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# CHEATHAM PARK

## E L E M E N T A R Y

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Learners Today, Leaders Tomorrow

### *Parent-Student Handbook*

**2024-2025**

Mrs. Jen Hayes, Principal

Mr. Colt Wilson, Assistant Principal

**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.*

## **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.

***In addition to the Robertson County Student Handbook, Cheatham Park Elementary School will adhere to the following policies and procedures.***

### **Daily Schedule**

7:10 a.m. – Doors Open

- Students may 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 may get breakfast upon entering the building
- Students will move to their classrooms at 7:25.

7:40 a.m. – Tardy Bell rings.

- Students who 7:40 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. Please ensure the office has the most up-to-date copy of any court documents such as custody agreements or parenting plans.

### **District Dress Code Policy 6.310**

The building principal shall be responsible for enforcing a student dress code. 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.

School dress codes must include, but are not limited to, the following areas:

1. No head coverings, except for religious head coverings and coverings for medical reasons
2. No bare midriffs, revealing necklines
3. No shorts, skirts, or jeans with holes more than three and one-half (3.5) inches above the fold of the knee
4. No tube, tank, see through tops
5. No sagging pants
6. No attire promoting alcohol, tobacco products, 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. No outer clothing which resembles lounge wear, pajamas, or underwear
11. No spikes, chains, piercings, or other items that cause a safety concern
12. Shoes/sandals must be worn at all times (tied/fastened)

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

### **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 cones. Students should only exit the car when the teacher calls for them.

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 will enter from 3<sup>rd</sup> Ave. W. in the afternoon. To keep all students safe, no student will be allowed to walk to the parking lot to meet his or her parents. 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. 16th, 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.**

### **Bus Transportation**

Riding the bus is a privilege. Improper conduct on the bus will result in that privilege being denied. Students will not be allowed to get off the school bus except at their destination unless they have written permission from their parent/guardian explaining the reason for the change. If a student is going home with another student, a note including the bus number and address is needed from the parents/guardians of each student. This note must be turned in to the office and approved by administration. **For all questions or concerns related to bus transportation, please call the Transportation Department at 615 384-4555.**

### **Transportation Changes**

Any change in dismissal transportation requires a note from the parent/guardian. The note must be approved by the office 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**

Daily school attendance is essential for student success academically, socially, and emotionally. Tennessee state law requires children ages 6 and older to be enrolled and present in school daily unless they have an adequate excuse.

Excused Absences (with a note)	Unexcused absences
<ul style="list-style-type: none"> <li>• Personal illness/injury (doctor's note required after 3 consecutive days)</li> <li>• Illness of immediate family member (doctor's note required after 3 consecutive days)</li> <li>• Death in the family</li> <li>• Extreme weather conditions</li> <li>• Religious observances</li> <li>• School-endorsed activities</li> <li>• Remedial instruction outside of the regular school day</li> <li>• Summons, subpoena, or court order</li> <li>• Circumstances which in the judgment of the principal create emergencies over which the student has no control.</li> </ul>	<ul style="list-style-type: none"> <li>• Any absences without a note</li> <li>• Car trouble</li> <li>• Personal Business (baby sitting, non-medical appointment, errands, etc.)</li> <li>• Car rider line took too long or crossing guard not letting enough cars through</li> <li>• Severe weather (school is not convened if weather conditions are serious)</li> <li>• Repetitive excuses or excuses administration deems inexcusable</li> <li>• Vacations scheduled within the state's testing window</li> </ul>

***PLEASE NOTE: Even if you phoned the school office, you must send in a note when your child returns to school.*** Parents may write up to 5 notes per semester to excuse no more than 5 absences. After this, a doctor's note must be provided for any additional absences to be excused.

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.

### Truancy

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 again with the School Attendance Committee to revisit and/or modify the plan of improvement.

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

### Chronic Absenteeism

Students who are absent 10% of the school year are considered “chronically absent”. ***This is a total of 18 days throughout the year, or an average of 2 school days per month.*** Chronic absenteeism has a significant impact on student success, even if these absences are excused. For this reason, we ask families to make the following priorities:

<b>Family Priorities for Student Attendance &amp; Success</b>
<ul style="list-style-type: none"><li>• Set routines for bedtime and morning wakeups</li><li>• Schedule family trips according to the district calendar (provided on the final page)</li><li>• Schedule dentist &amp; doctor appointments after school</li><li>• For well checks and follow up appointments that must be scheduled during the school day,</li></ul>



### 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 ID when picking up your student from school. All students must be signed out before leaving the building during the regular school day.

### Student Expectations & Discipline

Cheatham Park Elementary uses RTI<sup>2</sup>-B to provide consistency, direction, and support for both students and teachers. The ideal classroom environment is one free from disruption, in which teachers can teach and students can learn. Students are rewarded for exemplifying the following behaviors:

1. Be Respectful
2. Be Responsible
3. Be Safe

Students will be taught our behavior expectations in each area throughout the building and continuously throughout the school year. As students make good choices, they will receive rewards for following expectations.

When student behavior does not meet CPES expectations, they may visit the Solutions Room to reflect on and improve their behavior. Minor discipline issues are handled by the classroom teacher and will be communicated to the parent by DoJo, email, phone, or note. Office Discipline will be handled by either Mrs. Hayes or Mr. Wilson and will be communicated to the parent by phone or email. **If your student has a discipline concern at school, we ask that you address it at home as well, and we appreciate your support!**

According to district policy, the following student behaviors will be an automatic Office Discipline Referral:

- Fighting
- Targeted Disrespect to an Adult
- Inappropriate Touch
- Dress Code Violation (that was not corrected when given an opportunity)
- A student with 3 Classroom Discipline Reports in 1 day
- A student with 5 Classroom Discipline Reports within a week
- Illegal Substances

**In addition to the Student Conduct section in the Robertson County Student Handbook, the following items are not allowed at school:** toys, cards, glass containers, electronic games, headsets, and electronic devices. The only exception to the items on this list would be those cleared by a teacher for educational purposes. If brought to school, the object (s) can be taken up by the teacher and returned directly to the parent guardian of the student.

Students are not allowed to buy, sell, or trade objects on the school bus or campus.

Consequences for students may include:

Time out of Class	Isolated Lunch	Parent Contact
Loss of Free Time	Suspension (In School)	Parent Conference
Suspension (Out of School)		

### **Student Cell Phones & Devices**

Per District policy, student cell phones must be OFF and STORED in backpacks during the school day. CPES students may not have their cell phone, smart watch, or airpods out during the school day. CPES will follow district policy for devices. If a student continues to access devices during the school day after a warning, devices will be confiscated and must be picked up by a parent/guardian in the office. Continued violations may result in a fine.

### **Student Conflict and Bullying**

Students may have conflict with peers throughout the year as they learn and play together. Student conflict or rude behavior will be addressed by teachers, counselors, and administration

Bullying is different from student conflict. Bullying is unwanted, aggressive behavior that is repetitive, involves an imbalance of power, and is intentional. Any student 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.

***Bullying will not be tolerated at CPES.***

### **Visitors**

Visitors and volunteers are welcome at CPES. 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 should have an appointment with the teacher/administrator in advance.
- 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 only visit prearranged areas.
- Keep communication between school personnel, students, and other parents in a positive tone.
- Visitors should not take photos or video of students while on campus.
- Please do not disrupt the academic environment during your visit.

Due to space limitations and student safety guidelines, lunch visitors are not allowed.

### **Teacher Communication and Conferences**

We will use Class Dojo to communicate throughout the school year. Please follow the instructions in your child's folder to set up your account and connect with his/her teachers. Teachers will be available to message with parents through Class Dojo. Please remember that teachers will not check messages while they are teaching students. If you have an urgent message, please call the office.

If you need to meet with your child's teacher, please request 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**

Breakfast and lunch will be served to all Cheatham Park students at no cost this school year. **Due to our federally funded lunch program, restaurant 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.

### **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.

Depending on the nature of the field trip, family members may serve as chaperones. 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.**

### **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.

### **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.

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

### **Medicine**

If a child is required to take oral medication during the school day and the parent cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with written instructions signed by a parent and doctor supplied on the required form. All medication must be brought to school by the parent in the original container. Over-the-counter medication will not be administered without parent permission. Over-the-counter medication brought to school by a parent must be supplied in an unopened container. **Students are not allowed to bring medications to and from school.**

# Robertson County Schools Approved 2024-25 Calendar

Revised 1/8/2024

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 19 DAYS						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 19 DAYS						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 18 DAYS Q1: 42 DAYS						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 16 DAYS						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 15 DAYS Q2: 45 DAYS S1: 87 DAYS						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 – Independence Day

5: Admin Day  
(6 hours)  
- No students  
6: ½ Student Day  
(full day for teachers)

2: Labor Day  
- Schools Closed  
6: Q1 Prog Reports  
16: PD Day (6 hours)  
- No Students

\*Parent Conferences to be held for 3 hours between 3:30-7:30 pm on a date at the school's discretion from Sept. 9-20

7-11: Fall Break  
- Schools Closed  
18: Q1 Report Cards

4: PD/Admin Day  
(3 hours PD/  
3 hours admin)  
- No Students  
5: Election Day  
- Schools Closed  
15: Q2 Prog Reports  
27-29: Thanksgiving  
- Schools Closed

20: ½ Day for students and staff  
23-31: Winter Break  
- Schools Closed

JANUARY 18 DAYS						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 19 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 15 DAYS Q3: 46 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 21 DAYS						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 17 DAYS Q4: 44 DAYS S2: 90 DAYS Y1: 177 + 3 SP=180 DAYS						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

1-3: Winter Break  
6: PD/Admin Day  
(3 hours PD/  
3 hours admin)  
- No Students  
10: Q2 Report Cards  
20: MLK, Jr. Day  
- Schools Closed

7: Q3 Prog Reports  
17: Presidents' Day  
- Schools Closed

\*Parent Conferences to be held for 3 hours between 3:30-7:30 pm on a date at the school's discretion from Feb. 10-21

3: PD/Admin Day  
(3 hours PD/  
3 hours admin)  
- No Students  
17-21: Spring Break  
- Schools Closed  
28: Q3 Report Cards

18 Good Friday  
- Schools Closed  
25: Q4 Prog Reports

\*3 admin hours to be completed between May 5-23

23: Report Card Day  
- ½ Day for students & staff  
26: Memorial Day

19 - Juneteenth

Q1 Q2 Q3 Q4

Parent-Teacher Conferences to be held from 3:30-7:30 once each semester; dates determined by each school within window

Admin Days Professional Development Days System Holiday Progress Reports/Report Cards Abbreviated Days (½ Days)

\*Includes 15 hours of PD

\*uses 3 stockpiled day; 10 days remain