**Student and Parent Handbook**

2015-2016

E. L. Ross Elementary School

4340 Mouse Creek Road

Cleveland, Tennessee 37312

**Phone**: 423.479.7274 **FAX**: 423.472.9763 **Web site**: <http://elross.weebly.com/>

**Follow us on Twitter: @RossRockets**

**Like us on Facebook: E.L. Ross PTO and E.L. Ross Elementary School**

**Accredited by the Southern Association of Colleges and Schools**

Welcome to E. L. Ross Elementary School! We are pleased that you are part of our learning community. This handbook is provided to help orient our parents and students to policies, procedures, and routines that support the general operation of our school. The faculty and staff ask for your cooperation in complying with these guidelines to ensure an orderly, safe, productive, and enjoyable learning environment.

With approximately 40% of our students eligible to participate in the Free/Reduced Lunch Program, E.L. Ross Elementary School is a federally funded school-wide Title 1 school. At E.L. Ross, we strive to serve each student within the framework of the Cleveland City Schools Mission.

*Title I does not discriminate on the basis of race, color, national origin, sex, handicap or age.*

**Mission Statements**

Cleveland City School district’s mission is to educate and nurture students to be successful and productive citizens.

E. L. Ross Elementary School provides an environment of collaboration in which students are challenged to achieve academic growth while becoming responsible, productive citizens.

**Statement of Beliefs**

1. Students discover how to think independently and become lifelong learners as they are given challenges, opportunities, and positive reinforcement.
2. All students can learn and experience success.
3. The use of technology and various instructional techniques will be used for a variety of leaning styles and abilities.
4. Student achievement will be assessed by both standardized and non-standardized tests to provide data to teachers, parents, and students in order to see progress and facilitate planning.
5. Curricular standards will be based on a holistic approach to meet the developmental, multicultural, social, intellectual, and emotional needs of our students.
6. Parental involvement is a key element in the success of our school.
7. A child’s self-esteem will be enhanced through positive relationships with the school, home, and community.
8. Students will be provided with a safe, friendly, and comfortable environment that is conducive to learning.
9. School policy and procedure will be driven by input from faculty, parents, and community.

**E.L. Ross Elementary School Staff RosteR**

**Principal**

Lisa Earby

**Administrative Asst.**

Angie Hayes

**School Counselor**

Emily Elliott

**Library/Media**

Rachel Stewart

**Technology**

Terri Olinger

**Music**

Lesley Avery

**Physical Education**

Laura Hudson

**Office Assistant**

Holly Stanley

**Family Coordinator**

Joy Beacham

**Third Grade**

Jennifer Barnette

Becca Cathell

Kristin Morgan

Wenona Patterson

Cherish Reid

Gwen Turpin

**Fourth Grade**

Leslie Davis

Abigail Elrod

Patsy Hicks

Lynda Paul

Jodi Tillotson

**Fifth Grade**

Stacey Carson

Jason Dasher

Lisa Eason

Tonya Mullinax

Dana Storey

# Extended Resource

Judy Bianucci

**Special Services**

Claire Ruth

**Speech**

J. Moghaddam

# Instructional Facilitator

Sarah Towe

**Nurse**

Rachel Taylor

**Special Services**

**Assistants**

Joan Baker

Daljuania Garner

Melissa Morris

Pam Trotter

**Instructional Assistants**

Summer Bayne

Janet Harris

Cindy Leary

Cathy Silkett

Cindy Wagers

**Cafeteria Monitor**

Michelle Craft

## CLASSROOM & SCHOOL BEHAVIOR

1. Be on time.
2. Follow the rules of the class.
3. If you do not follow the rules of the class and have progressed through the teacher’s classroom discipline plan, you will be sent to the office “on referral”.
4. Do your homework! Doing daily assignments is an important part of your grade in your class.
5. Remember to model the E. L. Ross C.A.R.E.S. motto.

## E. L. ROSS C.A.R.E.S

E. L. Ross students have a rich tradition of academic excellence and positive behavior. The characteristics of a Ross student are best exemplified by the acronym CARES (see below). Parents are asked to discuss with their child the importance of these virtues in their education and teach them what each letter in the word “CARES” symbolizes.

**C.A.R.E.S.**

1. Cooperation/Consideration
2. Attendance
3. Respect/Responsibility
4. Effort
5. Service

**ROSSOME REFERRALS**

Students who go above and beyond what is expected of a Ross student may be rewarded with a special recognition. School personnel who observe a student helping another person or exhibiting exceptional character may nominate the student for a Rossome Referral. Recipients’ names are announced on the intercom during morning announcements and are given a certificate and a small treat.

## Parent-Teacher Organization

The E. L. Ross Parent-Teacher Organization is a concerned, active group of parents and teachers working together for the continued improvement of our school. High expectations and multifaceted support increase the quality of our total school program. You are cordially invited to join the PTO and to participate as a school volunteer. Your services and support are welcomed and needed.

Please contact the PTO at [elrosspto@hotmail.com](mailto:elrosspto@hotmail.com) if you are interested in being involved with the Ross PTO.

**Policy Notification Statements**

# Notification of Rights

Parents and eligible students (students having reached the legal age of eighteen) have the right to:

1. Inspect and review the student’s education record;
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student’s rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of such education records;
5. Exercise control of other people’s access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as “directory information.” The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student’s parent(s) or the eligible student.

# CHANGE OF ADDRESS

If a student moves or changes telephone numbers, please notify the office immediately so that we may update our records.

**DIRECTORY INFORMATION**

The Cleveland City Schools may disclose certain information, known as directory information, at its discretion without consent. Parents or eligible students may refuse to let the system release any or all of this information. If you do not want this information released, you must send written notice annually. The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees and awards received, (10) the most recent previous educational agency of institution attended by the student, and (11) other similar information that would not generally be considered harmful or an invasion of privacy if disclosed, such as a photograph.

**SCHOOL HOURS**

Elementary school hours are 8:30 AM – 3:30 PM. Scheduled abbreviated days are August 4, December 18, and May 20. Students will be dismissed at 11:20 AM on these days. Buses will operate on early dismissal days.

**ARRIVAL TIMES**

The doors to the school will be open each day at 7:40 AM. Students arriving at school before 8:15 AM should report to the gym to await the 8:15 AM bell dismissing them to classes. Students arriving after 8:15 AM are to report directly to class. All students must enter the building through the front doors in the morning.

# HOURS OF SUPERVISION

Students will be supervised by school personnel from 7:40 AM until 3:45 PM.Students should not be left at the school building unattended **before the 7:40** bell rings. Students who will be at school after 3:45 PM should be registered with After School Academy (ASU).

# CAR DROP-OFF

Students arriving to school in a car are to be dropped off from the car lane at the front doors. No students should be dropped off in the parking lot.

**EARLY CHECK-OUTS AND TARDIES**

The school day begins at 8:30 AM and lasts until 3:30 PM. Early checkouts and late arrivals should be avoided if possible. Early checkouts and tardies will be excused ONLY for a doctor’s appointment, personal illness, illness of immediate family member, death in the family, extreme weather conditions, or religious observances. If a child is tardy (after 8:30 AM), a parent or guardian should check the child in through the office. Students are to be checked out in the office by a parent, legal guardian, or any person listed on the student contact card. For your child’s safety, any person checking out a student will be required to show a photo ID. A student must be present at school for more than one half of the day to be considered present.

Excessive unexcused checkouts and/or tardies (5 or more) will be referred to Campus Court, a division of Bradley County Juvenile Court.

**ATTENDANCE**

Student absences will be excused with a parent note for the following reasons only: personal illness, illness of immediate family member, death in the family, extreme weather conditions, and religious observances. A maximum of ten days will be excused with parent notes for the above reasons. Absences beyond ten days will only be excused with a doctor’s note. **All notes must be turned in to the child’s teacher or to the office within 5 school days of the student’s return to school.**

Absences will be considered unexcused if, upon return to school, the student does not bring a parent note or doctor’s excuse, if s/he doesn’t turn in the note within 5 school days of returning to school, or if a reason is given for the absence other than the reasons listed for excused absences.

If a student is sent home during the school day by the nurse, the checkout will be considered excused, and the day will not count as one of the ten parent notes. The student must be fever-free and and must have had no vomiting for 24 hours before returning to school.

E.L. Ross has partnered with Bradley County Juvenile Court to resolve attendance issues. The following procedure will be followed:

Step 1- After three (3) days of unexcused absences, the school will attempt to contact a parent/guardian. An “Attendance Plan” will be prepared for the student if necessary.

Step 2- After two (2) additional (five total) days of unexcused absences, a complaint will be filed and the student and parents will be cited to a Truancy Court Hearing.

Step 3- Throughout the year; a complaint will be re-filed when five (5) additional days of unexcused absences are accumulated.

*The principal may give prior approval for absences for trips or other reasons, but under Tennessee law, the absence will be marked as unexcused. However, with prior approval, the student will not be considered truant. If you have a planned absence, please submit a written request to the principal.*

**PHYSICAL EDUCATION EXEMPTION**

Individual students will not be excused from participation in physical education class unless a note is received from the parent indicating a legitimate reason. Requests for students to be excused from physical education for more than three consecutive days must be accompanied by a note from the child’s doctor.

**REQUEST FOR MISSED ASSIGNMENTS**

If a student is absent for two or more days for a legitimate reason, a parent/guardian may call the office at 479-7274 by 9:00 AM to request to pick up books and assignments . The staff will make arrangements to have books and make-up work in the office for parents to pick up after 2:00 PM. If the call is received after 9:00 AM, the items will be ready for pick-up the following day.

**MEDICATION**

According to State Law, minor students may not bring medication to school or take medication home from school. If it is necessary for a child to take medication at school, the parent may complete the proper medication form supplying requested parent and physician signatures. Forms are available from the office, or they may be downloaded from the Cleveland City Schools Website. No medication will be dispensed to students by school personnel without this form being on file. Parents/guardians will be required to transport the medication to and from school.

**BUS TRANSPORTATION**

Bus transportation for students is a service provided by the Cleveland City School System, and the privilege of riding a bus is dependent upon the behavior and cooperation of each student.

The time spent on the bus is an extension of the school day, and as such, the rules of the school remain in effect. The driver is in full charge of the bus and the students. Violation of the bus regulations will result in disciplinary actions including verbal warnings, writing bus rules, assigned seating, parent conferences, and/or denial of bus privileges for any specified length of time.

# STUDENT PLANNER

Effective communication between school and home is essential. Each child will be provided with a student planner. This should be taken home each day. Information in the planner may include student work or messages from the principal or teacher. Parents should check this planner nightly.

# DISRUPTIVE MATERIALS

In order to eliminate unnecessary distractions, students are prohibited from bringing electronic games, tablets, computers, toys, and other novelty items to school except on special days as specified by teachers. If any of these items are confiscated, they will be kept in a safe place until a parent/guardian can pick them up.

# CELL PHONES/IPODS

Personal electronic devices shall not be visible, audible, or used during school hours or during after-school detention. The principal or designee may grant permission to use a personal electronic device at his/her discretion. A student in violation of this policy is subject to disciplinary action, and the device will be confiscated according the following guidelines:

**Offense 1:** Device is confiscated, held for the remainder of the day, and returned to the student at the end of the day.

**Offense 2:** Device is confiscated and sent to the office to be held until a parent picks up the device. At this time, the parent will sign a form that states that s/he understands the violation has occurred and the consequences of future violations.

**Offense 3:** Device is confiscated, held for ten school days and returned to a parent. At this time, the parent will sign a form that states that s/he understands the violation has occurred and the consequences of future violations.

**Offense 4:** Device is confiscated and held for the remainder of the semester. It may be picked up at the end of the semester by a parent.

Repeated offenses will be considered a Level IV infraction.

**INVOLVEMENT OF PARENTS**

A child’s academic success is optimized when parents are involved in the learning process. Parents, family members, and other school visitors are welcome to visit our school. However, for the safety of all of the children, all visitors should report to the office and sign in with our staff.

If you would like to schedule a conference with a teacher, please leave a voicemail or send an email to the teacher. Remember that teachers are responsible for all students in the classroom and cannot leave them to meet with individuals who arrive without an appointment. Your courtesy in this regard is appreciated. Our first concern is for the safety and well-being of the children.

The most effective way to reach a teacher is email. You may also leave a voicemail for any school personnel; however, please do not leave urgent information or information about transportation for your child on voicemail because teachers will not check voicemail until after dismissal each day.

**GIFTS AND INVITATIONS; FLOWERS AND BALLOONS**

It is the policy at E. L. Ross Elementary School to discourage the exchange or giving of gifts to fellow students at school. Students may distribute invitations to private parties if all class members are invited.

In order to eliminate distractions and disruptions, please do not send flowers, balloons, or other gifts to school. We believe that sharing in the celebration at home rather than at school honors a child far more effectively. If a child would like to share birthday treats with his/her class, the parent/guardian should make arrangements with the classroom teacher.

**MATERIALS FEE**

A general instructional fee of $25.00 authorized by the Cleveland City Schools Board of Education covers student supplies and materials and other instructional items. Fees may be waived for any child that qualifies for free or reduced lunches.

**BREAKFAST/LUNCH PROGRAM**

Our cafeteria staff serves nutritional meals for breakfast and lunch**. Please do not bring fast food items or soft drinks to students during school hours.** Students may bring their own lunches from home. ***We request that students refrain from bringing peanut products to school*.** Some students have life-threatening allergies to peanut butter and other peanut products. While it may be an inconvenience to parents, we want to do everything possible to protect all students.

Parents may check monthly menus online at:

http://www.clevelandschools.org/school-nutrition/

Adult visitors are always welcome to eat in the cafeteria but must inform the cafeteria NO LATER THAN 8:45 AM on the day of the visit. The telephone number to the cafeteria is 479-7281. Parents are requested to purchase the lunch served in the cafeteria when eating with their child. Because of additional labor and the high cost of food, there will be an extra charge for our Thanksgiving and Christmas lunches.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.  To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice).  Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

**TEXTBOOKS AND LIBRARY BOOKS**

The parent and child assume the responsibility for the proper use and return of all textbooks and library books. Reimbursement will be required for lost or damaged books.

**SCHOOL NURSE**

Cleveland City Schools is fortunate to have the services of registered nurses. Our nurse is shared with Yates Primary School. The nurse has clinic hours each day at Ross and is on call for emergencies.

**REPORTING TO PARENTS**

Report Cards are sent home one week after the end of the designated grading period. Provisions can be made for teacher-parent conferences beyond the scheduled dates. Please contact the classroom teacher or the school administrative assistant at 479-7274 if a conference is desired.

**DRESS CODE**

The dress code established by the Cleveland City School Board is as follows:

*Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school.*

Please follow these guidelines:

1. No hats or caps should be worn inside the building.

2. The top garment (blouse or shirt) must overlap the bottom garment. No halter-tops and no bare midriffs. Shirts must cover the shoulders.

3. In compliance with a state health and safety regulation, shoes must be worn at all times.

4. Shorts should be at or below the child’s fingertips when hands and arms are

by his/her side. Pants must fit at the waist.

5. Students who dress in a manner, which is immodest or disruptive to the learning atmosphere of the school, will be counseled individually by an appropriate staff member. Continued failure to dress appropriately will be considered a violation of school rules and would be handled accordingly.

**SEVERE WEATHER PROCEDURES**

School personnel will be in constant contact with Emergency Management officials so that early warning can be received concerning possible severe weather. Students will be sent home only if there is sufficient time to get them there before severe weather strikes. Parents are urged not to come to the school for children if the severe weather is already in the immediate area since students would be safer at school than traveling under these conditions. Students will not be checked out to parents during a tornado warning; however, parents will be encouraged to join students in designated safe areas within the school building until the warning has expired. Disaster drills will be held regularly at the school so the children will be familiar with safety areas and procedures. If it becomes necessary to send students home, that decision will be made by the Director of Schools and not the building principal. Parents are advised to listen to local radio stations in these situations.

**AUTOMATED MESSAGES**

All Cleveland City Schools have the capability to send messages to the homes of all students if an accurate phone number is on file. Several times during the school year, parents will receive important messages from the principal, the Director of Schools, teachers, or other personnel. Please be sure to inform the school office when you have a new phone number. Do not miss these important calls, especially in bad weather when schools may be closed.

When a call is sent to your listed number, the school receives a computer report to let us know who did and who did not receive the message. **Please keep your phone number updated.**

# SOCIAL MEDIA

Parents may access our social media accounts to follow events and news at school. Request to follow @RossRockets on Twitter or “like” the E.L. Ross PTO Facebook page and the E.L. Ross Elementary School Facebook page. **If you do not want your child’s photograph or videos to appear on any of the social media sources, please notify the office in writing at any time.**

# PARENT INVOLVEMENT POLICY

1. The Parent Involvement Policy is developed with parental input and is distributed to parents.
   * Hold annual meeting to inform parents, students and community of the school’s participation in Title I and to explain the parent involvement policies and activities
   * Schedule grade level meetings at which the parent involvement policy can be discussed and suggestions can be made for changes
   * Schedule Parent Advisory Board meetings during the school year to inform, discuss, and make suggestions for plans and changes in the School Improvement Plan, Parent Involvement Policy and other school related items
2. Meetings are held at different times of the day so that more parents can attend—mornings, evenings, etc.
   * Schedule Parent/Teacher Organization meetings at mid-day and evening as well as mornings
   * Schedule meetings at other locations
   * Schedule parent conferences and parent meetings in the evening to allow for more parent input
3. Parents are involved in the planning, reviewing, and improving parent involvement programs, school parental involvement policy, and the joint development of the schoolwide program plan—TSIP.
   * Develop teams of parents that review and make suggestions for improving the plan
   * Survey all the parents for suggestions about improving the parent involvement activities
   * Invite parents to participate on the Parent Advisory Board and Parent/Teacher Organization Board
4. Parents are given timely information.
   * Use the school website for up to date information
   * Send regular newsletters home to parents concerning the school
   * Send monthly activity calendars home informing parents of school activities
   * Send Connect-Ed messages home, as needed, concerning upcoming events and other school related information
5. School curriculum, forms of assessment (what is measured, how to understand the results, and student proficiency levels) are explained to parents.
   * Schedule grade level meetings and parent conferences to discuss and explain the school/state standards, the forms of assessment and the results of these assessments
   * Send reading assessment results to parents on a regular basis
   * Notify parents of the school’s AYP
   * Send parents a mid-nine weeks progress report
   * Send home nine weeks report cards
6. Meetings requested by parents are scheduled to allow parental suggestions to be part of the educational decision making about their child. Responses to the suggestions are given as soon as possible.
   * Hold parent meetings as requested to discuss the child’s progress and to decide about the best plans for improvement
   * Hold Support Team (S-Team) meetings as needed
7. The school-parent compact is discussed. This document outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high standards.
   * Discuss the components of the compact with each student and parent during parent conferences and/or parent night
   * Ask parent and student to sign the compact
   * Give the parent copy to the parent
   * File other copies in cumulative folder and administrative file
8. The importance of communication between teachers and parents is addressed: (EXAMPLES: parent-teacher conferences to address student progress at least once a year for elementary schools, frequent child progress reports for parents, access to staff, opportunities to volunteer and participate in their child’s school, and observation of classroom activities).
   * Hold parent/teacher conferences annually and as requested by parent or teacher to address student progress
   * Send home mid-nine weeks progress reports and report cards
   * Provide access to staff through phone calls, emails, and/or opportunities for conferencing during staff planning times
   * Provide opportunities for parents to volunteer
   * Provide school planners to allow daily communication between the parent and the teacher
9. The school will build capacity for parent involvement—help parents understand topics such as the State’s academic content standards, State student academic achievement standards, State and local academic assessments, the requirements of parent involvement, how to monitor a child’s progress and work with educators to improve the achievement of their children.
   * Schedule parent meetings to discuss standards and assessments (state and local)
   * Explain the requirements of parent involvement at parent meetings
   * Explain how to monitor the child’s progress at parent meetings or conferences
   * Make parents aware of the E.L. Ross Parent Involvement Policy in the Student-Parent Handbook
   * Hold parent/child activities that teach parents how to work with their child
   * (Math Tutoring workshops, Science Club)
10. The school will provide materials and training to help parents work with their children to improve their children’s achievement, such as literacy training and using technology.
    * Plan parent meetings that address literacy and technology
    * Inform parents of educational computer programs and websites available for their child to use at home
    * Provide materials for parents to work with their child
    * Develop and maintaining a Parenting Skills Library with materials available for parent checkout
    * Send home parenting tips newsletters or include on monthly calendars
11. The school will educate teachers, pupil services personnel, principals, and other staff (with the assistance of parents) in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
    * Train staff on the use of parent volunteers and parent involvement
    * Hold Parent Advisory Board meetings as a means of parent input
    * Give school staff a copy of Parent Volunteer Manual
    * Invite parents into the classroom to observe and participate in projects with their child
    * Provide opportunities for parents to work with their child on assigned projects at home
12. Parent involvement programs and activities are coordinated with preschool programs like Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs and include other activities such as parent resource centers.
    * Develop programs for transition from 2nd grade to 3rd grade (student walk through and “Meet the Teachers” for parents
13. Information about school and parent programs, meetings, and other activities is sent to the parents in an understandable language.
    * Translate materials into other language(s)
14. The school will provide other reasonable support for parental involvement activities as parents may request.
    * Survey parent opinions and suggestions about parent involvement
    * Respond to suggestions in a timely manner during Leadership or Parent Advisory Board meetings
    * Discuss and make changes to parental involvement activities as needed
15. The school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in a language such parents understand.
    * Remove barriers for parents of students who are limited English proficient, have disabilities, or are migrant or homeless
    * Provide a liaison to assist with meeting the needs of homeless, migrant families and/or parents with disabilities

**CLEVELAND CITY SCHOOL BOARD POLICIES**

It is the policy of the Cleveland City School System to publish the following policies annually.

Parents of Cleveland City Schools students may request information regarding the qualifications of teachers and paraprofessionals who instruct their children. Parents may also look up individual teacher’s certification at <https://www.k-12.state.tn.us/tcertinf/EducatorSearch.asp>.

**Cleveland City Schools Media Statement**

“Publicity is an integral part of the regular school program for Cleveland City Schools. Therefore, if you do not want your child in any story, picture or video for publicity in the media, please notify the school in writing within two weeks after the first day of school or within two weeks after registration.”

**Cleveland City Schools Non-Discrimination/Harassment Policy**

Cleveland City Schools will not tolerate discrimination or harassment from employee to employee, employee to student, or student to student on the basis of race, color, national origin, sex or disability. Anyone who feels he/she has been grieved in regard to any of the aforementioned categories may file a grievance with the Supervisor of Instruction for Cleveland City Schools. A Grievance Form may be obtained in the school office or the central Administrative Office Building. A grievance may also be filed with the U.S. Office of Civil Rights. For detailed information, refer to the Cleveland City Schools Board of Education policies.

**Policy # 6.300- School Discipline Code**

Code of Behavior and Discipline

The Director of Schools shall be responsible for the overall implementation and supervision of the Board’s Code of Behavior and Discipline and shall ensure that students at all schools are subject to a uniform and fair application of the Code, which includes policies 6.301-6.319, but is summarized below. The complete Code can be found on the web at [www.clevelandschools.org](http://www.clevelandschools.org).

The principal of each school shall be responsible for implementation and administration in his/her school and shall apply the Code uniformly and fairly to each student at the school without partiality and discrimination.

The Board delegates to the Director of Schools the responsibility of developing more specific codes of behavior and discipline which are appropriate for each level of school, namely, elementary, middle, junior high and senior high. The development of each code shall involve principals and faculty members of each level of school and shall be consistent with the content of the Board’s Code.

Copies of the Code shall be posted on the district website and guidance counselors may be supplied copies for discussion with students. The code shall be referenced in all school handbooks. All teachers, administrative staff and parents shall be provided copies of the following summary and have access to the complete Code on the website.

The Board expects all school staff, students and parents to assume responsibility for appropriate behaviors in the schools.

Staff, students and parents have the right to expect safety, non-discrimination and a focus on learning in the schools.

Staff, students and parents have the responsibility to:

* Follow the rules of the school and the laws of the country.
* Treat themselves and others with respect.
* Handle personal and school property carefully.
* Behave at all times in a manner that encourages learning

**Policy # 6.309 - Zero Tolerance Offenses**

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

**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.

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.

Violators of this section shall be subject to suspension and/or expulsion from school.

**Firearms** (as defined in 18 U.S.C. 921)

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 on (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.

**Tobacco-Free Schools**

All uses of tobacco and tobacco products, including smokeless tobacco and electronic cigarettes, are prohibited in all of the school district’s buildings. Smoking shall be prohibited in any public seating areas, including, but not limited to, bleachers used for sporting events, or public restrooms.

**Policy # 6.314- Corporal Punishment**

Any principal, assistant principal or teacher may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines:

1. Corporal punishment shall be administered only after other less stringent measures have been documented and failed, or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances.

2. Parents or guardians may submit a letter annually to the principal requesting that no corporal punishment be administered to their children. If such a letter is sent, this form of discipline will not be used.

3. The instrument to be used in administering corporal punishment shall be approved by the principal. The instrument should be the same used in all schools. At no time should the hand be used as the instrument.

4. Corporal punishment shall be reasonable.

5. Corporal punishment shall be administered in the principal's office in the presence of another professional employee.

6. The nature of the punishment will be such that it is in proportion to the gravity of the offense, the apparent motive and disposition of the offender, and the influence of the offender’s example and conduct on others.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, the type of corporal punishment administered, the name of the person administering the punishment, the name of the witness present and the date and time of punishment. Disciplinary records shall be filed in the school office and made available to parents or students, whichever is appropriate.

**Policy # 6.604- Media Access to Students**

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies.

Each year parents/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school. Specific parental/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature. If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver will be obtained from the student’s parent/guardian.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Parents will be advised of this policy at the time of the student’s registration and each fall in the Student/Parent Handbook.

The following policies are in the school office or on the Cleveland City Schools website [www.clevelandschools.org](http://www.clevelandschools.org) .

**Policy # 6.304- Discrimination/Harassment of Students**

**Policy # 6.305 – Students concerns, Complaints, and Grievances**

**Policy # 5.500- Discrimination/Harassment of Employees**

**Tennessee Department of Education Contact Information**

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting

<http://www.state.tn.us/education/speced/index/htm>

Legal Services Division

Division of Special Educ., TN Dept. of Educ.

710 James Robertson Parkway

Andrew Johnson Towers, 5th Floor

Nashville, TN 37243-0380

Phone: 615-741-2851

Fax: 615-253-5567 or 615-532-9412

West Tennessee Regional Resource Center

100 Berryhill Drive

Jackson, TN 38301

Phone: 731-421-5074

Fax: 731-421-5077

East Tennessee Regional Resource Center

2763 Island Home Blvd.

Knoxville, TN 37290

Phone: 865-594-5691

Fax: 865-594-8909

**Child Advocacy Group Contact Information**

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.

A few of these organizations are listed below:

The **ARC of Tennessee** is on the Internet at http://www.thearctn.org/

44 Vantage Way, Suite 550

Nashville, TN 37228

Phone: 615.248.5878 Toll-free: 1.800.835.7077

Fax: 615.248.5879 Email: [pcooper@thearctn.org](mailto:pcooper@thearctn.org)

**Support and Training for Exception Parents (STEP)** is on the internet at <http://www.tnstep.org/>

712 Professional Plaza

Greeneville, TN 37745

West Tennessee: 901.756.4332, [jenness.roth@tnstep.org](mailto:jenness.roth@tnstep.org)

Middle Tennessee: 615.463.2310, [information@tnstep.org](mailto:information@tnstep.org)

East Tennessee: 423.639.2464, karen.harrison@tnstep.org

**Tennessee Protection and Advocacy (TP&A)** is on the Internet at <http://www.tpainc.org/>

416 21st Avenue South

Nashville, TN 37312

1-800-287-9636 (toll free) or 615-298-1080

615-298-2471 (TTY) 615-298-2046 (Fax)

**Tennessee Voices for Children** is on the Internet at http://www.tnvoices.org/main.htm

West Tennessee: (Jackson Area) Tel: 731-660-6365, Fax: 731-660-6372

Middle Tennessee: 1315 8th Avenue South, Nashville, TN 37203, Tel: 615-269-7751, Fax: 615-269-8914, TN Toll Free: 800-670-9882, e-mail: TVC@tnvoices.org

East Tennessee: (Knoxville Area) Tel: 865-609-2490, Fax: 865-609-2543

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

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

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