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# CHEATHAM PARK ELEMENTARY

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Learners Today, Leaders Tomorrow

## *STUDENT HANDBOOK*

*2023-2024*



@CPES\_STEM\_RCSTN



@CPESSTEM

Theresa Chandler, Principal

Dr. Tiffany Green, Assistant Principal

## Welcome Letter

Dear Parents and Students,

On behalf of the faculty and staff of Cheatham Park Elementary School, we would like to welcome you. We are happy you are a part of Cheatham Park Elementary School. We look forward to your involvement and cooperation in making this year successful.

This handbook has been prepared to help answer questions students and parents have concerning activities, procedures, and guidelines for the successful daily operation of Cheatham Park Elementary. We believe that these procedures will help us have an orderly school conducive to learning.

Everyone at Cheatham Park Elementary believes collaboration and working together produces the best results for our students. I would like to encourage parents, teachers, support personnel, students, and the community to work together to ensure our students become high achieving, respectful, and responsible citizens. Parent involvement is critical to student success, and we look forward to working with each of you.

Our hope is that you will feel Cheatham Park Elementary is a wonderful place to be each day. It is our desire to prepare students for success in school and in life...Learners Today, Leaders Tomorrow.

*Theresa Chandler*

Principal

*Dr. Tiffany Green*

Assistant Principal

## **Vision and Mission of Cheatham Park Elementary School:**

**Vision:** Learners Today, Leaders Tomorrow

**The mission** of Cheatham Park Elementary School is to prepare our learners to be tomorrow's leaders through rigorous and relevant content that motivates and inspires all students to become the critical thinkers and problem solvers of tomorrow.

### **Daily Schedule**

7:10 a.m. – Doors Open

- Students should not be dropped off prior to 7:10 a.m.
- All car riders and walkers enter through the doors on the side porch. All bus riders enter through the front doors.
- Students will either get breakfast and eat in the cafeteria until dismissed at 7:25 a.m. or go to their grade-level hall to sit until they are dismissed to classrooms.

7:40 a.m. – Tardy Bell rings.

- Students who arrive after the tardy bell must be signed in by an adult and receive a tardy slip from the office.

10:45 a.m. -1:00 p.m. – Lunch is served.

2:40 p.m. – Dismissal begins.

### **Enrollment/Emergency Information**

Please notify the school immediately if there is a change in your address, telephone number, person to contact in an emergency, or person(s) allowed to pick up your child. Also, if you have any type of court or custody papers that relate to your child, please make sure that we have the most recent documents on file.

### **Dress Code Policy 6.310**

Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school, during the school day and any school events on school property. Any clothing that exposes underwear or body parts is prohibited. Specific guidelines appropriate for each level of school (elementary, middle, junior high, and senior high) may be developed but include the following areas:

1. No head coverings, except for religious head coverings and coverings for medical reasons
2. No bare midriff revealing necklines
3. No shorts or jeans with holes more than three and one-half (3.5) inches above the fold of the knee
4. No tube tank or see through tops
5. No sagging pants
6. No attire promoting alcohol, tobacco, or drugs
7. No dusters or trench coats
8. No clothing containing advertising for objectionable causes or offensive language
9. No gang related clothing
10. Shoes/sandals must be worn at all times (tied/fastened)
11. Outer clothing which resembles lounge wear, pajamas, or underwear is prohibited
12. No spikes, chains, piercing, or other items that cause a safety concern

When a student is attired in a manner that violates the school dress code or is likely to cause disruption or interference with the operation of the school, the teacher and/or principal shall take appropriate action.

### **Bus Transportation**

Improper conduct on the bus will result in that privilege being denied. Students will only be allowed to get off the school bus at their destination unless they have written permission from their parent/guardian explaining the reason for the change. **The note must be approved by transportation and administration. The note must also be turned in first thing in the morning, so there is time to verify the note.** If a student is going home with another student, a note including the bus number and address is needed from the parent(s)/guardian(s) of each student. All bus changes must be cleared up by the transportation department and administration. Should you need to speak with someone at the bus transportation office, you may do so by calling 615-384-4555.

Buses will load and unload students at the front of the building daily. No vehicles should block the bus lanes either at the morning or afternoon loading times. Students are expected to conduct themselves in a safe, orderly, and considerate manner both on the bus and at their bus stop. A handout specifying bus rules is provided to all students and requires parent/guardian and student signatures. Violations are reported in writing to the administration by the driver/attendant. First offenses usually result in a verbal warning with parent notification. Further offenses may result in bus suspension, in-school suspension, or out of school suspension.

### **Car Riders Arrival**

Parents will enter from 3<sup>rd</sup> Ave. W. entrance (same as afternoon pick-up).

Parents should have students completely ready to get out of the car when they pull up to the school. Parents will pull up to the cones. Students should only exit the car when the teacher calls for them for their safety.

For the safety of all students, no student should exit a car from within the parking lot unless an adult is addressing school business and is accompanying the student inside the building. In such cases, parents are asked to park their vehicles in the parking lot before entering the building. **Please keep bus lanes open.**

### **Car Riders Departure**

Parents are asked to enter from 3<sup>rd</sup> Ave. W. in the afternoon. This relieves congestion in front of the building and helps ensure the safety of your child. Upon end-of-day dismissal, parents are not permitted to park in front of the school building or parking lot to pick up students. To keep all students safe, no student will be allowed to walk to the parking lot to meet his or her parents. We are concerned with the safety of all our students, and this presents a potentially hazardous situation. Parents of car riders will be given car tags to ensure that students are being picked up by authorized individuals. If you do not have a car tag after Aug. 19th, you will be required to park, come into the office, and present your ID to pick up your child. **All adults picking up students must have an ID and be on the student's list of authorized people for pick-up.**

### **Transportation Changes**

If a student needs to ride a different bus, ride to a different location, or any other circumstance different than their regular transportation, a note of permission from the parent/guardian must be sent to school. Buses will not drive outside of the CPES school zone. The note must be approved by administration and notification made to the teacher. To ensure the safety of our students, we will only take transportation changes over the phone in emergency situations. In these cases, you will have to verify information over the phone. No transportation changes will be taken after 1:30 PM.

**The note must contain the following information:**

- Student name and address
- Date change will occur
- Parent name and phone number
- Destination for the student
- Bus number the student is requesting to ride

## Attendance

Tennessee state law requires every parent, guardian or other person residing within this state having control of school age children to require such child/children to attend public or nonpublic school, and in the event of failure to do so, shall be subject to penalty.

Cheatham Park Elementary is part of the Robertson County Board of Education and Robertson County Juvenile Court Truancy/Court Review Program. This program is designed to work cooperatively to reduce truancy, tardies, early dismissals, and underachievement. Attendance and arriving at school on time are essential to student learning.

***PLEASE NOTE: Even if you phoned the school office, you must send in a note when your child returns to school.*** Parents may write five (5) notes per semester to excuse absences and no more than ten (10) for the school year. After five (5) parent notes, a doctor's note must be provided for further absences to be excused. After **TEN (10)** absences accumulate, a referral to the court will be made. Students are given the number of days missed plus one to complete make-up work.

The following reasons for absences, tardies, or early dismissals **will be excused** when verified by a note from the parent or guardian:

- Illness of student (After **THREE (3)** consecutive days, a note from the physician may be required.)
- Death of a family member
- Medical appointments for the student which cannot be scheduled outside school hours will be excused with a note of verification from the doctor's office when the student returns.
- Religious holidays (TCA-49-3005)
- Court appearances that require the child's presence

Up to **THREE (3)** days for family vacations may be excused with prior approval from the principal if attendance has not been a problem and the vacation does not fall within the state testing window.

The following reasons for absences, tardies, or early dismissals **will not be excused**:

- Car trouble
- Cleaning the house
- Car rider line took too long or crossing guard not letting enough cars through
- Severe weather (school is not convened if weather conditions are serious)
- Business, personal business, things to tend to, or errands
- Repetitive excuses or excuses administration deems inexcusable
- Vacations scheduled within the state's testing window

## Result of Unexcused Absences

Parents/guardians of students that accrue **FIVE (5)** unexcused absences will be notified by a letter from the school and required to meet with the School Attendance Committee to set up a plan of improvement.

Students accumulating **SEVEN (7)** unexcused absences will be required to meet with the School Attendance Committee to revisit and/or modify the plan of improvement.

Students accumulating **TEN (10)** unexcused absences will be deemed truant and referred to Juvenile Court; a Department of Children's Services (DCS) referral will also be made.

## Tardies/Early Dismissals

The following tardies/early dismissals will be **excused**:

1. Student illness (regular illness may require doctor's notes)
2. Student medical appointments (doctor note required)
3. Tardies occurring due to eating breakfast at school are excused only if that student is a bus rider that has arrived late.

The following tardies/early dismissals will be **unexcused**.

1. Overslept
2. Car trouble/Missed bus, car rider line took too long
3. Appointments for individuals other than the student

Board Policy requires the number of unexcused tardies and early dismissals from school to contribute to the total number of unexcused school days and will be included in filing truancy. **An accumulation of eight (8) unexcused tardies/early dismissals from school will be equal to one (1) unexcused absence.**

### **Early Dismissals**

You must call ahead for early dismissal. For the safety of our students, please be prepared to show a valid picture identification (e.g.: driver's license, passport, etc.) when picking up your student from school. All students must be signed out before leaving the building during the regular school day.

### **School-Wide Behavior Plan**

Since Springfield is home to the Yellow Jackets, our school-wide discipline policy is called The HIVE. We follow three simple, yet extremely important, school-wide expectations: Be Respectful, Be Responsible, and Be Safe. These expectations will be taught to your child using a variety of methods: on-line videos (which you, too, can access on our school website), peer mentors, and adult mentors. Our goal is to teach our students the importance of not only winning and losing gracefully, but the importance of hard work, teamwork, and encouraging others.

**The following behaviors are considered severe and will be addressed by administration:** weapons, fighting or aggressive physical contact, aggressive and/or inappropriate language, threats, bullying, harassment of students or teachers, continuance of disobeying classroom and school rules, and vandalism.

**Consequences for misbehavior referred to the office will depend on the severity of the infraction and the pattern of behavior and may include the following.**

- Conference with student
- Parent phone call
- Note home to parents (sign and return)
- Isolated lunch
- Loss of free time
- In-school-suspension
- Parent Conference
- Suspension

### **Bullying**

Bullying is unwanted, aggressive behavior that is repetitive or has the potential to be repetitive, involves a real or perceived power imbalance, and is intentional. This behavior is different from simple conflict between students. Bullying is behavior that will not be tolerated at CPES. Any student, at any time, should report any type of behavior that makes them feel uncomfortable to an administrator or staff member. See the Robertson County Schools' handbook or website for the complete Robertson County Schools' Bullying and Harassment Policy and Procedure.

### **Visitors**

Visitors and volunteers are welcome at Cheatham Park Elementary. We appreciate the support and hard work of those who come to visit and assist us. For the safety and education of our students, we kindly request that you keep the following in mind.

- Visitors will enter and exit the building through the main entrance.
- Visitors should be prepared to show their identification and state the purpose of their visit.
- Visitors should always wear their visitor badge.
- Visitors should have an appointment or arrangements made with the teacher in advance.
- Visitors should only visit prearranged areas.
- Keep communication between school personnel, students, and other parents in a positive tone.
- Please do not disrupt the academic environment during your visit.

### Teacher Conferences

If you need to conference with your child's teacher, please call or write a note to make an appointment. Remember that teachers are to be with their students throughout the school day and cannot be called from the classroom to receive phone calls, nor can they conduct conferences while supervising students in the classroom. Conferences will need to be scheduled with teachers before 7:30 a.m., during the teacher's planning time, or after 3:00 p.m. Parent-teacher conferences will also be scheduled during the school year.

### Classroom Celebrations

Each grade level will designate a 15-20-minute period for classroom celebrations that works best with their schedule. Your child's teacher should notify you of the celebration time, or you may call the office to receive that information. *All food sent to school for celebrations must be store bought and sealed.*

### Cafeteria

We are pleased to announce that breakfast and lunch will be served to all Cheatham Park students at no cost this school year. We provide a clean, relaxed atmosphere in which our students can enjoy nutritious meals and visit with their classmates. **Due to our federally funded lunch program, commercial foods (McDonalds, KFC, etc.) are not allowed into the cafeteria.** Soft drinks, energy drinks, and glass containers are not allowed at any time.

Cafeteria expectations for students:

- Stay in your seat at your table. If you need something, raise your hand.
- Use good manners.
- Talk to only those at your table using an inside voice.
- If an adult raises his or her hand, stop talking and raise your hand.
- Students choosing to ignore these rules will be subject to disciplinary action.

### Report Cards

Report cards are issued every nine-week period during the school year. Report cards will be held for outstanding debts to the school (fundraiser, library books, textbooks, etc.). Progress reports are sent home following the end of each Mid Term. This occurs 4 ½ weeks into each grading period.

The following is the Robertson County grading scale for grades 3-12:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 – 0

### Field Trips

For a student to go on a school-sponsored field trip:

- A permission slip must be signed by a parent or guardian and returned to school.
- All students will be required to ride the bus with the class to their destination. No student will be allowed to ride with parents or guardians in private vehicles to the destination.
- Students may leave the trip with a parent only and must sign out with the child's teacher.
- The student must have a pattern of following all CPES and district behavioral expectations.

Usually, two chaperones per class or one per ten children is needed for most trips. Chaperones for these trips assume a great responsibility when supervising students. The full attention of adults in attendance is needed to ensure the students' safety. **For this reason, we require that younger children, or children not assigned to the class, not be taken on field trips.**

### **Physical Education**

Physical education is a required subject in Tennessee; therefore, every student is expected to participate. If your child has any condition such as allergies, asthma, diabetes, etc. that would limit physical activity, a note should be sent from a doctor. Except those who are medically excused, short-term excuses (limited) may be written by parents/guardians. Tennis shoes are required.

### **The BUZZ**

Cheatham Park Elementary sponsors a monthly newsletter to inform parents about school activities, rules, and other pertinent information.

### **PowerSchool Access for Parents**

Robertson County uses a program called PowerSchool. PowerSchool Parent Portal allows you to view current grades and attendance information for your student. If you have internet access at home or at work, you can view the information on your student at any time. If you need instructions on how to get started, please contact the school office and we will get that information for you. Each student has a unique username.

### **School Messenger System**

To improve communication, a telephone broadcast system has been instituted. This system may be used by district and school personnel to contact parents and guardians for general and emergency announcements. Please make sure that your correct phone number and email address are in PowerSchool.

### **CPES Library Policy**

**Purpose:** The Policy of the Cheatham Park Elementary School Library exists to facilitate student, teacher, and parent access to the materials and information in the library's collection, while protecting those same collections. This circulation policy will be updated as changes are made in the library.

**Mission Statement:** The Cheatham Park Elementary School Library strives to create life-long learners with a passion for knowledge and a love of reading.

#### **Objectives:**

1. Provide books, resources, and materials that will stimulate growth in factual knowledge, gain students' interest, and help them develop a love of reading.
2. Teach students to skillfully access, evaluate, and use information.
3. Maintain a well-balanced collection of media that is appropriate to school needs.
4. Integrate technology into the school curriculum.



5. Collaborate and communicate with teachers and other faculty members in order to create a curriculum that meets students' needs.
6. Create a warm, welcoming environment for all users.
7. Library Hours of Operation: 7:25 a.m. – 2:30 p.m. Students, faculty, and parents are welcome to check out books anytime during the day if the librarian is at the circulation desk. If she is teaching a class, please, check back later to prevent disturbing class-time. **Faculty members are fine to pick up materials in person, or they can send an email to let the librarian know what they need. Please send email requests at least two days in advance so that sufficient time is dedicated to meeting your needs!**

#### **Student Rules:**

1. Walk in quietly; wait in line for the librarian to scan in your book; find your assigned seat; and wait for further instructions.
2. Take care of the books.
3. Speak with good purpose.
4. No running or rough play.
5. Keep your voice at level one when speaking.
6. No food, drinks, or gum.
7. Do your best!

#### **Books:**

1. A link to all books located in the CPES library can be found on Mrs. Dean's library website.
2. All books must be checked out at the circulation desk.
3. Checkout procedures are discussed with each class during the second week of school.
4. Students are responsible for items checked out under their name.
5. Students should NOT check out books for other students or loan their library books to other students.
6. Students may only check out one book at a time.

#### **Computers:**

1. The Internet is available to students and faculty members.
2. Filters are used to protect students from any inappropriate material that could be found on the Internet.
3. Users are expected to be respectful of the computers.
4. Copyright and plagiarism will not be tolerated.
5. Inappropriate use of the computer and the Internet will not be tolerated.

#### **Overdue, Lost, and Damaged Books:**

1. NO FINES are charged; however, students may not check out additional books until overdue books are returned.
2. Overdue/Reminder Notices for teachers and students will be printed out two times a year and placed in your mailbox and/or emailed to you.
3. If a book has been lost or damaged, the student/teacher must pay the replacement cost.
4. If necessary, report cards may be held until books are returned or restitution is made.
5. Any items checked out at the time a student withdraws from school must be returned and/or paid for upon withdrawal.

#### **Textbooks/Library Books/Communicators/Agendas**

Parents/guardians shall accept full responsibility for the proper care, preservation, return, or replacement of textbooks, library books, and student-issued agendas issued to their children. If a book that has been issued to students is unduly abused, mutilated, lost, or destroyed, it must be paid prior to the issuance of another one.

**Suggestions for New Books and Materials:** If you have suggestions about books/materials that you believe would benefit the library's collection please contact the librarian. "Wishes" are not guaranteed, but they will certainly be considered when the time comes to order new materials for the library.

Challenged Books: The Cheatham Park Elementary School Library will follow Robertson County's policy for challenged books.

**STATEMENT OF NON-DISCRIMINATION**

*The Robertson County School system does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or marital status, in training, activities or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Acts of 1997 and 2004.*