

# **Frank P. Brown Elementary School Parent/Student Handbook**

**2020-2021**



**Stephanie Speich, Principal  
Kevin Lewis, Assistant Principal**

## **Welcome!!**

The Parent/Student Handbook contains information on school policies, procedures, and a variety of topics that I hope you will find helpful. This document also serves your child as a Student Handbook, as much of it contains information that pertains to students. The Parent/Student Handbook is posted online and is subject to amendments during the school year. I encourage you to become familiar with this tool.

The master calendar is also a good source of information regarding vacation days and special schedules. A master calendar will be sent home at the beginning of each month.

All of our teachers realize the importance of communicating directly with you regarding your child's progress and of answering any questions you may have. Email is available for you and is the preference of the majority of the teachers because they can pick up messages in their classrooms and respond in a more timely manner. If you would like a phone call from a teacher, counselor, or administrator, please contact the front office. Email addresses are found on the school website at <http://bes.ccschools.k12tn.net/>.

It is our greatest hope that we will communicate often and work closely with you in the education of your child. I look forward to a wonderful, exciting, and growth-producing year as you experience being a part of the Brown Elementary family.

Sincerely,

Stephanie L. Speich  
Principal

## **Mission statement**

At Brown Elementary, our mission is to provide ALL students with educational opportunities that allow them to reach a high level of academic achievement as determined by state and national standards while instilling in them the belief that they can show also growth in the academic, social, emotional and extracurricular settings.

## **Vision statement**

We envision that Brown Elementary students will be given every opportunity to demonstrate creativity, challenge their own capabilities, appreciate individual differences, and become lifelong learners as well as lifelong readers. Teachers and students will be held accountable to high standards, not only academically, but in conduct as well. The community, BES staff, parents, and students will work collaboratively to encourage student excellence, promote the importance of literacy, and to maintain a safe and positive learning environment.

## **Motto**

“Expect More...Achieve More”

## **School Mascot and Colors**

Brown Elementary students and employees are Brown Bears.

School colors are orange and white.

## **Contact Information**

School address: 3766 Dunbar Rd. Crossville, TN 38571

School telephone: 931-788-2248

School fax: 931-788-2554

School website:

<http://ccschools.k12tn.net/FrankPBrown>



### **Bell Schedule**

School begins at 7:40 and ends at 2:45.

All students should be at school and in the gym/playroom for morning announcements.

### **21<sup>st</sup> Century Info**

We offer 21<sup>st</sup> Century tutoring for grades 2-8 afterschool Monday-Thursday from 3:00-5:00.

Homework Help is offered for grades 4-8 in the mornings from 6:45-7:35.

Tutoring students are chosen using STAR Reading and Math scores. Parent and teacher requests are also taken into consideration when placing students in tutoring.

21<sup>st</sup> Century activities include STEAM, physical activity, homework help, remediation, and a healthy snack.

### **Civility Policy**

The Cumberland County Board of Education has adopted a civility policy. The policy relates to the use of civility in relationships and communication among school officials, students, parents, and members of the public. A copy of this policy is available for review on the CCBOE website. The purpose of the policy is to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff.

Consistent with the civility policy, the school will not tolerate any behavior that is physically or verbally threatening, coercive, intimidating, violent or harassing, or other behavior that is considered out of control. Furthermore, the school will not tolerate the use of profanity, personally insulting remarks, attacks regarding a person's gender, race, nationality, religion, disabling condition and other characteristics protected by law.

Students who violate the civility clause will be disciplined. Parents who violate the civility policy may be restricted from being present on school district property or have restrictions placed on their communications with school and district personnel.

### **Code of Conduct**

Students' best interests are served when students, parents, and school officials work together. Normally, any differences between these individuals can be resolved.

Brown Elementary students are expected to behave in a manner that is consistent with Cumberland County Board of Education policies and procedures.

These principles include, but are not limited to the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operations and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents/guardians include, but are not limited to all school-sponsored events and programs (e.g., afterschool tutoring, athletic events, field trips, etc.)

- The school reserves the right to determine when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step.

### **Cumberland County Schools Code of Conduct**

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

### **Communication Guidelines**

Please use these guidelines when communicating with faculty and staff:

- Do not 'raise your voice.'
- Reasonable Response Time- Remember, not everyone checks his or her email more than once per day. Our teachers are teaching...all day long. Response time should be within a 24-hour period. If you need a quicker response, call the office.
- Inappropriateness- Abusive, harassing, or threatening messages are never acceptable and are never responded to.

### **Communication Procedure**

Parents are expected to participate in their child's education. We encourage communication with faculty and administration. In order to resolve questions about grading, classroom procedures, or class-related discipline problems, we ask parents to:

1. First, email or call the teacher to discuss the situation.
2. If there is still a difficulty, call or email an administrator.

Parent/teacher conferences are an ongoing process. We have set dates for conferences in the Fall and Spring. However, parents are strongly encouraged to schedule a conference anytime there is an issue or concern. A parent or a teacher may initiate conferences. To arrange a conference, please email the teacher or call the front office at (931) 788-2248.

### **First Day of School**

It is part of our responsibility to ensure our students become responsible, independent citizens. We would appreciate your help in achieving this goal. On the first day of school, please feel free to walk your child to the bus room/playroom. After the first day, students are to walk to the bus room/playroom independently. This helps to establish a sense of independence in each child and keeps all children safe from those who may not be allowed in the school building.

### **Skyward**

Grades are posted electronically on Skyward. You can access student grades with a passcode that you can obtain from our attendance clerk, Mrs. Lisa Norris.

### **Parent/Teacher Organization**

Brown Elementary has an active PTO. This organization provides an important link between home and school. The PTO sponsors a number of activities to improve and support education and build school community. All parents are encouraged to join and support our PTO.

### **Volunteers**

We welcome volunteers at Brown Elementary. Several times a year there will be opportunities for large numbers of volunteers to participate in school-wide activities. Individual teachers may make arrangements in their classrooms for regular volunteer opportunities as well.

All volunteers must complete the volunteer form and return it to school. All volunteers must be CCBOE approved. In order to work one-on-one with children or ride a school bus with children, you must have a background check and be fingerprinted.

It is not our practice to allow parents to volunteer in their child's classroom.

### **Parent/Visitor Dress Code**

We respectfully request that all who enter our school help us set a professional example by following the dress code.

No unnatural hair color, no spaghetti straps, and all dresses, shorts, skirts should be within five inches of the middle of the knee, even when wearing leggings.

### **Attendance Procedures**

Regular attendance at school is necessary to ensure a student's academic success. Brown Elementary is committed to the philosophy that every student should attend every class, every period, everyday. Daily attendance and promptness are expected in all classes and are essential for success in school. Frequent or prolonged absences are disruptive to the educational process. Many classroom experiences are difficult or impossible to duplicate as makeup work. It is with this premise in mind that the following attendance policy has been instituted in all Cumberland County Schools:

#### **CCBOE Attendance Policy 6.200**

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session.

The attendance supervisor shall oversee the entire attendance program which shall include:

1. All accounting and reporting procedures and their dissemination.
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and

5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee.

A maximum of three (3) days per semester will be recognized as an excused absence with a parent note. The note must contain an excusable reason for the absence.

Excused absences shall include:

1. Personal illness
2. Illness of immediate family member
3. Death in the family; funeral notice
4. Extreme weather conditions
5. Religious observances
6. College visits
7. Pregnancy
8. School sponsored or school endorsed activities
9. Summons, subpoena, or court order
10. Circumstances which in the judgement of the principal create emergencies over which the student has no control.
11. Other absences as pre-approved by the principal, based on appropriate documentation at least 10 (ten) school days prior to day(s) to be missed.
12. If a student is exempt from final exams per Board policy, the absence on the day of the exam is excused.
13. Driver's license/permit appointments will be excused with proof of appointment.

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

The principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign-in/sign-out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness;
5. System-wide procedures for accounting and reporting are followed;

### **Truancy**

Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students receiving special education services may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan.

Students who are absent five (5) days without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the

parents/guardians of the student's absence. The director of schools/designee shall also comply with state law regarding the reporting of truant students to the proper authorities. If a student accumulates a total of five (5) unexcused absences, then he/she is subject to referral to juvenile court.

If a student is required to participate in a remedial instruction program outside of the regular day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.

The director of schools/designee shall develop appropriate administrative procedures to implement this policy.

### **Progressive Truancy Intervention Plan**

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

#### **Tier I**

1. A warning letter is sent to parents after 3 unexcused days. Parents are required to meet with school attendance representative to discuss reasons and interventions for absences.
2. Set up an attendance contract with student and parents to be signed by all including the attendance representative.
3. Contract must include: Attendance policy, effective dates (90 days), and penalties for additional absences.
4. Regularly scheduled follow-up meeting, with the student to discuss his/her progress. If the student accumulates additional unexcused absences, he/she shall be subject to the additional intervention tiers.

#### **Tier II**

1. After the 4<sup>th</sup> unexcused absence, an individualized assessment by a school counselor will be conducted to determine why the student has been absent from school. This may result in referral to counseling, community-based services, or other services to address the student's attendance problems.
2. Parents will be required to have a meeting with the school counselor, teacher(s), and attendance representative.

#### **Tier III**

1. After the 5<sup>th</sup> unexcused absence, the student will be referred to Truancy Court.
2. Failure to attend Truancy Court and/or additional unexcused absences, the student will be cited to Juvenile Court.
3. The Court will be provided a report of all interventions that have been provided to support this student.

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

### **Military Service Of a Parent/Guardian**

School principals shall provide student with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service. Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up school work missed during these absences.

### **Make-Up**

ONLY with excused absences will a student be allowed to make-up their missed work.

### **Driver's License Revocation**

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

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

### **Attendance Hearing**

Students with excessive (more than 5) unexcused absences or those in danger of a credit/promotion denial shall have the opportunity to appeal an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.

An attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parents/guardians of their right to appeal such action within two (2) school days to the director of schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

The principal shall be responsible for notifying, in writing, the director of schools and the parents of the student of any action taken by the school.

Any administrative decision regarding attendance may be appealed initially to the director of schools and untimely to the Board. The appeal shall be made in writing to the director of schools. And within five (5) days following the action or the report of the action, whichever is later.

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

### **Early Checkout**

**Students cannot be checked out after 2:15pm.** Parents must get in the car rider line after 2:15pm. Unexcused early checkouts are equivalent to a tardies. Five unexcused early checkouts equal one unexcused absence.

### **Check Out Procedures**

Students are not allowed to leave the building during the day unless a parent or guardian signs them out. NOTE: Students may be released to another adult designated by the parents only if a note is sent, signed by the custodial parent or guardian. We keep signatures on file and make every effort to verify signatures or telephone for verification. Also, parents or guardians may be asked for identification in order to check out students. Students must be signed out in the office and called to the office for dismissal.

### **Perfect Attendance**

Students will be awarded certificates for Perfect Attendance if they are present from start to finish of everyday. Early checkouts and tardies disqualify students from receiving perfect attendance. There will be no 9-week perfect attendance awards this year. If a student is present from beginning to end of every day, they will be given a year-long perfect attendance certificate from the Board of Education at the last honors program of the year.

### **Extra-Curricular Activities and School Policy**

Students must be at school at least half a day in order to be eligible to participate in extracurricular activities that day. This includes any sporting event or practice, dance, afterschool activity, recognition programs such as 8<sup>th</sup> grade night or participation in homecoming activities.

### **Excused Participation from Physical Education Classes**

If your child is to be excused from activity participation in physical education classes for health reasons, a doctor's note is required. Students in grades 5-8 are required to dress out for PE class. After a student does not dress out for two class periods in a 9-week period, they will be given an afterschool fitness class to make up the time that was missed in PE class. Physical education is important and is to be treated as any other class.

### **Nurse's Office**

Prescription medications must be accompanied by a doctor's note detailing circumstances for distribution.

All medications must be submitted in the original bottle and brought in by an adult.

**Students may not carry medications with them at school.**

All medications will be locked in the nurse's office.

An accurate record of time, date, student name, medication, and the reason given will be kept on file in the nurse's office.

### **Emergency Procedures**

911 will be called when a situation cannot be handled by school personnel.

### **Before and After School Procedures**

Buses arrive around 7:00am. Breakfast is free for all students, should they choose to partake. After breakfast, students in grades K-2 go into the playroom, where they sit quietly and read, listen to a teacher read, and wait for their teachers to pick them up. Students in grades 3-8 go into the gym and read or work on homework quietly until their teachers arrive to pick them up. All students MUST have a book everyday for the playroom and gym. This is a great time for students to read independently.

The last bell rings at 7:40am. After this time, students will be counted tardy and must check in through the front office.

School is dismissed at 2:45pm. At this time, car riders will be called to the cafeteria. If your child is a car rider, you must wait in the car line until they are called out of the cafeteria.

Bus riders remain in the classroom until buses are called, usually around 3:00.

### **Student Loading and Unloading**

Your child's safety is our utmost concern. We appreciate your cooperation in morning unloading and afternoon loading of students. Student drop-off and pick-up will be on the library side of the building. The main entrance is for bus use ONLY. Parents who need to enter the school may park in the lined spaces on the cafeteria side of the school. Please do not leave cars unattended in the bus/fire lane.

Each student who uses afternoon parent pickup will receive a Brown Elementary rear-view mirror sign. Your child's name will be printed on your sign.

Please remember: 7:00-7:30 is student drop off time. Stop for all pedestrians and drive slowly. DO NOT cross the car line.

Student pick up is from 2:45-3:05 in the parent pick-up line on the library side of the school.

Early student checkouts will end at 2:15pm. NO student may be picked up in the office after 2:15. At that time, ALL parents must enter the car line, regardless of appointments or other reasons for picking students up from school.

With your help, we can continue to make Brown Elementary a safe place for your child. Brown Elementary does not provide after school child care. If an emergency arises, please call the school office so that your child will not be unnecessarily worried.

Please note: When a student is consistently picked up late, the Sherriff's Department will be called.

### **Custody Issues**

Due to questions raised regarding custody issues, we must now require proof of custody in the form of a court order. We will need a copy of custody papers immediately upon enrollment of a student.

### **Buses/Bus room Behavior**

The school building opens at 7:00am and buses will begin to unload at this time. School personnel are on duty and ready to receive students at 7:00am. Students dropped off at school before the building opens will be considered abandoned and will be reported to the authorities.

All students arriving before 7:35am should proceed in an orderly fashion to the gym or playroom. Students eating breakfast at school should go to the cafeteria and then to the bus

room/gym or playroom. Please be aware that in order for your child to eat breakfast and arrive to class on time, they should be in the cafeteria no later than 7:30am. Students will be expected to read quietly while in the bus room/playroom.

### **Discipline**

Students at Brown Elementary are expected to behave in a way that reflects the values and morals of the school's vision and mission. Brown elementary recognizes that students are responsible for their actions and behavior, and are therefore accountable for the resulting natural consequences of inappropriate actions or behavior. We believe that all students and adults in the BES family should treat all persons equally and respectfully, and refrain from the willful or negligent use of slurs against any person on the basis of race, language, color, sex, religion, disability, origin, immigration status, age, or political belief. Students are also expected to actively support and assist the school in maintaining a campus free of drugs, alcohol, weapons, and gang activity. Students should always remember that their behavior at school and school-related activities is a reflection not only on themselves but also on Brown Elementary. We also recognize the responsibility of the parents for the behavior of their children, and actively include them in the disciplinary process.

### **Expected Student Behavior**

The following is expected from all Brown Elementary students:

In the **classroom**, students should:

1. Be seated when the bell rings.
2. Be courteous to all adults and other students.
3. Follow all classroom rules and teacher directions.

At **assemblies**, students should:

1. Be courteous and quiet from the time they enter the assembly.
2. Immediately come to order and pay attention to the speaker.
3. Applaud to show approval.
4. Follow all dismissal directions.

In the **cafeteria**, students should:

1. Eat and finish their lunch in the designated eating areas.
2. Wait patiently to get their food.
3. Get all items needed (napkins, silverware, condiments) when they go through the line.
4. Follow the directions and show respect for the adults on duty.
5. Clean up after themselves, and not throw food or run in the cafeteria.
6. Use manners and speak quietly.
7. Not cut line or hold places for other students.
8. Listen to directions the first time they are given.
9. Understand that adults do not argue with students.

While on **field trips**, students should:

1. Be on their best behavior.
2. Pay strict attention to the directions that are given.

3. Not leave trash on the bus or at the field trip site.
4. Not antagonize or make fun of non-Brown Elementary people.
5. Understand that field trips are a privilege: students who do not behave while in the school, will not be allowed to leave the building.

### **Counseling**

All students at Brown Elementary have access to the services offered by our counselor. Our counselor works with our students in a variety of ways. The counselor offers on-campus counseling for students who might be experiencing difficulties with academics or behavior, social problems, family issues, or adjustments to school in general.

Counseling is intended to offer safety and support for those students who find themselves faced with difficulties, minor or major, which keep them from being successful at school.

The counselor sees students individually or in groups as needs arise. Parents are encouraged to contact our counselor when major family changes are taking place or they have any concerns with a child's behavior, school performance or transition through grade levels. To make an appointment, students or parents may contact the school counselor directly, through conversation, phone call, or email. Teachers, administrators, and parents may also refer students for counseling. It is important to note that the role of our counselor is not to discipline students. The counseling office is located in the front office corridor. Parents may contact the front office and be connected to the counselor's office at 931-788-2248.

### **Lockers**

Lockers are school property. The administration reserves the right to inspect lockers at any time deemed necessary.

Lockers are a privilege given to students in grades 6-8. Students will be assigned one locker for books and supplies and must use this assigned locker only.

Students are discouraged from bringing valuable personal possessions to school. Valuables are not to be left in lockers.

Students must take care of their lockers.

Students who are late to class frequently because of forgetting things in their lockers will have locker privileges taken away. Locker removal is a disciplinary action that the school reserves the right to use.

### **Textbooks**

The teacher issues textbooks. All books are numbered and recorded by the teacher and the condition is noted. Lost or damaged textbooks or library books must be paid for before another textbook can be issued, before school records can be transferred to another school, or before grade cards can be released.

### **Searches By School Personnel**

Any principal or designee may search any student, place or thing on school property or in the actual or constructive possession of any student at an organized school activity off campus, including buses, vehicles of students or visitors. A student using a locker that is the property of the school system does not have the right of privacy in that locker or its content. A student may be subject to physical search or a student's pocket, purse or other

container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal.

### **Money/Valuables**

The school will not be responsible for lost or stolen items.

### **Lunchtime/Cafeteria**

We have free breakfast and lunch for all students. Extra items such as ice cream, juices, and chips may be purchased. Students may bring their lunch to school. Please do not send sodas or energy drinks to school with students.

### **School Office Phone Use Policy**

As a general rule, students are allowed to use the office phone with a note of permission from a teacher/adult.

Students and parents are expected to make arrangements for after school activities or to cancel after school activities in advance- not the day of the activity.

### **Cell Phones**

Students may not use cell phones during school hours or during afterschool activities such as tutoring and club meetings. Cell phones are to be kept **off and out of sight**.

Violations of cell phone policy will result in:

- 1<sup>st</sup> offense: Phone is taken and a parent can pick it up at earliest convenience.
- 2<sup>nd</sup> offense: Phone is taken and may be picked up by a parent at their convenience. Student will be issued a detention.
- 3<sup>rd</sup> offense: Phone will be taken and may be picked up by parent at their convenience. Student must begin dropping off cell phone with Mr. Lewis or Mrs. Speich to be kept in the office for the day and picked up by the student after the last bell rings.
- 4<sup>th</sup> offense: . Phone will be taken and may be picked up by parent at their convenience. Student must begin dropping off cell phone with Mr. Lewis or Mrs. Speich to be kept in the office for the day and picked up by the student after the last bell rings. Student will be issued a detention.

### **Student Use of Internet**

Brown Elementary provides Internet access for students to conduct school related research and use instructional programs that will aide in student growth.

Students will:

- Act responsibly and with good behavior on any computer or device. Access is a privilege- not a right.
- Use the Internet to conduct school related research and use instructional websites and programs.
- Understand that all communication and information accessible via the computer resources will not be regarded as private. Brown Elementary and CCBOE employees

may review any and all files, data, and messages to ensure that students are using the equipment responsibly at any time and without notice.

### **Dress Code**

Brown Elementary recognizes that a person's appearance is indicative of their positive self-image and the ability to be self-disciplined. However, what is appropriate appearance in recreational or leisure situations may not be appropriate in the school environment.

All students must follow the CCBOE student dress code policy.

### **BOE Policy 6.310**

Students shall dress and be groomed in a clean, neat and modest manner so as to not distract or interfere with the educational process or cause a safety hazard. Students are encouraged to adhere to the provisions of this code during school hours (whether on or off campus) and while in attendance at school-sponsored events.

**Violations may result in the following consequences:**

**First Violation: The student will receive a written warning and the violation must be corrected.**

**Second Violation: Parent will be called, violation must be corrected, and a detention will be assigned.**

**Third Violation: Student will be suspended until parent conference.**

The principal's judgment shall prevail in all matters regarding the application of these rules.

### **ALL STUDENTS Grades K-12**

1. The following shall not be worn at school or school-sponsored events during regular school hours for ALL students.
  - Clothing or accessories that denote affiliation with any gang associated with criminal activity, or a safety hazard or security risk.
  - Ill-fitting clothing such as saggy/baggy pants or oversized coats, sweaters, sweatshirts, etc.
  - Pajama type clothing
  - **Clothing with holes above the knees**
  - Clothing/tattoos with suggestive or inappropriate slogans, vulgar captions or advertisements for tobacco, alcohol, or drug products
  - Caps, hats, or headscarves, for boys or girls, will not be worn inside buildings.
  - **Spandex, form-fitting, or body-fitting clothes**
  - Clothing with revealing necklines
  - **Unnatural hair color, style or makeup**
2. The following rules shall be enforced for ALL students:
  - Any color or style of shoes, with the exception of "Heely" or bedroom slipper type shoes may be worn to school.
  - **Tops worn with leggings should be no higher than 5 inches from the middle of the knee.**

- **Without leggings, shorts/skirts/dresses will be no higher than 5 inches from the middle of the knee.**
- Slits in skirts/dresses will be no higher than 5 inches from the middle of the knee
- Pant legs must not drag flagrantly on the floor
- No tinted glasses/sunglasses are permitted unless prescribed by a doctor
- **No body piercing jewelry, except for earrings in the ear for boys and girls**
- Large heavy jewelry chains, and any jewelry that could be deemed dangerous, will not be permitted
- Valuable clothing and jewelry are discouraged
- Shirt and blouse length may not be so short that students raising their elbows to the height of his/her shoulder exposes midriff
- **Tops, blouses and shirts must fit and must cover the shoulder so as not to reveal the torso or undergarments**
- All trench/duster style coats that fall below the knee are prohibited
- Bib overalls may be worn as long as galluses and side closures are fastened

Note:

1. Special dress days may be designated by the principal to include but not limited to, the following examples: field days; picture days; school spirit days, etc.
2. If a student cannot comply with the standardized dress code because of religious beliefs or physical characteristics, the parent/guardian must provide a written explanation to the principal for possible relief from certain aspects of this dress code.

### **Visitors**

Please understand that our utmost concern is for the safety of your child. In order to ensure everyone's safety, we appreciate your support in adhering to the following:

- All visitors must be buzzed in through the front entrance. Brown Elementary uses V-Soft technology which requires all visitors 18 years and older to submit their driver's license for a one-time screening.
- If parents wish to speak with a teacher, send a note or leave your phone number with the receptionist. Please understand that from 7:30am-3:00pm our teachers are with students and cannot leave their classrooms unattended. **We WILL NOT interrupt the instructional day.**
- Visitors (parents, guardians, friends, family, etc.) are not allowed in hallways or classrooms during the school day. This is a safety precaution. All visitors must sign in through the front office when visiting.
- Parents/guardians/family members are welcome to come eat lunch with their child. They are to eat at the round tables in the front lobby. **Your children may not have friends join them at the round tables for lunch.**

### **Field trips**

All field trips will be taken as extensions of classroom learning activities. Supervision is the responsibility of staff members sponsoring the activity. Students are expected to be on their best behavior while on field trips. Students who engage in inappropriate behavior on field trips will not be allowed to attend future field trips.

**Teachers reserve the right to allow or refuse to allow parents to attend field trips.**

Any adult who rides the bus with students must be a BOE approved volunteer and have a background check and be fingerprinted.

### **Accelerated Reading**

AR is implemented in grades 2-8. Research shows that regular exposure to vocabulary through sustained silent reading makes a significant difference in student achievement.

Research also shows that a properly implemented recreational reading program brings about dramatic increases in reading performance, vocabulary development, performance on exams, writing ability, reading speed, and overall knowledge. When we look at our STAR Reading data, it is obvious who the students who read regularly are.

Studies also show that there is a direct correlation between reading scores on standardized tests and the number of minutes per day that a student spends reading. For example, students at the 30<sup>th</sup> percentile read an average of 5 minutes per day, where students at the 70<sup>th</sup> percentile read on average 20 minutes per day.

**Students who do not stay on track with their AR goal will be assigned Reading Lab until 3:00 or when buses leave. Accelerated Reading can be counted as part of a student's Language Arts/Reading grade.**

### **RTI**

Response through Intervention is a process that provides early intervention and educational support to all students. The RTI framework uses assessment data to monitor student progress frequently in order to make decisions about how and what to teach children to ensure the highest level of academic progress is being made. The school system embraces the RTI Framework model, now part of educational law for the state of Tennessee, as a system of service delivery that uses evidence-based interventions, monitoring and evaluation for on-going tracking of individual students in making informed decisions about the student's educational and behavioral programming needs. This framework provides students who do not respond to instruction with increasingly intensive levels of intervention. Each school is dedicated to meeting the requirements of RTI through the school intervention team's oversight of procedures and fidelity of implementation. If you feel your child is in need of additional intervention, please contact the school office.

### **Special Education Services**

Approximately 15% of America's population has a learning disability, or difference. These learning differences are most often discovered during elementary years. If a student participates in the RTI program to the point of educational testing, a special education teacher, school psychologist, administrator, and classroom teacher will meet with parents to determine next steps. An IEP, or Individualized Education Plan is written for each student who qualifies for special education services.

## 504

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

An eligible student under Section 504 is a student who (a) has, (b) has a record of having, (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working and performing manual tasks.

If you feel your child may qualify or you would like to file an oral or written complaint in regards to a 504 Plan, please contact our 504 Coordinator, Kelly Thurman, at 788-2248.

### **Student Organizations and Activities**

The many organizations, clubs, and activities both curricular and extracurricular are an essential part of the total educational package here at Brown Elementary. Faculty members guide these activities. All students are encouraged to take part in these activities.

Clubs and organizations offered at BES include: Beta, Team Bears Care (Relay for Life), Band, Choir, STEM Club, Chess Club, FCCLA, Cross Country, Basketball, Cheerleading.

### **Cancellations and Closings**

When school is closed or canceled due to inclement weather or emergency situations, an official announcement will be issued through the news media. Parents should monitor local media outlets to determine if school has been canceled or closed early. **Please DO NOT call the school to check if school will be dismissed early.** Our phone lines will be tied up with phone calls pertaining to students getting picked up. Early dismissals and cancellations are a district decision and cannot be made at the school level.

### **Change of Address/Telephone Number**

Please notify us immediately if you have a change of mailing address, email address, or telephone number.

### **Withdrawal Procedures**

Parents or legal guardians must come in person to withdraw students for enrollment in another school. Our attendance clerk will be happy to help parents with the necessary paperwork.

Student records will not be released until all books are returned or paid for, cafeteria charges are paid, and other financial obligations are met.

# Buses

## General Information Regarding Transportation of Students

Routes are planned to achieve maximum economy of operations with reasonable safety. Routes are scheduled to reflect 100% of the rated bus capacity of eligible students, subject to the following conditions:

- Routes are neither extended nor are new stops scheduled unless an eligible student would be required to walk in excess of ½ mile on a road. Stops that meet this requirement must have an adequate turn around location for the school bus.
- Routes are planned to keep individual riding distance and times to a practical minimum.
- Route times are approximate and are subject to change.
- Any route is subject to changes, additions or deletions at any time.
- In the event of road closings, unsafe road conditions, and the like, the Transportation Department may temporarily alter routes until the conditions are remedied.
- Bus stops and routes are established on the basis of safety and efficiency, and in accordance with regulations and guidelines set forth by the State of Tennessee and Cumberland County Board of Education.

## Severe Weather Procedures

Tornado Watch:

A tornado watch means that conditions are favorable for tornadoes to develop. If a tornado watch is issued, the school program itself will remain unchanged. Schools will be notified of the watch and school officials will be particularly alert for any further development.

Tornado Warning:

A tornado warning means a tornado has been sighted in the area. If a tornado warning is issued, school will not be dismissed. Students will be directed to prearranged locations selected for maximum safety in each building. Students are aware of procedures, as teachers discuss severe weather precautions with students and schools perform mock drills. If the immediate area is under a tornado warning at dismissal time, students will neither be sent home, nor will they be allowed to leave the building, unless a parent or authorized adult signs them out, or the warning has been lifted.

## Procedures for Changes in Regularly Scheduled Transportation

Should a change in a student's regularly scheduled transportation become necessary, written authorization from the parent/guardian must be turned into the school. This includes requests for a student ride home on another bus with friends or relatives. This note must be signed by a school representative and presented to the bus driver when boarding the bus.

The note should include:

- Student's name
- Address for newly requested destination
- Contact name and phone number for newly requested destination

- Parent/guardian's name and phone number, should a question arise

### **Student Responsibilities on the Bus**

- Understand that riding the school bus is a privilege, not a right.
- Arrive at the bus stop five minutes prior to scheduled pick-up time
- Stay at least ten feet off the road, yet visible to the driver, while waiting on the bus
- Cross in front of the bus where you can see the driver and the driver can see you, and only after the driver has indicated it is safe to cross
- NEVER run in front or behind the bus, even if you have dropped something
- Unsafe items (i.e. knives, and/or sharp instruments) are not allowed on the bus
- Cell phones and other electronic items are permitted on the bus unless it becomes a distraction or problem. It is then up to the discretion of the driver to direct that the device be put away.
- Hair spray, aerosol deodorant and/or perfume should not be used on the bus
- The bus driver is the sole authority on the bus. Follow the bus driver's instructions the first time they are given. Exercise appropriate passenger behavior on the bus at all times.
- Absolutely no misbehaving, yelling or moving out of seats while the bus is in motion. This can be highly distracting to the bus driver and potentially hazardous to the safety of all passengers.
- Eating food or candy, chewing gum, drinking liquids, smoking and/or possession of illegal substances or obscene materials is not allowed on the bus.
- Profane, abusive, or vulgar language, gestures, or threats will not be tolerated.
- Fighting, pushing, shoving and/or inappropriate behavior will not be tolerated.
- The emergency door is to be kept obstruction-free and accessible at all times.
- Open windows with permission from the driver. NOTHING may be extended out the bus window. Shouting out of the bus is not allowed.
- When the bus comes to a stop, keep hands, feet, and other objects out of the aisle, to help ensure other passengers board/exit safely.
- Report any damage on the bus to the driver. Intentional damage to a bus will result in disciplinary consequences, including restitution.

### **Bus Conduct Reports**

If a student violates his or her responsibilities while riding the bus, appropriate actions will be taken as follows:

- 1st Offense: Warning and parent notification
- 2<sup>nd</sup> Offense: Parent notification and 3 day bus suspension
- 3<sup>rd</sup> Offense: Parent notification and 5 day bus suspension
- 4<sup>th</sup> Offense: Parent notification and 10 day bus suspension
- 5<sup>th</sup> Offense: Bus suspension for the remainder of the semester

### **Detention**

Detention is assigned to students for disciplinary issues only. Detention is served Tuesdays and Thursdays from 3:00-4:00. Students may not be picked up before 4:00. If your child receives detention, you will receive a disciplinary note. This note is to be signed and brought back to school the next day. If it is not brought back signed, the student will be given a second detention.

### **MIA**

We offer after school MIA for students who need to make up missing and incomplete assignments. This is an important program we offer to help our students stay on top of their assignments and submit quality work. A teacher stays with MIA students and works with them to complete their missing assignments. Please understand that MIA is not a punishment for behavioral issues, but rather an opportunity for students to get extra help with assignments that they have not submitted or completed in entirety. **MIA is not optional.** If your child is assigned MIA, a note will be sent home with the date the MIA is to be served. The note is to be signed and returned the next day. If it is not signed and brought back the next day, a detention will be given in addition to the MIA.

### **Re-scheduling Detention and MIA**

We allow parents to reschedule one detention or MIA per semester. **Detention and MIA are non-negotiable.** Detention and MIA take precedence over sporting events, school activities, and after-school appointments.

### **Reading Lab**

Students assigned to Reading Lab must attend. This assignment is not an option. This is to help those students who fall behind on their reading goals. Students may be picked up as a car rider at 3:00 or ride the bus.

### **No Zero Policy**

Brown Elementary expects more than a "0" from our students. Our teachers are required to obtain quality work from students. They will not give zeroes or low grades due to lack of effort. We will get the work we know the students can produce. We appreciate your support in this effort.

### **Suspension**

Suspension is a serious consequence that keeps students from attending regular class. Suspensions are issued for serious violations or an accumulation of infractions over time. A suspended student will not be allowed to participate in sports or school related activities while they are suspended. Suspended days are considered unexcused absences.

### **In-School Suspension**

ISS is rarely used because we take every measure to keep students in class where learning is occurring and instruction is being given.

### **Zero Tolerance**

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

- Possession of a firearm on school property
- Possession/use/sale of drugs on school property
- Battery/assault of a staff member

### **Tobacco**

The possession, uses, or transfers of tobacco or tobacco products in any form by any student are strictly prohibited. Any student caught in the possession of using or transferring any tobacco or tobacco product while participating in a school-sponsored event shall be subject to disciplinary action, which may include corporal punishment, suspension, and/or expulsion. **An automatic citation to juvenile court will be issued in all cases of tobacco possession.**

### **Energy Drinks and Sodas**

Energy drinks and sodas are not permitted at school. If a student is caught with an energy drink or soda, it will be taken.

### **Use or Possession of Drugs or Alcohol by Students**

Any student who possesses drugs or alcohol on school grounds or at any school-related function shall be immediately suspended from school upon due process.

### **Emergency Procedures**

Each class has a specific plan to follow in the event of an emergency such as fire, tornado, bomb threat, or lockdown. We practice these plans so our students know how to react in the event of an actual emergency

Students should be aware that they can be prosecuted for pulling fire alarms as a prank, and may be required to do up to 100 hours of community service.

### **Medications**

Students are not to have any form of medication in their possession at any time. **All medication must be brought to and from school by an adult, never delivered by students.**

### **Student Insurance**

Student insurance is available at a nominal cost and is optional. When a student under this plan is injured, he/she will be given a claim form from the school office. All athletes must provide proof of insurance before being permitted to practice or play.

### **School Planner/Agenda**

All students in grades 5-8 are provided with an agenda to track all school work and homework. This agenda can be extremely helpful for both the student and the parent with nightly homework assignments, as well as maintaining parent/teacher communication.

## **Bullying Policy**

Brown Elementary is committed to maintaining a learning environment for students that is free from bullying of any type. We will not tolerate, condone, or allow bullying of students while on campus or at school sponsored functions and activities. It is important for school employees, volunteers, and students to understand it is a violation of BOE policy to bully a student through conduct or communications as defined below.

Generally, bullying is a form of repeated aggression that is directed by one or more people towards another person. Bully can be electronic, written, verbal, or physical in nature.

Bullying meets one or more of the following conditions:

1. Places the student in reasonable fear of harm of the student's person or property
2. Has a substantially detrimental effect on the student's person or property
3. Has the effect of substantially interfering with a student's ability to participate in or benefit from the services, activities, or privileges provide by the educational program, including, but not limited to:
  - Slurs, negative stereotyping, or threatening, intimidating, or hostile acts.
  - Written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates.
  - Name-calling, sarcasm, spreading rumors, excessive teasing, and hazing.

School bullying takes four main forms:

1. Physical bullying- a student inflicts physical harm repeatedly on another student
2. Verbal bullying- a student uses words to hurt another student.
3. Relational bullying- a student disrupts another student's peer relationships by repeatedly leaving them out, gossiping, or spreading rumors.
4. Cyber bullying- the use of cell-phones, text messages, e-mails, instant messages, and social media websites to make threats or post insulting messages about another student. **IMPORTANT: If a student posts something at home via online outlet and brings it into the school, it immediately becomes our problem and we have to deal with it just as if it had happened at school.**

## **Weapons and Dangerous Instruments**

Students shall not possess, handle, use, or attempt to use any dangerous weapon on school property, or off the grounds at a school-sponsored activity, function, or event.

## **Selling of Items**

No items are to be brought to school to be sold, unless they are items being sold by this school in a fundraising activity. NO items may be sold for personal profit. All fundraisers must be cleared through administration.

### **“Oops” Policy for grades 3-8**

An “oops” is when a student forgets or neglects to do their work, whether classwork or homework. After the limit is exceeded, students will be assigned MIA to make up the work afterschool.

Students in grades 6-8 will be allowed 1 “oops” per nine weeks per class.

### **Grade Cards**

Grade Cards are issued every nine weeks.

### **Grading Policy for Grades 3-8**

Grades should be considered an indication of student accomplishment in each subject matter. They do not necessarily reveal potential or capability. The following are basic definitions for each grade:

#### **“A” 100-92.5**

Indicates quality work, which is outstandingly superior to the work of most other students. Those who receive the “A” grade should not only complete all assignments, but also show enthusiasm in the subject area and exhibit the ability to analyze and apply principles learned.

#### **“B” 92.4-84.5**

Indicates high quality of work and mastery of the subject. This grade reflects above average achievement and some ability to analyze and apply principles.

#### **“C” 84.49-74.5**

Indicates that the work of the class has been done in an acceptable manner and that the student secured a satisfactory knowledge of the material of the course. The student has not, however, gone beyond the minimum amount required.

#### **“D” 74.49-69.5**

Indicates below average accomplishment and/or grasp of the subject matter. A student who earns a “D” grade has done only the minimum amount, has been somewhat negligent in turning in assignments, and/or has not done well on tests and quizzes.

#### **“F” 69.49-0**

Indicates that the quality and/or quantity of work is so far below what is expected that it cannot be considered adequate for gaining a passing grade in the course.

### **Grading Policy for Grades Pre-K-2**

Grades Pre-K-2 receives a standards-based report card. The grade level standards are ranked based on a scale of 1-4.

#### **“1” Below Basic- Beginning**

I am starting to learn this. I cannot do it by myself yet.

## **“2” Basic- Developing**

I am starting to understand. Sometimes I need help or an example.

## **“3” Proficient- Meets Expectations**

I can do it by myself. I can show how I understand. I make little or no mistakes.

## **“4” Advanced- Exceeds Expectations**

I am working on a higher level. I can explain how to do this. I can teach others.

### **Special Area Grading**

Art, Music, Computer, and Physical Education will receive letter grades of A, B, C, D, or F.

### **Academic Watch**

Any student who has two or more “Ds” or one or more “F” will be placed on academic watch. During this period, a student’s performance will be closely evaluated by teachers, counselor, and administrators. Extra tutoring and/or attendance at academic labs may be recommended.

The purpose of this “watch” is to assist and encourage the student to improve his/her performance. Meetings with teachers, the counselor, and administration will be scheduled as needed.

### **Homework**

Brown Elementary believes that homework is essential to the educational process. Homework is not necessarily only written work; it may require studying, reading, and/or research.

Homework is assigned in order to:

Complete work that has been started in school.

Help students become more self-reliant and develop independent work habits.

Give opportunity for drill and improvement of skills.

Prepare students to meet competition in upper grades and high school and develop good work habits.

Expand upon and personalize concepts taught in class.

If a student misses any classes, he/she is responsible for getting missing assignments from the teacher. Students will be given three (3) days for each day absent to make up assignments missed.

The role of the parent in homework is one of encouragement and support. Students should be allowed to do their own assignments with minimal assistance.

Homework should not take hours to complete. If, at anytime, you have an issue with the amount/type of homework your child is receiving, please feel free to contact his/her teacher.

Teachers are available before school to help with homework. This is not an opportunity to do all homework, but rather to seek clarification on work in which the student may need further explanation.

### **3<sup>rd</sup> Grade Promotion**

Tennessee state law states that a student must be proficient in 3<sup>rd</sup> grade Reading before they can be promoted to 4<sup>th</sup> grade. This proficiency is determined by the student's end of the year report card grade for Reading, which now includes the TNReady state test. You are encouraged to review your child's progress for all subjects, particularly Reading/Language Arts. Please contact your child's teacher or school administrator for further guidance on this topic.

### **Migrant Occupational Survey**

Upon initial enrollment in all Cumberland County Schools, each family will be asked to complete the required "Migrant Occupational Survey" and "Home Language Survey." This documentation should be returned to your school to help us determine if your child(ren) qualify for additional Federal Education programs.

### **Gum**

BES has a NO GUM policy. Our students will know this from day one. Detention will be issued for violation of our gum policy.

### **Safe and Drug-Free Schools Programs**

A district receiving safe and drug-free school program funds must inform and involve parents in violence and drug-free drug prevention efforts. The district must make reasonable efforts to inform parents of the content of safe and drug-free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity.

Brown Elementary provides a drug-free program through the TAD Center.

Frank P. Brown Elementary School will not tolerate discrimination on the basis of your gender. If you feel you have been the victim of discrimination because of gender, please immediately contact Kelly Thurman in our office, by phone at 931-788-2248, or email at [kthurman@ccschools.k12tn.net](mailto:kthurman@ccschools.k12tn.net).

Frank P. Brown Elementary School will not tolerate discrimination on the basis of race, color, or national origin. If you feel you have been the victim of discrimination because of your race, color, or national origin, please immediately contact Tracie Buckner in our office, by phone at 931-788-2248, or email at [bucknert1@ccschools.k12tn.net](mailto:bucknert1@ccschools.k12tn.net).

Do you or does someone you know lack a fixed, regular, adequate, nighttime residence? If so, please immediately contact Frank P. Brown Elementary School's Homeless Coordinator, Kelly Thurman, in our office, by phone at 931-788-2248, or by email at [kthurman@ccschools.k12tn.net](mailto:kthurman@ccschools.k12tn.net). Our school will immediately help you!!

**PARENTAL NOTIFICATION**  
**Cumberland County School System**  
**Crossville, TN 38555**  
**Phone 931-484-6135**  
**Fax 931-484-6491**

**Cumberland County School System-Mission Statement**

The mission statement for the Cumberland County School System is to empower each student with the skills to be a productive citizen. Parents play a vital role in this mission. The Board encourages parental involvement and strives to keep parents informed of their rights.

**Notifications**

- The Cumberland County School System does not discriminate on the basis of race, sex, color, religion, national origin, age, or handicap in the provision of educational opportunities, activities, or other administered programs.
- Parents have the right to request information pertaining to the professional qualifications of their child's teacher(s). Teacher certifications can be found by accessing the Tennessee Department of Education Teacher Licensing web site ([www.state.tn.us/education/llchome.htm](http://www.state.tn.us/education/llchome.htm)) or by contacting the Central Office at 931-456-8347. Parents may also request the qualifications of a paraprofessional that provides educational assistance to their child.
- Parents must receive notification if their child is being taught for 4 or more consecutive weeks in a core curriculum subject by a teacher that is not highly qualified.
- Parents will have access to system/school report cards as developed by the State Department of Education and available (usually in late fall of each year) through the state department web site ([www.state.tn.us/educ](http://www.state.tn.us/educ)), at the school and/or at the Central Office.
- Parents will be given the option to transfer their child to another public school or to obtain supplemental educational services if the school fails to meet adequate yearly progress.
- Parents will receive academic results for mid-reporting periods, end of reporting periods, TCAP Achievement results in grade 3-8, Writing Assessment in grades 5, 8 and 11, End-of-Course and Gateway Exams in a timely manner as required by local Board policy and the Tennessee Department of Education.
- Parents can visit the state's web site ([www.state.tn.us](http://www.state.tn.us)) to access a description of the Tennessee Curriculum Standards, assessment, and proficiency levels students are expected to meet.
- Parents of secondary school students have the right to request that their child's name, address and telephone number not be released to a military recruiter without their prior consent.
- Parents of a student identified as limited English proficient (ELL-English Language Learner) will be notified in a timely manner of their child's level of English proficiency, their child's opportunity to participate in an ELL program, details of the program, and the right to waive participation.
- Title I Schools: A written parental involvement policy will be developed jointly with and distributed to parents of children participating in Title I programs. The parental involvement policy is printed in the school's handbook or a copy is available at the school's office (this is also available on the Brown Elementary school system web site at

<http://ccschools.k12tn.net/FrankPBrown>An annual meeting will be held to inform parents of the school's participation and status in programs funded under No Child Left Behind.

- A school-parent-student compact that outlines the responsibilities of each party for improved student academic achievement will be distributed and agreed upon annually.
- Federal law affords parents and students, over 18 years of age, certain rights regarding educational records. The school board policy relating to student privacy and parental access to information is available in the school board policy manual located at each school and the Central Office.
- Students and parents are encouraged to participate in safe and drug-free school programs/activities. If parents object to these programs/activities, they may submit a written request to the principal that their child does not participate.
- Information pertaining to the rights granted by federal law to students with disabilities may be obtained by contacting the Special Education Department of the Cumberland County School System at 931-484-3301.
- The Cumberland County School System has the responsibility to locate, identify, and evaluate all children ages 3 to 22 years that are suspected of having a disability. If you have any questions or concerns please contact the Special Education Director at 931-484-3301.
- School health requirements, policies and procedures can be obtained from the Cumberland County Health Department, the school principal, or the school nurse.
- Students attending a persistently dangerous public school, or students who become victims of a violent criminal offense while in or on the grounds of a public school that they attend, are provided the opportunity to transfer to a safe public school within the local education agency.
- A program or activity funded as part of a 21<sup>st</sup> Century Community Learning Center that provides before or after school activities must be evaluated to assess its effectiveness. The results of the evaluation(s) are available upon request at the Federal Programs Department at 931-456-8347.

#### **Tennessee Department of Education Contact Information**

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

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

Legal Services Division

Division of Special Education, Tennessee Department of Education

710 James Robertson Parkway

Andrew Johnson Tower, 5<sup>th</sup> Floor

Nashville, Tennessee 37243-0380

Phone: 615-741-2851

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

East Tennessee Regional Resource Center

2763 Island Home Blvd.

Knoxville, TN 37290

Phone: 865-594-5691

Fax: 865-594-8909

**Child Advocacy Group Contact Information**

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

A few of these organizations are listed below:

**The Arc of Tennessee** 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

E-mail: [pcooper@thearctn.org](mailto:pcooper@thearctn.org)

**Support and Training for Exceptional Parents (STEP)** is on the Internet at

<http://www.tnstep.org/>

712 Professional Plaza

Greenville, TN 37745

West Tennessee: (901) 756-4332 <a href="mailto:jenness.roth@tnstep.org">jenness.roth@tnstep.org</a>	Middle Tennessee (615) 463-2310 <a href="mailto:information@tnstep.org">information@tnstep.org</a>	East Tennessee (423) 639-2464 <a href="mailto:karenharrison@tnstep.org">karenharrison@tnstep.org</a>
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