



# Student and Family Handbook

2023-2024

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*1330 Cason Lane*

*Murfreesboro, Tennessee 37128*

*[www.casonlaneacademy.net](http://www.casonlaneacademy.net)*

*Twitter: @CLChargers Facebook: Cason Lane Academy*

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Mrs. Sonya Cox, Principal

Mrs. Kimberly Hix, Assistant Principal

Dr. Trey Duke, Director of Schools

2552 S. Church Street

Murfreesboro, TN 37127

**MCS MISSION STATEMENT** – To assure academic and personal success for every child.

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# Charging Towards Excellence

## WELCOME TO CASON LANE ACADEMY

Welcome to Cason Lane Academy! Our vision is to be a school community that champions student growth, ensuring that all students have the opportunity to engage in purposeful and diverse learning experiences that cultivate academic and personal advancement. We hope that our student-family handbook will serve as a guide and answer your questions regarding policies, procedures, rules, and regulations. We want you to share in the genuine excitement that is a part of our Cason Lane community. The faculty and staff strive to provide the highest quality education for each and every student. The strength and unifying ingredient of CLA is our mutual partnership involving students, teachers, staff, and parents. By working together, we can accomplish tremendous things.

## SCHOOL POLICIES<sup>1</sup>

The school policies included in this handbook are applicable during regular school hours as well as on buses, field trips, school sporting events, and any activity sponsored by the school.

*The Murfreesboro City School System does not discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or veteran status in programs or activities or employment opportunities and benefits as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Services available include elementary grades K-6, preschool classes, special education, family resource centers, ESL (ELL), Title I, and extended school programs (ESP).*

*Inquiries or complaints regarding Section 504 should be directed to the Special Education Supervisor; inquiries regarding the Americans with Disabilities Act, Title VI, Title VII should be directed to the Murfreesboro City Schools Human Resources Department, and inquiries or complaints regarding Title IX should be directed to the Title IX Coordinator. School complaint managers for Title IX have been named for each school for investigation of discrimination/harassment of students (sexual, racial, ethnic, religious) and the names of the school complaint managers are available from the principal at the respective schools. The Human Resources Director and the Title IX complaint managers are responsible for investigation of discrimination/harassment complaints (sexual, racial, ethnic, religious) and coordinating the system's compliance efforts. The above listed individuals may be contacted at the Murfreesboro City Schools Administrative Office at 2552 S. Church Street, Murfreesboro, Tennessee 37127 or by calling 615-893-2313.*

**Deleted:** compliance with Title VI should be directed to the Director of Instruction with Murfreesboro City Schools; inquiries regarding ...

**Deleted:** and Title IX

<sup>1</sup> The policies, procedures, rules, and regulations contained in this handbook may be amended during the course of the school year as needed to protect the health, safety, and welfare of students. Procedural changes may be announced on any/all of the following: Murfreesboro City Schools website, the Cason Lane Academy webpage, CLA Twitter account, teacher electronic communications, district alerts/communications, automated phone calls, or notices sent home with your child.

### SCHOOL HOURS

Parent and student cooperation is requested in observing the daily schedule at Cason Lane Academy.

Classes begin at 8:30 a.m., and the school doors open at 8:15 a.m. Walkers, bike riders, and car riders shall not **arrive at school earlier than 8:15 a.m.** at which time the classrooms are opened. It is CLA's policy to have **NO** unsupervised children at any time. Students needing to get to school earlier than 8:15am should be registered for our ESP program.

The school day ends at 3:30 p.m.

Students picked up before 3:30 p.m. must be signed out in the office. The time is recorded on the computer as an early dismissal. **There will be no student check-out after 3:00 each day.**

### ABSENCES

When a child is absent from school, parents must send a note with the student when he/she returns stating the reason for the absence. If there is going to be a prolonged absence, parents should contact the school administration. The principal or his/her designee has the authority to excuse students for absences and tardiness due to, but not limited to:

1. **Personal illness.** Students must be fever free for 24 hours before returning to school.
2. **Illness/death in the immediate family.** One day will be excused. Additional days will be at the discretion of the principal.
3. **Dental or medical appointments.** Documentation required.
4. **Religious observances.**
5. **Extreme weather conditions** – per discretion of the Director of Schools

**Following each absence, students must have a signed note from the parent or guardian stating the reason for the absence and the date.** This note must be sent to your child's teacher. *Absences other than for reasons stated above may be considered unexcused.* Five unexcused absences will be treated as truancy. If a student is absent for an extended period of time, parents are strongly encouraged to arrange for schoolwork to be picked up and completed. A child who does not attend at least 1/2 day (8:30 a.m. – 11:46 a.m.) is considered absent. Additionally, if absences become excessive (even those excused with parent notes), the principal may require doctor's notes or pursue truancy proceedings.

Students with an absence shall be provided the opportunity to receive assignments missed during the absence and to make up the work upon their return for the full grade. Make up work should be turned in at a mutually agreed time frame between the teacher and the student. The attendance record is not changed when missed work is completed.

### TARDINESS

The school day begins at 8:30, and any students arriving after this time are considered tardy to school. These students must be signed in at the front office by a parent or guardian and bring a note from their parents stating the reason for being tardy. Tardies are reported on the attendance report, and excessive tardiness will be reviewed for potential action.

### EARLY DISMISSAL

Students who are to be dismissed early are to be signed out in the office. Just like tardies, early dismissals impact the student's ability to learn as teaching time is lost. We discourage early dismissal. Excessive early dismissals will be reviewed for possible action. **If anyone other than those people listed on the registration card is to pick up a child, the office should be notified in writing and this person should have a photo ID with him/her.** Please note that any early dismissal for illness, doctor or dentist appointments, or family emergencies will be counted as an excused tardy, the same as arriving late. All other early dismissals will be counted as unexcused tardies.

### TRANSPORTATION CHANGES

Students who will have a transportation change for the day must have a note signed by their guardians along with a telephone number where they may be reached for verification of the note. Parents may also call the front office to make transportation changes the day of. The front office staff will notify classroom teachers. **The school will not make transportation changes or permit changes in transportation arrangements by Class Dojo.** Changes in transportation for children must be made prior to **2:00 p.m. each day** to ensure there is adequate time to notify all parties involved.

### BUS RIDERS

City school buses transport children who live in proximity to CLA to and from school. Please be advised that large projects or packages and large musical instruments cannot be carried onto the bus, as there must be adequate room for at least three children in each seat. Parents should not block bus lanes in the morning or afternoon. Assigned school personnel will be on duty to meet the buses in the morning and to monitor boarding of the buses at dismissal time. Bus riders are expected to follow the rules and regulations regarding safety and behavior on the bus and at bus stop locations.

Established bus riders wanting to ride another bus home with a friend must provide a signed note from the parent or guardian informing the principal of the change in the student's bus stop for the day. This note **MUST** be received in the Cason Lane office prior to 11:00 a.m. This note must be signed by the principal and faxed to the transportation department. **If the Transportation Department determines**

**that the bus is already at maximum student capacity, the request will not be honored.** The school will notify the parent and other arrangements must be made.

For non-established bus riders wanting to ride the bus home with a friend, parents must come to the Cason Lane Academy office and complete the "Special Request for Transportation" form for non-established bus riders; this can also be faxed if necessary. **This form MUST be received in the Cason Lane office prior to 11:00 a.m.** and then faxed to the Department of Transportation for approval. **If the Transportation Department determines that the bus is already at maximum student capacity, the request will not be honored.**

The school will notify the parent and other arrangements must be made. *A new permission form must be completed each time this occurs.*

Riding a bus to and from school in the Murfreesboro City School System is a privilege not to be taken lightly. All must understand and observe good conduct, courtesy, cooperation, and respect for the authority of the bus driver and bus assistant.

*Prohibited items on the bus:*

- Food, drinks, chewing gum, tobacco (any form), or alcoholic beverages
- Glass or other breakable items, flower arrangements, balloons/balloon bouquets
- Insects, reptiles, or other animals
- Weapons, explosive devices, harmful drugs, or chemicals
- Perfumes or fingernail polish

*Bus Behavior*

- Students shall not open windows unless asked to do so by the driver.
- Students must keep hands, feet, arms, and head inside the bus.
- Students shall not throw objects on the bus or out the windows.
- Students shall not distract the driver with loud talking, laughing, fighting, or unnecessary disturbances.
- Students shall not litter.
- Aisles shall be kept clear of books, bags, lunches, instruments, and school projects. Parents must make arrangements to transport items too large to be held on the student's lap.
- Students shall not use inappropriate language or gestures. It is unacceptable to use language or gestures that are lewd, obscene, profane, offensive and/or objectionable.

- Students shall not be disobedient. It is unacceptable to be defiant or refuse to obey and follow a legitimate request, command, rule, regulation, directive, or order.
- Students shall not be disrespectful, discourteous, impolite, rude, insubordinate, or surly.
- Students shall not be abusive or aggressive. It is unacceptable to mistreat, misuse, hurt by treating badly, demean, insult, intimidate, extort, mock, jeer, ridicule, threaten, or use excessive force.
- Students shall not damage school property.
- School supplies such as pens, pencils, markers, crayons, or sharp objects of any kind must be contained in the student's backpack/book bag at all times.
- Students may not touch the emergency door, exit controls, or any other safety equipment on the bus unless directed by the bus driver and assistant.

SPECIAL NOTE: Students are subject to being recorded on video/audio cameras at any time while they are riding a school bus.

Questions about bus service will be addressed by the Department of Transportation at 615- 898-7126

#### **CAR RIDERS**

When loading and unloading students in cars, safety is always our primary concern. Car riders will be loaded and unloaded at A, C, and E wings, and at the front car rider loop, based on the grade level of the youngest student attending CLA. Do not drop off students at the gym entrance in the front of the building in the bus loading area or in the parking lot. Please help us ensure the safety of all students by following the guidelines:

- Load and unload children on school property and observe traffic signs and rules as well as the directions of staff members who have been assigned to assist with loading and unloading.
- All car riders will be given a car tag from their teachers. This tag will have an official stamp from the office. If you lose your tag or need extras, please let your teacher know.
- Car rider tags must be displayed when picking up your students. Children will not be released to anyone with homemade tags or tags without the official stamp. Parents without a tag will have to go to the office to sign out their students. Please understand that this procedure is to keep our students safe.
- Parents may not walk up in the car line to pick up. Parents must remain in vehicles during dismissal.
- Children will be instructed to watch for their ride and walk to the car when directed.

- Avoid blocking bus parking areas and pick up areas for other cars.
- There will be several students walking among the cars in the car line. For the safety of our students, please make sure you limit distractions. As a reminder, Tennessee law prohibits any handheld use of cellphone, including talking on the phone, while in a school zone.

#### **WALKERS AND BIKE RIDERS**

Only students in 2<sup>nd</sup> – 6<sup>th</sup> grade may be walkers or bike riders, and this choice must be noted by parents on the student's registration form under the transportation section. Students in kindergarten or 1<sup>st</sup> grade will not be allowed to walk or ride their bikes home unless they are escorted by an older sibling in 3<sup>rd</sup> – 6<sup>th</sup> grade. A student's route home must have access to sidewalks and be free of crossing major roads where crossing guards are not present.

Students shall exit the building immediately upon dismissal. Students must stay on the sidewalks and proceed to the crossing guard. They must wait for directions from the crossing guard before crossing the street.

Students may ride their bicycles to school. Locks are recommended. Bike riders shall follow all safety and traffic rules. Students must wear helmets when riding their bikes to school. Bike riders shall leave the campus promptly after dismissal. Bike riders shall follow the directions of the crossing guard. Bike riders shall walk their bikes across the intersection at the direction of the crossing guard. The school is not responsible for students' bicycles.

Skateboards and rollerblades may not be ridden to or from school.

#### **SCHOOL VISITORS AND SECURITY**

Anyone other than a CLA student or staff member is considered to be a VISITOR and must enter the building at the front entrance and report to the school office to sign in and receive a visitor's pass. This badge must be worn by the visitor at all times. Cason Lane Academy uses the Guardian visitor scanning system, and a government issued picture ID will be required for scanning. All visitors must adhere to CLA policies and procedures. Before leaving the building, visitors must return to the office to sign out and return the visitor's pass. Parents may not park cars on the circular drive entrances. Utilize the provided parking spaces when entering the campus.

#### **WE I.D.**

Anyone seeking to sign out a child from school must be listed on the student's registration card. A government issued picture I.D. must be shown before the child will be signed out. We "I.D." even if we know you. This is to help us with identifying visitors, making sure they are allowed to pick up a child, and to maintain a safe environment. Remember, we I.D. to protect our students.

#### **CAFETERIA/FOOD SERVICES**

Students are served meals in accordance with the guidelines of the National School Lunch Program. Cafeteria menus may be viewed at [www.schoolcafe.com](http://www.schoolcafe.com) or at [www.cityschools.net](http://www.cityschools.net). Please feel free to contact the cafeteria manager, [Hayley Peters, Hayley.peters@cityschools.net](mailto:Hayley.Peters@cityschools.net) with any questions, concerns, or suggestions that you may have.

Deleted: Brandy Aaron at [brandy.aaron@cityschools.net](mailto:brandy.aaron@cityschools.net)

### SCHOOL MEALS

Breakfast and lunch are served daily to all students at Cason Lane at no cost to families. Students are also welcome to bring their own lunches and snacks. All children are expected to eat lunch, unless the child has a religious exemption. Students may not bring glass bottles to school as part of their lunch. In addition, no carbonated drinks should be sent to school. Healthy snacks are available for students to purchase in addition to school lunch. Money may be added to your child's account in the cafeteria any morning before classes begin. Put all money and checks in sealed envelopes with the child's name, teacher's name, and the purpose of the money on the outside of the envelope. Students will not be allowed to charge extra snacks.

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All families, regardless of ability to pay, will be asked to complete a demographic statement at the beginning of the school year for federal accountability for the school food program.

Cafeteria prices are set by the school board and are subject to change.

#### *Withdrawn Students*

A refund for any money left in the student's account must be requested no later than 10 days after the last day of school for the student.

The Food Service Account Refund Form must be filled out and returned to the address below or emailed to [sandy.scheele@cityschools.net](mailto:sandy.scheele@cityschools.net).

Murfreesboro City Schools

Attn: School Nutrition

2552 S. Church St.

Murfreesboro, TN 37127

Please make sure to include the correct address for the check to be mailed. This form is also to be used if there is a sibling to whom the money should be transferred. Any money left in a student's account after 10 days of withdrawal date will be transferred to an "extra money" account and be deemed as a donation in our computer system to be used for accounts in need. If the student's account held more than \$50.00 and a refund is not requested within the agreed upon timeframe, every effort will be made to contact a parent or guardian.



If the student will return to MCS the next school year the funds may be left in their cafeteria account for future use.

#### **LUNCH VISITORS AND OUTSIDE FOOD**

Due to our growing school, we are not able to accommodate visitors for lunch in the cafeteria for the 2023-2024 school year, unless there is a special occasion that is pre-arranged through the administration and teacher. Our cafeteria is at capacity during each lunch group.

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Murfreesboro City Schools' Department of School Nutrition strives to make school meals healthy and nutritious each day. Your demonstrated support of the cafeteria program is greatly appreciated.

#### **SNACK POLICY**

We encourage healthy snacks from home. Some ideas include apples, raisins, grapes, bananas, pretzels, crackers, celery sticks, carrot sticks, 100-calorie type packs, etc. Your child's teacher may provide guidance or suggestions for individual classrooms. We encourage students to bring refillable water bottles to school.

#### **RETURNED CHECKS**

Returned checks to any school account will be charged a \$15.00 service fee.

#### **POSITIVE BEHAVIOR SUPPORT SYSTEM – “Charging Towards Excellence”**

Cason Lane Academy is committed to the development and support of the social and behavioral climate of our school. To help ensure this, we implement a positive behavior support system that is designed to assist students and teachers by intentionally meeting the social-emotional needs within our school while proactively addressing individual behavioral concerns in an effort to support a school environment that fosters creative, challenging, and excellent academics.

The Cason Lane Academy Pillars of Character are Respect, Responsibility, and Reliability.

Cason Lane Academy will also have school-wide behavior expectations. These will be taught in each classroom throughout the year. To help specify appropriate behaviors, expectations are defined with what the expected behavior looks like in various locations throughout our school. Our goal is for all Cason Lane Chargers to:

- Feel respected by peers and teachers
- Extend learning beyond the classroom

- Learn the benefits of cooperating with others
- Be recognized and rewarded for hard work

Class Dojo will be used school-wide to keep parents informed of the positive behavior and areas of concerns that arise throughout the year. Information on Class Dojo will be available through your child's teacher. Students will be disciplined in accordance with the district's [Discipline Foundation Policy 6.3131](#).

#### PERSONAL PROPERTY

Students should be careful with their purses and valuables. Large sums of money (not to exceed \$20.00) may not be brought to school.

The following items are **not permitted** at Cason Lane Academy:

- Toy guns or weapons of any kind
- Collector cards
- Laser light pointers
- Lighters or matches

Cellphones, MP3 players, tablets, laptops, or other personal technology may be stored in backpacks, purses, or personal carryalls. These items must be silenced or turned off unless permission is granted by the teacher or ESP director.

Improper use or storage of these devices may result in confiscation of the device until it can be released directly to a student's parents and/or guardians. A student in violation of this policy is subject to related disciplinary action.

In addition to the parameters established above, use of any device to bully, harass or intimidate others will be subject to related disciplinary action.

Using any device for any illicit activity including, but not limited to, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal law.

Any student taking, disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs of other students or any other individual at school, on a school bus or while attending any school event or activity will be subject to the disciplinary procedures of the school district and reported to law enforcement and other appropriate State or Federal agencies.

These devices shall not be used to record and/or video school personnel or students without the principal's or principal designee's permission.

Cell phones or any other personal communication devices are not to be used, accessed or displayed

while on any school bus.

Possession of a cell phone under the circumstances set forth in this policy is a privilege, which may be forfeited by a student who fails to abide by the terms of this policy.

**The Murfreesboro City School Board, its schools, and its employees do not assume any responsibility or liability for the loss of or damage to any student's personal communication device, or for the unauthorized use of a student's personal communication device.**

#### **IN-SCHOOL SUSPENSION**

An in-school suspension (ISS) program may be used for students whose behavior warrants removal from the classroom for a specific period of time based on the infraction. ISS is a consequence assigned by Cason Lane administration only.

#### **DRESS CODE**

Children are expected to come to school dressed appropriately.

Clothing/accessories/hair, which would disrupt teaching and learning, are not considered appropriate dress. Clothes and shoes must fit appropriately, and no undergarments may be visible. The staff reserves the right to call a parent to the school if the child's appearance or attire becomes disruptive, unsafe, or distracting.

Parents, please help us with dress code as learning can be negatively impacted with distractions at school. For safety, cleats and roller shoes may not be worn at any time.

#### **EXTENDED SCHOOL PROGRAM (ESP)**

Before and after school childcare is available through our ESP program from 6:00 until 8:15 in the morning and from 3:30 to 6:00 in the afternoon, Monday through Friday. Children may stay for both sessions or only attend one session, either morning or afternoon. Information regarding fees, class options, and attendance options is available from our CLA ESP office. You may contact the CLA ESP Director, Jana Shellhart, at [jana.shellhart@cityschools.net](mailto:jana.shellhart@cityschools.net).

Parents must check their child(ren) in with ESP as they arrive each morning and parents must sign them out before they leave each afternoon. All students who participate in ESP must be picked up by 6:00 p.m. Only Cason Lane Academy students in our after-school program may use the playgrounds until 6:00 p.m. each day. After 6:00 pm the community may use the playgrounds.

ESP will remain open from 6:00 a.m. until 6:00 p.m. for registered students during the following events: fall, winter, and spring breaks, and some holidays. For more information on ESP, please visit their website at: <http://www.cityschoolsesp.net>

### FIELD TRIPS

From time to time during the school year, teachers may feel that a trip outside the school will reinforce classroom activities. Volunteers accompanying students on a field trip must submit a picture ID before accompanying students on outings and volunteers may be subjected to background checks. Parents must sign a form granting their child permission to participate in these activities before their child is permitted to leave the building for a trip. All field trips will be of educational benefit to the students. Funds will be requested for each child's trip. Siblings will not be allowed on field trips.

### MEDICATION

If prescribed medicine must be taken during the school day on a regular basis, the parent must fill out a medical form that can be acquired from the school office. Please make sure the office has the correct phone number for parents. Medicine will be stored and dispensed in the clinic. No medicine may be sent to school with a student. Parents must bring the medicine to the nurse or front office.

### CLINIC

Any child who becomes ill or is injured at school will be sent to the school clinic located in the office suite. The office staff will take the child's temperature and clean and bandage any scrapes and cuts. Parents are contacted when a child needs further attention. The clinic is provided for emergency and short-term use until parents can make arrangements to pick up ill or injured students. Parents are expected to pick up children within one hour of being notified that the child is ill.

Please do not send your child to school if he/she is ill. If the child has had a fever, he/she should have had a *normal temperature for at least 24 hours before returning to school without having had any fever reducers*. A fever is defined as 100.0 degrees or higher. Also, children who have been vomiting should not return to school for at least *24 hours after the vomiting has stopped*. We want our students to be healthy and able to learn as well as to protect other students from the unnecessary spread of germs.

### PLAYGROUND

Classroom or special area teachers will supervise students who use the playground during the school day. Instruction for safe play will be given. The following is a list of expectations for the playground:

1. Swing alone and use the swing appropriately to remain safe.
2. Slide down the slide seated and avoid climbing up the slide.
3. Climb and play safely only on identified climbing apparatus as they are designed.

4. Play safely on the monkey bars—no leg wrestling or pulling on students.
5. Play safely and avoid tackle football or aggressive pushing or shoving in basketball, soccer or any other sport.
6. Stay in the designated area within sight of the teacher or supervisor.

#### **POLICY AND PROCEDURES FOR LICE**

No student shall be denied an education solely by reason of head lice infestation and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation.

If a student is suspected of having head lice, confirmation will be made by the school nurse or designated school staff. Once a confirmation is made, the child's parent will be contacted by the school nurse or designated staff. Instructions for treatment and prevention of head lice will be given and information sent home. According to the Centers for Disease Control and Prevention (CDC), students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. However, parents of students with live or active infestation may be asked to pick up their student as soon as possible to begin the treatment process if possible. Nits may persist after treatment, but successful treatment should kill crawling lice.

The student may return to school only after the hair has been treated with a pediculicide product and the parent presents to the school officials recent proof of purchase of the treatment or a release from the Health Department or health care provider.

#### **REPORTING STUDENT PROGRESS**

Parents and teachers working together will maximize the potential for success of each student. Therefore, it is necessary that communication be a continuous process between the home and the school. Faculty and staff welcome and encourage open communication. Report cards are distributed on a nine weeks basis and sent home with the students. Parents can also access these reports and stay up to date on student progress online through Skyward. Parent conferences are scheduled twice a year and at any other time the teacher and/or parent deem necessary.

**Academic Acknowledgement** – All students are consistently rewarded for their hard work and progress at CLA. To further acknowledge the academic success of students in grades 4-6, there are two distinguished groups that the students may become a member of through their hard work and effort.

**Honor Roll** – To be on the Honor Roll a student must earn all A's and B's for that grading period, with more A's than B's.

**Principal's List** – To be on the Principal's List a student must earn all A's for that grading period.

Additional recognitions are given out to celebrate and recognize student growth, positive behavior, and other characteristics that demonstrate *Caring, Learning, and Achieving*.

#### **AGENDA**

The agenda is an important part of student life here at Cason Lane Academy. The agenda is also a great way for parents and teachers to stay in contact during the school year. At the beginning of the year, 2<sup>nd</sup>-6<sup>th</sup> grade students are provided an agenda at no cost. If the agenda is lost, there is a five-dollar fee for a replacement agenda.

#### **PARTIES / INVITATIONS / DELIVERIES**

Invitations to and/or reminders regarding personal parties will not be distributed at school unless they are given to every child in the class. Due to safety concerns, flower and balloon deliveries are not to be sent to school and will be returned to the florist/vendor. In accordance with the Murfreesboro City School Board Policy, classes may have two parties per year. Birthday parties cannot be accommodated.

#### **PROTECTED INSTRUCTIONAL TIME**

Cason Lane Academy, teachers and students will be exploring various content areas (reading, math, science, technology, music, art, STEAM, etc.) each day. We believe that your child's learning atmosphere is of the utmost importance and should be protected. Please assist us in limiting interruptions. To avoid interruptions to valuable learning time, parents may drop off items or personal messages for students at the Cason Lane Academy office. Parents will not be able to bring items to their children in the classroom to protect the instructional time for all learners. School personnel will see that the students are informed of the message or receive the necessary item at the appropriate time. Parents will only have access to classrooms during school hours when the classroom teacher provides permission to the office. Please schedule visits with the teacher or front office staff. We appreciate your support and understanding if such a visit needs to be rescheduled. Like you, we desire the best possible learning climate for all our children to achieve academic & personal success!

#### **MEDIA CENTER / LIBRARY**

The media center operates on a combination of scheduled activity, open check out, and research times which are available to enhance curricular concepts. Classes are scheduled for instructional sessions with the media specialist. Each student is issued a library number and uses this when checking out materials. Parents are responsible for paying any replacement costs for lost or damaged materials. When a student has an overdue book, no additional materials will be checked out until the late books are returned.

### **GUIDANCE SERVICES**

There are many services provided by the Guidance Department, such as: individual counseling, small group counseling, parent consultation, and teacher consultation. Additionally, we will have a social worker on site at scheduled times throughout the week to provide assistance when necessary for students or families. Students can refer themselves for individual counseling or can be referred by teachers, parents, or other staff members. Parents and teachers can ask for assistance from the counselors when conferencing about specific problems which they have not been able to resolve themselves.

### **PHYSICAL EDUCATION**

Each child is required by state law to participate in physical education, and every class is scheduled to meet with the physical education teacher. All pupils take part except for those who have:

1. A parent's written request asking for the child to be excused from one gym class and stating the reason, OR
2. A doctor's note that states the length of time needed to not participate in gym class. A doctor's note is required if a student will miss more than one gym class.

If a child has any health problems or a chronic illness, the parent should inform the physical education teacher. The four major areas taught are games/sports, gymnastics, physical fitness, and rhythmic activities.

**Dress:** Each child is to dress properly for physical education classes.

- Students must wear tennis shoes each time they come to gym class. Boots, sandals, crocs, flip flops, hiking shoes, casual shoes, dress shoes, etc. are not acceptable.
- Students who come to their gym time without the appropriate tennis shoes may not be able to participate in the activity.

Students must wear appropriate clothing in order to bend, stretch, move, etc. When evaluating appropriate clothing make sure that students can bend over and stretch to the sky without showing skin unnecessarily.

### **BASKETBALL AND CHEERLEADING**

Competitive basketball and cheerleading teams are offered after school for students in the fourth through sixth grades. Students must try out to be on the teams. Basketball practice takes place after school in the gym. Cheerleading practices are held after school in a designated location. Parents are responsible for making sure children are picked up after practice is over. Parents will be given a schedule

of games in advance. The coaches will be responsible for getting the teams to games, but parents are responsible for picking up their child at the end of the game. Additionally, parents, friends, and family are encouraged to attend games and support the teams. Please remember, children must be accompanied by an adult at the basketball games. An adult must be present at all times for the safety of the children.

#### **PARENTAL CONCERNS**

If you experience concerns or issues that need to be addressed, contact the teacher or appropriate instructor *first* to attempt to resolve the situation. If this same situation continues to be an issue and you believe another meeting with the teacher would not bring resolution, you may request a meeting with the teacher and/or administrator or counselor. If that meeting is needed, we are hopeful that a positive resolution will be reached.

#### **DISCRIMINATION /HARASSMENT OF STUDENTS**

Students shall be provided a learning environment free from sexual, racial, ethnic, and religious discrimination/harassment. It shall be a violation of this policy for anyone to discriminate against or harass a student through conduct or communication that is sexual, racial, ethnic, or religious in nature. For complete details on discrimination and complaint procedures, please refer to the Murfreesboro City Schools Handbook, "A Policy Handbook for Parents."

#### **STATEMENT OF PRIVACY OF STUDENTS**

Cason Lane Academy respects the right of privacy for all students. However, students do have conditional privacy while on campus. Student lockers, desks, and cubbies must have only school-related items in them. Lockers, desks, backpacks, and other places within the school are subject to search by teachers and/or administration at any time of reasonable suspicion or concern.

#### **STATEMENT OF NON-DISCRIMINATION**

The Murfreesboro City School System does not discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or veteran status in programs or activities or employment opportunities and benefits as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Services available include elementary grades K-6, preschool classes, special education, family resource centers, ESL (ELL), Title I, and extended school programs (ESP).

Inquiries or complaints regarding Section 504 should be directed to the Special Education Supervisor; inquiries regarding the Americans with Disabilities Act, Title VI, and Title VII should be directed to the Murfreesboro City Schools Human Resources Department, and inquiries or complaints regarding Title IX should be directed to the Title IX Coordinator. School complaint managers for Title IX have been named



for each school for investigation of discrimination/harassment of students (sexual, racial, ethnic, religious) and the names of the school complaint managers are available from the principal at the respective schools. The Human Resources Director and the Title IX complaint managers are responsible for investigation of discrimination/harassment complaints (sexual, racial, ethnic, religious) and coordinating the system's compliance efforts. The above listed individuals may be contacted at the Murfreesboro City Schools Administrative Office at 2552 S. Church Street, Murfreesboro, Tennessee 37127 or by calling 615-893-2313.

For additional information or inquiries regarding Title VI or Title IX compliance issues contact the Tennessee Department of Education or the United States Department of Education Office for Civil Rights at the addresses below or if you feel that you have discriminated against a complaint may be sent to:

Tennessee Department of Education  
Office for Civil Rights  
710 James Robertson Parkway  
Andrew Johnson Tower, 6<sup>th</sup> Floor  
Nashville, TN 37243  
Phone: 615-741-2921 or Fax: 615-532-2599  
Web: <http://www.tennessee.gov/education/civilrights.shtml>

OR

Office of Civil Rights  
U.S. Department of Education  
61 Forsyth Street S.W., Suite 19T70  
Atlanta, GA 30303-3104  
Phone: 404-562-6350; TDD 404-331-7236  
Email: [OCR\\_Atlanta@ed.gov](mailto:OCR_Atlanta@ed.gov)  
Web: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

Families should consult the Murfreesboro City Schools Parent Handbook located on the district's webpage, [www.cityschools.net](http://www.cityschools.net), for additional guidance.

#### COMMUNICATION WITH PARENTS

- Parents will receive communication through the student agenda; take home folders, the school/teacher website, through calling the school at (615)-898-7145, through the call system, and through regular newsletters on PeachJar.
- The Cason Lane Academy website, <http://www.casonlaneacademy.net/>, provides support and updated communication
- Parents are regularly contacted by telephone and/ or Class Dojo regarding student behavior. Phone logs record these verbal communications. Students will have work folders and agendas, which parents are encouraged to review daily.
- Parent Surveys are used to gather suggestions on improving the school and the Title I Program.
- Cason Lane Academy provides opportunities for group and individual parent-teacher meetings.
- Cason Lane Academy provides communications to the home in the language that is used at home as often as possible. For Spanish, email [eusette.bravo@cityschools.net](mailto:eusette.bravo@cityschools.net). For Arabic, email [rana.dajani@cityschools.net](mailto:rana.dajani@cityschools.net).
- A Parent-School Compact is jointly developed with parents. The Parent-School Compact will be posted on the school website.
- Parents are given a description and explanation of the school's curriculum.
- School and student test scores are available and explained to parents.

#### MEETING WITH PARENTS

- An Annual Meeting of Title I and Open House will be held in the fall each school year. Cason Lane Academy will provide information about the school and the Title I Program.
- Parent Conferences are held in October where parents will be involved in the joint development and review of the parent involvement policy and the parent-school compact.
- Parents will be involved in identifying ways to increase parent participation.
- Parents may set up a conference with the teacher or principal at mutually agreed upon times.

#### ACTIVE PARENT PARTICIPATION

- Cason Lane Academy will provide parent involvement programs to promote parent participation to improve the school-wide program.
- Parents are encouraged to attend classroom activities, field trips, school-wide programs, and volunteer with school-wide activities.

Deleted:

- Parents are involved in writing the Parent Involvement Policy, the Parent-School Compact, and the School Improvement Plan.