibility to send a written note with the student on the day the student returns to school. The note should include the student's full name, the teacher's name, date of the absence, and state the reason for the student being absent. A student who has been absent five days during the school year (not necessarily five consecutive days). without adequate excuse is considered truant. A meeting shall be held at the school level with the family to improve student attendance. If unexcused absences continue to accumulate, the Director of Schools or his designee will report the parent and the student to the juvenile Court for further action.

The following are official excuses that should be turned in to the attendance secretary in the CRE main office:

- Medical note for the student (doctor, dentist, hospital, etc.)
- Student illness not requiring a doctor visit (five parent notes per semester)
- Recognized religious holidays
- Required court appearances. Verification of court appearance from appropriate authorities must be provided.
- Funeral notice

The principal may verify absences for the following:

- Approved school activity that is school sponsored and school supervised
- Extenuating circumstances on a case-by-case basis

Parents should contact the school the morning of a student's absence by phone or teacher note. Also, if your child is absent, please expect a call from the school on that day.

**Make-up work: The office should be notified by 9:00 a.m. when assignments are being requested for an absence.** Assignments requested can then be picked up in the office at the end of the school day. Upon the first day of returning to school, it is the parent's responsibility to make contact with the teacher regarding make-up work. During the school year, make-up work must be completed within a number of days equal to the number of consecutive days of the absence.

Unexcused absences are those which are not verified or do not meet valid reasons for absences. All out-of-school suspensions are unexcused absences. However, the missed work should be made up for credit and returned to the teacher upon the completion of the out-of-school suspension.

**Students attending extracurricular or after school activities must attend school on the day of the activity.**

### **Attendance Recognition**

Students with a record of no absences, tardiness, or early dismissals will be recognized at the end of each nine weeks. Cumulative recognition for the year will also be made for these students at the end of the year during the Awards Day Ceremony. This recognition will be based on state guidelines of attendance.

### **Bookkeeping**

During the course of the school year, there may be occasions when a parent will need to send money to the school office for various reasons, such as fundraisers, field trips, yearbooks, etc. When this occurs, please be sure to send the exact amount for the item(s) or event(s). SCS bookkeeping policy does not allow our office personnel to make change.

Also, if a reimbursement needs to be made for a field trip, library book, etc., please send a note to the office to request the reimbursement. The reimbursement will need to be picked up by the parent.

### **Bookstore**

Student supplies will be sold in our bookstore every morning beginning at 7:30. Money for the bookstore will need to be placed in a sealed envelope with the student's name and the word "Bookstore" written on the outside of the envelope.

### **Bus Rider Transportation**

Bus transportation is a service provided free of charge and is operated under the direction of the Sumner County School System. The bus routes are established by the school system's transportation department. Buses load and unload students at the front entrance of the school building at the Panthers Cafe entrance. The bus lane is designated for buses only while students are loading or unloading. No vehicles should block the bus lanes during morning or afternoon bus times.

The school bus is an extension of school activity. Therefore, students are expected to conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Pupils transported in a school bus shall be under the authority of and directly responsible to the operator of the bus. The rights of all students to be transported on a Sumner County school bus are conditional to the student's behavior. Seats may be assigned by the bus driver as a matter of policy.



Respectful, responsible, and safe behavior is expected by all students on all buses. The bus driver must be able to watch the road and moving traffic instead of dealing with behavior issues. The following rules and regulations insure the safest and most efficient transportation for our students:

- Arrive at the bus stop on time.
- Maintain proper conduct while waiting for the bus. Any problems arising at the bus stop prior to boarding the bus are the responsibility of the parents.
- Wait until the bus comes to a complete stop before approaching the bus.
- Obey the driver promptly and respectfully.
- Sit facing forward with feet on the floor.
- Keep hands, arms, head, and all objects inside the bus.
- Silence is required at railroad crossings per the State of Tennessee guidelines.
- Cell phone and/or recording devices are specifically prohibited.
- Loud voices and shouting are not permitted.
- Vulgar language or gestures are not permitted.
- No chewing gum, food, or drinks are allowed on the bus.
- No food or drinks are allowed.
- Help maintain a clean environment on the bus.
- Objects may not be thrown from the bus at any time.
- No live animals, balloons, or glass containers will be allowed on the bus.
- Horseplay/Violence is prohibited.
- Vandalism will not be tolerated.
- Remain seated until dismissed.

The bus driver will have control as to what will be allowed on the bus for the safety of all the students. In the case of disorderly conduct or refusal to submit to the authority of the bus driver, the bus driver is required to submit an incident report to the school administrator. Improper conduct on the bus could result in bus suspension. For the first offense, the school administrator will conference with the student (s), and a copy of the incident report will be sent home to be signed by the parent and should be returned to school the following school day. (Unless it is a major offense such as vandalism, fighting, etc. which could result in immediate bus suspension.) If a second offense occurs, the parent will be contacted by the school administrator after which a bus suspension or other consequences could result. Any additional offenses could result in additional day(s) suspended from the bus. Parents must provide transportation for the student to and from school in the event of a bus suspension.

**If a student needs to ride a different bus or has any other change in transportation, a written parental permission note must be sent to school. A transportation permission form needs to be completed and approved by the principal. Bus transportation changes cannot be taken over the phone. Students will not be allowed to board the bus without a form.** Bus riders should listen closely to the afternoon announcements for bus numbers and possible changes.

### **Car Rider Transportation**

**All parents who are transporting students by car must enter the campus in the back entrance between 7:00-7:40. Car riders should not be dropped off at the front entrance before 7:40.** This is a safety precaution for our students. Students who are car riders will enter the building at the back entrance by the gymnasium. Parents who have students who wish to go to breakfast between 7:00-7:30 a.m. will enter the campus at the back entrance and unload students at the cafeteria entrance. Those students will enter at the cafeteria entrance to the building. All students who arrive to school after 7:40 will be tardy and must enter through the front entrance escorted by a parent.

At dismissal, students who are transported home each day by car will leave the building through the back entrance departing from the gymnasium. Students will follow the directions of the school personnel who assist in the safe loading of our students. All parents must drive safely through the loading zone to pick up students. Personnel will supervise the loading and unloading of the car riders. Car riders will be given name plates to display so our personnel may identify the parents of our students. Please follow the guidelines on the attached school map for arrival and dismissal for car riders.

### **Cell Phones/Electronic Devices**

Cell phones and other electronic devices are not permitted unless special permission has been approved by the principal. If such unauthorized devices are seen or heard, they will be confiscated and returned only to the parent or guardian.

Board Policy CR

### **Code of Behavior and Discipline**

The Clyde Riggs Elementary faculty and staff are committed to ensuring each student becomes the best person he or she can be. We consistently encourage each student to reach his/her full potential academically, socially, and emotionally. It is vital that our students develop self-discipline and learn to make appropriate choices in order to function within the established guidelines of our school and society. We strive to provide an atmosphere that is conducive and safe for learning to occur. Acceptable behavior by our students is expected at all times. We encourage **respect** towards others, being **responsible** for actions, and being **safe**. We enlist your support as the parent/guardian in helping your child understand the importance of these character traits and being committed to exhibiting these traits.

We have developed a school-wide behavior plan which integrates positive behavior supports. We have established school-wide expectations for all of our students. We expect our students to exhibit the following behaviors:

- Come prepared to learn.
- **Respect** all teachers, staff, and students.
- **Exhibit** responsibility.
- **Safety** first always.

We use positive rewards and incentives for appropriate behavior. Consequences have also been established for students who choose not to follow behavioral expectations. A description of our behavior plan will be distributed to each student the first day of school. Each teacher will review the plan and practice procedures and routines so that each student will be fully aware of our expectations.

We also ask that you discuss the plan at home with your child. Then, you and your child should sign the behavior plan signature page and return the form to school the first week of school.

### **Communication**

The administration and faculty at Clyde Riggs Elementary encourage open communication with our school families. We want to keep you informed of your child's academic progress as well as upcoming school events. In order to do so, we use numerous modes of communication tools. Our CRE website is an excellent source of information. Teacher and administrator webpages are available on our website as well as email information. Please visit our school website at <http://cre.sumnerschools.org> regularly. We utilize the School Messenger system to relay important messages via phone or text messages. Monthly calendars and menus are sent home as well as classroom weekly newsletters. The website Planet K8 is available to inform our school family of upcoming events, notices, as well as school-related pictures and videos. Parents may sign up for PlanetK8 at <http://www.planetk8.com>. Parent conferences, phone calls, email, and notes are also a valuable source of communication. Each student's assignment book serves as a valuable communication tool and should be checked by parents daily for information. The *CRE*

*Communicator* is located in the front lobby by the office. Parents are invited to submit any suggestions, ideas, and comments they might have for our school.

## **Continuous Notice of Nondiscrimination**

The Sumner County School System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities; and provides equal access to all programs and youth groups. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

### ***Title VI and IX Coordinators:***

*Ms. Katie Brown (if student to student), Safe Schools, Healthy Students Coordinator, 695 East Main Street, Gallatin, TN 37066, 615-451-6500, [katie.brown@sumnerschools.org](mailto:katie.brown@sumnerschools.org)*

*Mr. Shawn Curtis (if adults are involved), Assistant Director for Human Resources. 695 East Main Street, Gallatin, TN 37066, 615-451-5226, [shawn.curtis@sumnerschools.org](mailto:shawn.curtis@sumnerschools.org)*

### ***504 Coordinator:***

*Ms. Selena Elmore, SCS Section 504 District Coordinator, 695 East Main Street, Gallatin, TN 37066, 615-451-6598, [selena.elmore@sumnerschools.org](mailto:selena.elmore@sumnerschools.org)*

## **Discrimination, Harassment, Bullying & Retaliation**

It is the Sumner County School Board policy that all students and employees shall not be subjected to unlawful discrimination, harassment, bullying, or retaliation. We are committed to safeguarding the rights of all students and employees within the school system, on school campuses, at school events, and on school buses to learn and work in an environment that is free from all forms of discrimination, sexual harassment, harassment, and bullying. Discrimination, harassment, bullying, or retaliation occurring in the school system and workplace or in connection with student activities or work in violation of this policy is counterproductive to the Sumner County School System and will not be tolerated.

(Board Policy CD)

## **Dress Code**

The Sumner County School System has designated a dress code for students to follow. This dress code is established in order to promote an environment which is conducive to instruction and maintains safety for our students. Each student shall strive to look his/her best by the practice of cleanliness and attractive grooming. Extreme attire which interrupts or distracts from the educational process or causes embarrassment to the student or others is inappropriate and will not be tolerated. The school administrator has the authority to decide whether or not the clothing and method of dress are appropriate. Parents need to monitor what children are wearing to school. Parents of children who are not dressed according to the following guidelines will be contacted to bring a change of clothing to school. The following dress code will be followed during school hours:

Standardized Dress Code - Sumner County Elementary Schools

The following shall not be worn to school:

- Biking/Spandex shorts
- Cut-off jeans that are frayed or have holes in them
- Saggy / sagging pants
- Spandex or body shirts
- Suggestive slogans, pictures, or advertisements for tobacco or alcoholic beverages on clothes

- Caps, hats, scarves, or bandannas
- Strapless dresses or blouses
- Spaghetti strap dresses or tops
- Bare midriff, halters, or tank tops
- Flip-flops or high heels of any type
- Backless shoes
- Shoes with cleats or retractable wheels
- Extreme hair color
- Extreme haircuts-no mohawks, cut-in designs or words
- Make-up
- Clothing related to gangs

**In addition, the following guidelines shall be enforced:**

- Dresses and skirts must not be higher than 3 inches from the bend of the back of the knee for grades 3-5 students.
- Shorts for both males and females must not be higher than 3 inches from the bend of the back of the knee for grades 3-5 students.
- For K-2 students, dresses, skirts, and shorts must extend below the longest fingertips when the student is standing.
- Leggings and tights are considered undergarments and must be worn with an appropriate length top or dress.
- Tennis/gym shoes are required for PE and are preferred for everyday wear for recess.
- Garments must cover the shoulders.
- Sleeveless blouses or shirts under arm opening should not be large enough to show chest area.
- Jewelry must not be distracting, disruptive, or unsafe.
- Stick on tattoos should not be visible.
- All sweaters, jackets, coats need to be labeled with the child's name.
- Rolling backpacks are not to be used.

**Consequences:**

Students will either change clothes or be sent home. Multiple instances will result in a disciplinary referral.

## **Drug and Alcohol Policy**

Students will not use, possess, distribute, or be under the influence of illegal drugs, drug paraphernalia, or alcoholic beverages in school buildings or on school grounds, in school buses, or at any school-sponsored activity at any time. If it is determined that a student is in possession of illegal drugs or drug paraphernalia designed for the use of drugs or any student is suspected to be under the influence of drugs, the school administrator will notify the parent of the student. If necessary, local law enforcement officials will also be notified. The student shall be subject to suspension for such policy violation.

Any student who shares, sells, furnishes, or barter any type of illegal drug or any student who possesses illegal drugs shall be suspended and referred to the Sumner County Board of Education for appropriate action.

The Board of Education, as well as the Administrative and Instructional staffs of Sumner County Schools, intends to deal firmly with drug offenders. Drugs have no place on the school campus.

(Board Policy JCBD)

## **Emergency Procedures**

### **CRE Emergency Operations Plan**

Our faculty and staff will follow the guidelines and procedures for all safety drills as outlined by the state and district. The procedures for our building are stated in the CRE Emergency Operations Plan and will be implemented immediately in the event of an emergency. Required safety drills are conducted throughout the school year.

### **Fire Drills**

Fire Drills will be held the first week of school and once each month thereafter. The signal to evacuate the building will be the sounding of the fire alarm along with the flashing light signal at each fire alarm station. Students and staff will exit the building according to guidelines and use the exit route posted in each room or area. In the event of a bomb threat, fire emergency procedures would be followed.

### **Severe Weather Drills**

Severe weather drills will be held regularly. A weather warning will be announced over the building intercom system. Students and staff will move to their designated areas, as posted, and take the safety drill position.

## **Field Trips**

Educational field trips will be taken during the school year which will enhance our academic program. Classes will be allowed to take one field trip per year per Sumner County policy unless otherwise approved. All class field trips must be taken within the state of Tennessee unless approval is obtained from the district. For students to travel on these trips, a permission slip must be signed by a parent and returned to school. Students are to observe the same standard of conduct and dress on field trips as they would in the classroom. All students will be required to ride the bus to and from their destination. No students will be allowed to ride in a private vehicle with their parent. Usually one adult chaperone per ten students is recommended. Chaperones will need to have their full attention supervising our students, so we do not allow preschool children (or children not assigned to the class) to attend field trips. Parent chaperones will need to provide their own transportation.

Students with discipline problems will not be allowed to attend field trips. Parents will be notified in advance if their child is in danger of not attending a field trip based on their behavior.

## **Fundraisers**

Clyde Riggs Elementary will conduct two school-wide fundraisers during the school year. Fundraisers are needed to help offset the costs of our educational program which are not covered by educational funding. All money raised will be spent to enhance the educational experience at Clyde Riggs Elementary. Students and parents are strongly encouraged to participate in each fundraiser.

## **Guidance and Counseling Program**

The aim of the Guidance and Counseling program is similar to the purpose of education in general-to assist the student in fulfilling his or her basic physiological needs, understanding himself or herself, acceptance of others, developing associations with peers, realizing successful achievement, and providing opportunities to gain independence. The purpose of our Guidance and Counseling program is to provide emphasis and strength to the overall educational program. Specific lessons of this program include the following: self-esteem, friendship, teamwork, respect, compassion, uniqueness, anger management,

initiative, gratitude, self-control, generosity, commitment, responsibility, honesty, safety, social skills, and manners.

In addition to Guidance classes, the program offers individual and small group counseling sessions as needed or requested. It is the goal of this program to assist all students in developing and becoming positive and productive young people who reach their greatest potential.

## **Grading and Homework Policy**

The purpose of grades is to provide consistent and meaningful feedback concerning a student's academic achievement and progress toward expected learning outcomes. Grades will also provide guidance to teachers for quality instructional planning.

Homework is an important extension of classroom learning. Homework is assigned to reinforce concepts students learn in the classroom. Students should expect to have homework during the course of the week.

The following best practices will support this purpose:

1. **Graded Items Policy**

Students will earn grades on assignments and assessments which have been completed independently and are intended to assess and advance mastery of standards. Assignments which are made for the purpose of practice will be evaluated by the teacher, but they will not earn a formal grade. Students may be allowed to select some assignments from an array of options. Summative assessments and projects will be weighted more than daily assignments.

2. **Homework Policy**

Homework is an important extension of classroom learning and should support the attainment of learning goals. Homework is assigned in order to reinforce standards taught in the classroom and to provide intentional independent practice. Classwork that is not finished during the school day may be added to assigned homework. Students should use their time wisely to complete assigned work in class.

3. **Late Work Policy**

Late work will be accepted for credit. A loss of privileges will occur as a consequence in order to reinforce the importance of being responsible.

4. **Re-Do Policy**

The teacher may offer a student the opportunity to re-do an assignment in order to reflect an accurate assessment of the student's knowledge of a standard. The number of re-do opportunities will be left to the discretion of the classroom teacher.

5. **Extra Grade Opportunities**

The teacher may offer extra grade opportunities after the teaching and re-teaching of content area standards. Extra credit points may be earned when it is in correlation to the mastery of the standard.

6. **Zero Policy**

Responsibility and accountability are important goals for student learning. In order to enhance these goals, our focus is on the completion of assignments. Zeros will not be earned by students with incomplete or missing assignments. If a student makes a zero on an assignment, the zero will be earned. Concentrated efforts will be made to ensure that every student

completes assignments. Meaningful consequences will result when assignments are not completed.

#### Guidelines for parents:

Parents can support a child's interest in lifelong learning by encouraging good study habits, providing a learning environment in the home, and using the Parent online system to stay up to date with your child's academic performance.

- Provide a quiet, well-lighted place for the student to do homework.
- Help your child budget time so that a regular schedule for study is set.
- Take an active interest in what your child is doing at school. Ask for an explanation of a particular assignment and what is being learned. Compliment good work or when improvement is made.
- A positive attitude by parents will encourage the student to do the best work possible.
- Provide needed supplies for completing homework assignments. (i.e. paper, pencils, crayons, etc.)
- Consult your child's teacher if questions arise.

#### Guidelines for students:

- Neatly write your assignments in your assignment book for reference.
- Be sure you understand the assignments or ask your teacher if you need help.
- Set aside a regular time for homework.
- Study in a quiet place.
- Complete your work in a timely manner.
- Do your very best on each homework assignment.

## Grading System

Grades serve to promote continuous evaluation of student progress toward expected learning outcomes and to inform both the student and the parent of such progress. Grades also provide a basis for bringing about change in student performance, if change should be necessary. Grades given during each nine weeks period will be determined by the designated teacher who assigns such work. School conduct shall be marked if improvement is needed. Plus and minus evaluations are not to be added to letter grades.

Grade Reports will be distributed to the parents of students each nine weeks of each semester. Progress reports will be provided to parents at the midpoint of each 9-week reporting period.

The basic grading system for grades 4-5 subject area grades will be expressed by the letters "A", "B", "C", "D", and "F", with corresponding numerical values as follows:

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

Twenty-first (21<sup>st</sup>) Century Study Skills will be designated on the K-3 standards-based report cards. Conduct grades are based on behavior and shall not be deducted from scholastic grades. Student progress in kindergarten through third grades will be reported on forms prescribed by the school district.

Parents will have access to the Parent Portal online system.(K-5) This online system will allow parents in grades 4-5 the ability to check their child's grade average (assignments/missing assignments), discipline, attendance, and connect with the teacher through email. Parents in grades K-3 will be able to access

discipline, attendance, and connect with the teacher through email. You will need to contact the school office to get your individual login information.

Students will be recognized at the end of every nine weeks grading period and the end of the school year for achievement for grades K-5. Some of these recognitions will be:

Nine Weeks Recognition: Grades K-3:                      Academic Excellence Awards– Mastery of Standards  
Academic Achievement Awards-Most Improved  
Attendance  
Citizenship—Student of the Month

Nine Weeks Recognition: Grades 4-5:                      Academic Excellence Awards-All A's  
A Honor Roll  
A/B Honor Roll  
Academic Achievement Awards-Most Improved  
Attendance  
Citizenship—Student of the Month

End of Year Recognition: Grades K-3                      Academic Excellence Awards– Mastery of Standards  
Academic Achievement Awards-Most Improved  
Attendance  
Citizenship—Student of the Month  
Principal's Award--Leadership

End of Year Recognition: Grades 4-5:                      Academic Excellence Awards—All A's  
A Honor Roll  
Academic Achievement Awards  
A/B Honor Roll  
Citizenship Awards  
National Junior Beta Club Recognition  
Perfect Attendance Awards  
Principal's Award--Leadership  
Reading Lab Awards  
Related Arts Awards

Students earning Student of the Month will have their names submitted to the local newspapers for publication each grading period.

### **Illness and Medications**

During the year, students may come into contact with any of several infectious illnesses. Because of this, it is important that children with communicable diseases are kept home until they are well enough to return to and function adequately in school. This practice also reduces the danger of spreading diseases on an epidemic proportion among the school population.

**The following are some guidelines you may use when deciding whether to keep your child home or to send him to school. The school staff and school nurse will use these guidelines when determining whether your child should be sent home from school. If you are unsure, call your child's healthcare provider.**

#### **Fever**



Fever is generally defined as a core body temperature of 100.4 F or greater (not 104.). **A reading of 100 F or more with any thermometer is a fever.**

Your child should be without fever for a full 24 hours, **without fever-reducing medication**, before returning to school. This is because sick children often do not develop fever until the afternoon or evening. If your child has fever, **do not** give a fever-reducing medication (Tylenol, Advil, etc.) then send him to school.

### **Vomiting**

If your child vomits in the morning, observe him for at least 1 hour before sending him to school. If he has no further episodes and is able to eat a light meal, he may go to school. If he has a second episode, keep him home. Your child should be free from vomiting episodes **for a full 24 hours** prior to returning to school.

### **Diarrhea**

A child with one episode of mild diarrhea may be able to go to school, but if he needs to go to the toilet more frequently than usual due to loose stools, he should stay home. Vomiting and diarrheal illnesses are extremely contagious, so make sure he washes his hands with soap and water after toileting and before eating. Your child should be free from diarrheal episodes **for a full 24 hours** prior to returning to school.

### **Sore Throat**

Most sore throats occur due to a mild viral illness and will self-resolve. If a child has **no** fever and does not feel otherwise ill, he may attend school. If the sore throat is accompanied by other symptoms such as headache, stomachache, and/or rash, he should see his healthcare provider to rule out strep throat or other illnesses.

### **Runny Nose or Cough**

Most runny noses and coughs are due to mild viral illnesses which will self-resolve. If the child has no fever and feels otherwise well, he may attend school. If your child is sick enough to sleep extra hours during the day due to his symptoms, he should stay home. This typically occurs during the first 2 or 3 days of an illness. If his runny nose or cough lasts *longer than 10-14 days* or worsens instead of improving, he may need to see his healthcare provider.

### **Red or Runny Eyes**

Bacterial conjunctivitis (“pink eye”) is a contagious infection of the lining of the eyeball and eyelids. Symptoms are redness of the white of the eye, swelling of the eye or eyelids, and discharge which is typically cloudy or yellowish-green. If your child wakes up with his eyelids “glued together” with discharge, call your doctor and keep your child home. Careful hand washing is essential with bacterial conjunctivitis. **If it is conjunctivitis they may return to school after they are treated for 24 hours.**

### **Rashes:**

**Scabies** is a common, very itchy rash caused by a mite burrowing under the skin surface. Small bumps or raised lines are visible on the forearms and hands, and on the trunk and groin area. Often other family members have it as well. Your healthcare provider should see your child if you suspect scabies. **If diagnosed with scabies, upon return to school, your child must bring a note from the doctor as proof of treatment.**

**Impetigo** is a contagious superficial skin infection which looks like a crusty yellowish scab or sometimes a large blister. It can be seen anywhere on the skin, but is often found around the nostrils and lips. Your healthcare provider should see your child if you suspect impetigo.

**Staph Infection/MRSA** are commonly seen in school-aged children. Usually it manifests as a pink or red, firm, very sore area. It may or may not have a “head” on it. Your child’s healthcare provider should see your child if you suspect a staph infection. **Upon return to school please provide proof of treatment and lesions must be covered.**

**Fifth’s Disease** is a common viral rash which causes bright red cheeks (“slapped cheek

disease”), followed by a pink, flat, lacy-appearing rash on the upper arms and tops of the thighs. Most children feel well with it, and once they develop the rash, they are no longer contagious. **They may attend school.**

**Ringworm** is not a worm it’s a contagious infection caused by a fungus. Symptoms are small, red, raised, scaly spots that are itchy and grow in a circular pattern. Ringworm can be treated with anti-fungal creams, over the counter, such as Tinactin, Micatin or Lotrimin.

**Your child may return once ringworm treatment has begun and it must be covered.**

**Head Lice (Pediculosis - Lice Infestation)** A student being found to have head lice shall be excluded from school until treated with lice shampoo and all nits have been removed. To be readmitted to school, the student must bring proof of treatment and be brought in by a parent or guardian and checked by a designated person in the school office. Board policy also allows the school to require a written statement from a doctor or county health department showing the child to be nit free. A student will not be allowed admission to school or the bus until he/she has been examined and found to be completely nit-free.

**This covers some, not all, conditions that may require your child be sent home. Our school nurse’s goal is to keep your child in school at their optimal health. Please call your school nurse with any questions or concerns.**

## Medications

### SUMNER COUNTY SCHOOLS

#### MEDICATION ADMINISTRATION PROTOCOL

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**NEVER SEND MEDICINE OF ANY TYPE TO SCHOOL BY YOUR CHILD.** Only medications required to maintain student’s attendance will be given (no supplements, vitamins, etc.). All students must have prescription and non-prescription forms\* completed before the school can administer medication to the student. **Over the counter/non-prescription medications will be given according to package directions only** unless accompanied by a physician’s order with different instructions. All prescription medications require physician and parent signature. The pharmacy bottle label **MUST** match the physician’s written order. Non-prescription medications require a parent’s signature and **MUST** be sent in a sealed, unopened bottle. **No Ziploc baggies, unlabeled bottles, or expired medications will be accepted.**

**\*All medication forms can be found online at [sumnerschools.org](http://sumnerschools.org) (bottom homepage under parent/student forms) OR obtained from your school.**

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- ◆ Morning medications should be given at home. This includes over-the-counter medications, such as Advil & Tylenol.
- ◆ Antibiotics ordered less than 4 times a day will not be given during school hours.
- ◆ Narcotics will not be given during school hours.
- ◆ A new medication form must be completed each school year. This includes insulin and emergency medication orders.
- ◆ Medication guidelines for Sumner County Schools does not allow aspirin or products containing aspirin to be given without a doctor’s order (BC Powder, Pamprin, Excedrin Migraine, Bayer Aspirin, Midol, Goody’s Powder, Pepto-Bismol, etc.). If you are not certain if a product contains aspirin, please check the list of active ingredients for “*salicylate*” or “*salicylic acid*” or consult your pharmacist.
- ◆ Any changes in medication must be accompanied by a new form with the changes noted

and signed by the physician.

- ◆ All unused medication will only be returned to the parent/guardian/parent's adult designee. If medication is not picked up within two weeks of the request being made, **the medication will be discarded**. No medication will be stored over the summer; medications left at the end of the school year will be discarded before the summer break begins.

### **Inclement Weather**

If adverse weather conditions exist before school begins and/or the Director of Schools decides the weather to be of such a nature that the safety of the students is threatened, schools will be closed. In some instances, the weather may be such that the Director of Schools and the Transportation Director decide to open schools on a **two hour delay**. If that situation arises, CRE would begin school two hours later. Our school day start time would be delayed from **7:40 until 9:40**. **Supervision of students would begin at 9:00. Breakfast will be cancelled on delayed days.**

School will not be dismissed because of weather conditions that arise during the school day as long as it is feasible for students and staff to remain safely at school. **Students will follow instructions set by their parent or guardian in the Early Dismissal information filed on the student's Early Dismissal form. It is extremely important to keep the information on the registration card up-to-date! The staff will not be able to call home at time of dismissal.**

The district's School Messenger system will notify parents concerning the closing of schools. Be sure you have submitted your current phone numbers to the school district to be entered in the system in order to receive messages. Also, the Director of Schools will notify radio and TV stations to have a school-closing announcement broadcast:

### **Outside Recess**

Students at Clyde Riggs Elementary will be going outside daily for recess breaks if the weather permits. Children should have appropriate clothing at school to provide warmth for recess breaks. Students are encouraged to wear tennis shoes daily for recess participation. Students who need to occasionally stay inside due to health reasons must bring a note from a parent stating the need. Students who request to remain inside for extended periods must have a doctor's permit.

### **Panther Pals**

Clyde Riggs Elementary offers the *Panther Pals* after school care program for our students. Information and a handbook for this program may be obtained in our school office.

### **Parent-Teacher Conferences**

District-scheduled parent-teacher conference days will be held to facilitate communication between the school and home. Additional conferences may be arranged when requested by either parent or teacher. Teachers would like to meet with all parents at conference time.

### **Parent-Teacher Organization**

The PTO offers you the opportunity to work more closely with your child's teachers, principal, and school officials in order to provide the best possible education for your child. Our organization holds

scheduled meetings throughout the school year. Your involvement is an important factor in the strength of the PTO and our school. We strongly encourage your participation in our school events and welcome your feedback and suggestions. With your involvement, the PTO can help make our school and district a success.

## **Parties**

According to School Board Policy, there may be three parties conducted at the elementary level during the school year. Dates for our designated parties will be communicated through monthly CRE newsletters plus communication from the classroom teachers. The parties will be conducted during the last hour of the designated school day. The parties may include appropriate games and food. We invite parents to participate and assist the teacher with these special occasions.

Birthdays are another special occasion for our students. Individual students will be recognized during the morning announcements on their birthday. Parents may bring small treats for the child to pass out to classmates toward the end of the class lunch period. Parents are also invited to come eat lunch with their child on that special day. Please notify your child's teacher if you plan to bring treats so that our cafeteria staff will also be aware.

## **Related Arts**

### **Art**

The fundamental purpose of the art program is to introduce the children to the elements and principles of Art, which include: line, varied shapes, value (dark and light), pattern, and color. Students will also make connections to other subjects across the curriculum. Students will experience various media in the production of art, such as: clay, tooling foil, as well as oil and chalk pastel. Students will be encouraged to draw based on personal experiences and observations. Imaginative expression will be praised as well.

### **Media Center**

The vision of the Media Center Related Arts instructional block is to maximize achievement and success for all students in a climate that fosters personal responsibility, values learning, and promotes a love of literature.

Our mission is to support lifelong learning by anticipating and responding to the needs of students and staff for information, to encourage a desire to read, and to enrich the quality of life in the school community.

Our goals are:

- To implement, enrich, and support the curriculum, as determined by the state of Tennessee.
- To encourage all students to read for enrichment and recreation.
- To refine and improve research methods and skills.
- To foster teacher collaboration.
- To provide print and non-print materials to meet the varied interest and needs of all members of the school community.

Our CRE Media Center supports and abides by the American Library Association's Library Bill of Rights.

### **Music**

In our music program, the students will develop an enjoyment of music, awareness, and appreciation of a variety of music. Insights into music through meaningful musical activities, self-expression, creativity,

musical skills, and knowledge are a focus of the program. Students are introduced, instructed, and actively engaged in basic music processes that will allow them to understand and enjoy music throughout their lifetime.

## Physical Education

All students at Clyde Riggs Elementary will receive instruction in physical education. Instruction in Physical Education classes will follow Tennessee state standards and guidelines. Students will be taught a variety of exercises, sports, games, movement skills, yoga, dance, gymnastics, and much more. We also discuss healthy eating, safety awareness, and positive character-building skills. The major goal of this program is to encourage students to live a healthy and active lifestyle, as well as affect positive changes in which students grow mentally, physically, and develop appropriate character traits. Students are encouraged to exercise at home and have family exercise times.

Students will compose SMART goals in class and will track their progress for a variety of skills. Students will also be taking written assessments throughout the school year as well as composing entries in class journals.

All children are expected to participate. A doctor's permit explaining restrictions will be necessary if requesting extended periods of inactivity.

All students are required to wear tennis shoes in order to participate. Please avoid tennis shoes with black soles as they leave marks on the gym floor. Rubber soled hiking boots are not considered tennis shoes. No cleats will be permitted.

## Response to Instruction and Intervention 2 (RTI2)

The Response to Instruction and Intervention 2 (RTI2) model is a multiple-tiered instructional approach in ELA and Math in order to meet the needs of all our students. This designated time is known as *WIN (What I Need)*. Students will be participating in instructional groups according to individual learning styles and needs. Classroom teachers and interventionists will provide intentional instruction based on instructional data. A RTI2 team will analyze student progress regularly in order to make any necessary instructional changes.

## Restricted Items

- Personal electronic devices and cell phones usage must adhere to district and school guidelines.
- Toys, fidget spinners, trinkets, pets and any other similar items should not be brought to school. Trading cards of any type (baseball, football, basketball, etc.) are not to be brought to school. These items will be taken up from the student and kept in the office until the end of the school year and then returned to the parent/guardian.
- Chewing gum is not allowed at school.
- Valuable jewelry /items and extra money are to be left at home. Neither the school nor the teachers will be responsible for lost or stolen items.
- See the Weapons and Dangerous Instruments section for additional info.

## School Nutrition Program

Our School Nutrition program offers many healthy and helpful benefits for our students. Students can enjoy nutritious hot meals for breakfast and lunch daily. For the 2017-2018 school year, the cost of a student's lunch will be \$2.75, and the cost of a student's breakfast will be \$1.75. The cafeteria uses a computer accounting system to track the activity for each child's lunch account. You may check your child's account online using the Meal PayPlus website at <http://www.mealpayplus.com>. You will need your child's seven digit ID# to access the account. Students may pay on a daily basis or a deposit may be

made into the child's account for electronic payment for breakfast, lunch, and special sales (i.e. ice cream, cookie, etc.). You may prepay any amount, and it will be deducted as the student comes through the serving line. You will be notified when this prepayment is running low. You may prepay as much and as often as you wish. It may take up to 2 hours for deposits to appear on the school account.

When sending money for your child's account, please place the money in an envelope with the child's name, teacher's name, and how you want the money divided between the accounts. The cafeteria cannot make refunds from accounts.

Parents are welcome to come and eat lunch with their child. Only family members will be allowed to eat with a student. Special tables will be designated for students with visitors. We ask that parents and visitors encourage good manners and proper behavior in order to maintain a pleasant atmosphere.

Due to federal laws governing school lunch programs, food brought in from local restaurants is prohibited. Federal Regulations also prohibit carbonated drinks being brought into the cafeteria during lunch. A fruit drink is acceptable.

A current list of meal and special items prices will be distributed to students at the beginning of school. The following information outlines some details in regard to operation:

- The process works like a bank account system.
- If a student has money on account, it can be used for hot lunch or breakfast.
- An a la carte account is separate from the Breakfast/Lunch account if parents request.
- Notices will be sent when the account money runs low or is depleted.
- Checks should be made payable to Clyde Riggs Elementary Cafeteria.
- Only five lunch charges will be allowed in the cafeteria. Students will not be allowed to purchase a la carte items such as ice cream if they have charges outstanding. A la carte items may not be charged.

Free and reduced lunch applications are available for those students who may need assistance to purchase meals. Forms may be picked up in the school office. Please return those forms to the cafeteria manager when completed.

#### Cafeteria Guidelines for Students:

- Line up in alphabetical order both entering the cafeteria serving line and in the class dismissal line.
- Stand quietly in line and keep hands to yourself.
- Obtain everything you need as you go through the line. You will not be able to go back in line to get additional items.
- Walk to your table and be seated with your feet on the floor.
- Raise your hand if you need assistance. Do not get up from the table without permission.
- Speak with a normal conversational voice.
- Keep your hands to yourself.
- Do not share food with others.
- Do not visit with students from other tables during the lunch period.
- Do not take food or drinks outside of the cafeteria.
- Remain seated until you have been dismissed from your table.
- Leave your table in a clean and tidy manner.
- Show consideration to others.

If rules are not followed, students may be asked to sit in a designated area separated from their peers.

## **Section 504**

It is the policy of Sumner County School District to provide a free and appropriate public education to each student within its jurisdiction, including students with disabilities, regardless of the nature or severity of the disability. The Rehabilitation Act of 1973, commonly referred to as Section 504, is a federal nondiscrimination statute. 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. The enabling regulations for Section 504 at 34 CFR Part 104, entitle students to the specified rights. A document which outlines the student rights is available on the SCS and CRE websites as well as our school office.

## **SMART GOALS**

### **Strategic Measurable Attainable Realistic Timely**

We believe that goal-setting is an important and effective strategy for positive academic and behavior results. Teachers will conference with students and establish Reading, Math, and/or behavior goals throughout the year. Goals will be recorded on color-coded goal sheets and will be posted in the classroom. When the goal is achieved, the goal sheet will be sent to the office to be announced during school announcements. The student will earn a reward stamp on the goal sheet, and the sheet will be posted in the classroom hallway to praise students. Every student should always have academic goals in place to strive to achieve.

## **Special Services**

CRE provides a variety of services for students who have qualified for special education and an Individualized Educational Plan. Special education teachers and interventionists team with general education teachers to meet the individual needs of students. Inclusion, which offers special services within a general education classroom, is also a primary type of service. Parents are always a part of the decision-making team for any Individualized Educational Plan. If you feel that your child needs additional help other than the regular classroom, please notify your child's teacher. Our Student Support Team at CRE is in place to help address these concerns.

## **Special Programs at CRE**

Art Club  
4<sup>th</sup> and 5<sup>th</sup> grade Chorus  
Music Club  
National Junior Beta Club  
*Panther Paws Club*  
Reading/Tech Club  
STEM Club  
*Tech Time*

## **Textbooks**

Content area textbooks will be provided by the district and distributed to students for their use during the school year. Students are responsible for all textbooks which were issued to them. New textbooks are identified and tracked with a Sumner County Schools barcode. These barcodes must not be removed from the textbooks. All textbooks are inventoried at the end of the school year. If textbooks are lost or abused, students will be responsible for paying for the textbook.

## **Tobacco-Free Schools**

Tobacco or tobacco products in any form are not to be used by anyone while on school premises, while attending or participating in a school-sponsored event, while on school buses to and from school, or on school buses to and from school-sponsored events.

## **Visitors or Volunteers**

The Sumner County School Board encourages parents and other citizens of the community to visit schools for the purpose of keeping informed of school programs and services, and also for the purpose of showing support for school activities. Students, however, may not bring visitors on campus during a school day without approval by the school administrator. For security reasons, we require all visitors and volunteers to report to the school office when entering the school and log in using Lobby Guard prior to handling any business. Visitors and volunteers will be issued a badge to wear while at our school. We will be happy to accommodate classroom visits through scheduled times. However, drop-in visits interrupt the educational process and are not allowed. When visiting CRE, please adhere to appropriate attire for school. Also, all cell phones should be turned off while in our building.

## **Weapons and 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.<sup>1</sup>

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.<sup>2</sup>

"Expelled" for the purposes of this policy means removed from the pupil's regular school program at the location where the violation occurred or removed from school attendance altogether, as determined by Disciplinary Hearing Authority. Nothing in this section shall be construed to prohibit the assignment of such students to an alternative school.

Any student found to have brought a weapon to school or is found in possession of a weapon on school property shall be immediately removed from the general student population at the principal's discretion and referred to Disciplinary Hearing Authority for disposition as determined by the committee.

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

- In accordance with state law, any student who brings or possess 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.
- In accordance with state and federal law, any student who unlawfully possesses/distributes or is under the influence of any drug including any controlled substance, legend drug or prescription 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.



In accordance with state law, any student who commits aggravated assault, as defined in 39-13-102, 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.

- Any student who commits vandalism of school property which results in the student being criminally charged with vandalism over \$500 pursuant to T.C.A. § 39-14-408 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.<sup>5</sup>
- Any student who makes a threat of violence, whether written or verbal, which creates actual disruptive activity at the school that requires administrative intervention may be suspended and/or expelled as determined by the principal. Students may be suspended and/or expelled for a time commensurate with age, maturity level, and intent as determined by the principal or other authorities. Depending on the circumstances, the principal may refer a student who make a threat of violence to the disciplinary hearing authority for disposition as determined by the committee.
- In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention 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.<sup>6</sup>
- Toy weapons or facsimiles will not be permitted on school grounds. Students who possess toy weapons or facsimiles of weapons including water guns may be suspended as determined by the principal. Students may be suspended for a time commensurate with age, maturity level, and intent as determined by the principal. Depending on the circumstances, the principal may refer a student possessing a toy weapon or facsimile to the disciplinary hearing authority for disposition as determined by the committee.

## Important Contact Information

CRE School Office 615-325-2391  
CRE School Fax 615-325-5315  
CRE Panthers Cafe 615-325-5319  
Sumner County Board of Education 615-451-5200  
Transportation Department 615-452-1520  
Attendance Department 615-451-5424

Clyde Riggs Elementary School Website: <http://cre.sumnerschools.org>

PlanetK8 <http://www.planetK8.com>

Parent Portal online: <http://www.sumnerschools.org/parentportal>

Sumner County Schools Website: <http://www.sumnerschools.org>

Sumner County Transportation Website: <http://www.sumnerbus.org>

Mrs. Darnell's e-mail address: [terry.darnell@sumnerschools.org](mailto:terry.darnell@sumnerschools.org)

Staff e-mail addresses and class webpages are located on our school website and PlanetK8.

Clyde Riggs Elementary School  
211 Fountain Head Road  
Portland, Tennessee 37148-1632

**Dr. Del Phillips**  
Sumner County Schools Director  
Sumner County Schools  
695 East Main Street  
Gallatin, TN 37066  
(615) 451-5205

**Ms. Norma Dam**  
ADA – Pupil Services Coordinator  
Sumner County Schools  
695 East Main Street  
Gallatin, TN 37066  
(615) 451-5423

**Dr. Jennifer Brown**  
Assistant Director for Instruction  
Sumner County Schools  
695 East Main Street  
Gallatin, TN 37066  
(615) 451-5238

**Mr. Rick Eaton**  
Testing Coordinator  
Sumner County Schools  
695 East Main Street  
Gallatin, TN 37066  
(615) 451-5231

**Mrs. Robin Hood**  
Federal Programs Supervisor  
Sumner County Schools  
695 East Main Street  
Gallatin, TN 37066  
(615) 451-5224

**Mrs. Linda Becker**  
School Nutrition Supervisor  
Sumner County Schools  
695 East Main Street  
Gallatin, TN 37066  
(615) 451-5217

**Mrs. Selena Elmore**  
Parent Involvement, 504 Coordinator  
Sumner County Schools  
695 East Main Street  
Gallatin, TN 37066  
(615) 451-5415

## CRE Student/Family Handbook Contract

**We have read and discussed the Clyde Riggs Elementary Student and Parent Handbook for school year 2017-2018. We understand that these are guidelines which must be followed in order to create a safe and positive learning environment for all students.**

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**Student Signature**

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**Date**

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**Parent/Guardian Signature**

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**Date**

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**Classroom Teacher's Name**

**\*\*\*Please sign and return this contract to the student's classroom teacher during the first week of the school year.**

