

PROSPECT ELEMENTARY SCHOOL

2450 Prospect School Road NW ~ Cleveland, TN 37312

Phone: 423-478-8814 ~ Fax 423-478-8815

Principal: Steve Montgomery



Student Handbook 2025-2026

WELCOME TO PROSPECT ELEMENTARY SCHOOL

We hope the following information will assist you in becoming familiar with the policies and operating procedures at Prospect Elementary School. Should you have any questions, please call the school office at 478-8814. We suggest that you keep this handbook and refer to it often.

MISSION STATEMENT

Prospect Elementary School is dedicated to providing a variety of educational experiences taught by qualified and caring professionals with the goal of developing the students academically, socially, emotionally, and physically so that they will become responsible citizens.

VISION STATEMENT

The vision of Prospect Elementary School is to provide a safe, supportive environment that enhances the development of our students toward their individual academic potentials.

School Day

School hours are from 7:45 AM until 2:45 PM. For perfect attendance purposes, a child in grades K—5 must attend school for at least 3 hours and 16 minutes to be counted present for the day. Student absences due to a death in the family will not count against their perfect attendance status.



*****Dismissal times for abbreviated days are as follows:**

Elementary—11:00 AM

Secondary—11:30 AM

Registration

Under the policy adopted by the Bradley County Board of Education, parents or guardians may register pupils at the school of their choice. In the event of overcrowding, preference will be given to those choosing the school within their bus zone. Those whose choices are refused because of overcrowding will be notified and permitted to make an effective choice of another school. Parents should understand that children who choose a school outside their bus zone will need to furnish their own transportation to and from school.

Withdrawals

If a student is transferring to another school, a parent or guardian should notify the teacher and/or principal. A parent or guardian must come to the office to sign and receive a withdrawal form. This form indicates that all textbooks, library books, and accounts have been paid in full. This form also states the student's academic level as well as their attendance for the current school year.

Workbook and Materials Fee

School textbooks are furnished by Bradley County Schools. A student is responsible for any books lost or damaged, including library books. There is a \$30 workbook and materials fee. This fee should be paid the first month of school. If you are unable to pay this fee, please contact the school office. There is also an optional \$30 fee for insurance to cover your student's electronic device for the school year.

Please make checks payable to Prospect Elementary School.

Grading Scale

90—100	A	
80—89	B	S—Satisfactory
70—79	C	N—Needs Improvement
60—69	D	U—Unsatisfactory
0—59	F	



Visitors

When visiting the school, please use the main entrance and come to the front office; for safety reasons, all other doors must remain locked. Visitors should bring a form of photo ID in order to sign in and receive a visitor's pass. If you need to speak with your child's teacher or the principal, please call to schedule an appointment.

ATTENDANCE

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Three (3) hours and sixteen (16) minutes is the state daily minimum.



Chronic Absenteeism:

Chronic absenteeism is defined as missing school for any reason (excused, unexcused, suspended/expelled). Commonly defined as missing 10 percent or more of instructional days, the threshold at which research indicates most students are at risk of negative academic and social consequences.

When a student who has been absent returns to school, he or she must provide a written explanation/excuse signed by his or her parent or guardian. The principal/designee may require a statement from a physician before an absence is excused.

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

Excused absences include:

- Personal illness/injury
- Illness of immediate family member
- Death in the family
- Extreme weather conditions
- Religious observances
- College visits (4 total—2 junior year and 2 senior year)
- School sponsored or school endorsed activities
- Summons, subpoena, or court order
- Circumstances which in the judgement of the principal create emergencies over which the student has no control.

Unexcused Absences:

Any absence that is not excused by the principal/designee is considered an unexcused absence.

Parent Notes:

Three (3) student absences (3 days) per semester may be excused by a parent note if they meet the criteria set forth above as Excused Absences.

Doctor's Notes:

A doctor's note for absences above three (3) in number is required by the principal/designee. Failure to comply will result in the absence(s) being termed "unexcused".

Perfect Attendance:

Attendance of "three hours and sixteen minutes" (state daily minimum) of every academic day = perfect attendance. Absence due to bereavement shall not result in the loss of a perfect attendance certificate.

Active Military Service of Parent/Guardian

- One (1) day of excused absence prior to deployment will be given.
- One (1) day of excused absence upon the return will be given.
- Ten (10) days of excused cumulative absences per year will be given for students to visit during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment.
- Student shall be permitted to make up schoolwork missed during these absences.

Truancy:

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 parent(s)/guardian(s) 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.

The TN Legislators passed new laws for attendance during the 2017 and 2018 sessions. In these changes, all school districts in the state are required to have a Progressive Truancy Plan. The details of this plan will be distributed by way of the media, on our website, and by our Principals and at the beginning of the school year.

Attached to this procedure is the Bradley County Schools Truancy Plan. Students with three (3) unexcused absences shall be subject to this progressive truancy intervention framework.

*****PLEASE SEE THE COMPLETE ATTENDANCE POLICY AND PROCEDURES
ON THE BRADLEY COUNTY SCHOOLS' WEBSITE*****

www.bradleyschools.org Board of Education >Policy Manual>Section 6 >Policy 6.200

Tardiness

Acceptable reasons for being tardy are: personal or family illness, doctor or dental appointments, or a late bus. **Heavy traffic is not an acceptable excuse for tardiness. Students should be in their classroom when the tardy bell rings at 7:45 AM. When a student arrives late, we ask that the parent bring the child to the office to sign in.** If excessive tardies become a problem, parents will be sent a written notice and if it continues, they may be required to attend campus court.



Early Dismissal

Students will only be permitted to leave school when a parent/guardian or a person designated on the school registration form or student contact card, comes to the office to check the student out. Teachers **WILL NOT** release a student from their room unless instructed to do so by the office.

We urge parents not to request permission for a child to leave school early except for dental or medical appointments and emergencies. If a student checks out early after a field trip for transportation convenience, it will be unexcused. Please note that early check outs are also considered tardies. Parents, we ask that you do not check your child out after 2:30.

Make-Up Work:

All missed work must be made up to insure no **academic** penalty to the student and to gain academic credit, whether an Excused or Unexcused absence.

For grades P-5: The teacher will fill the primary role in assuring that students will be given make-up work and assessments.

Upon return to school, you will have the following number of days to complete the make-up work.

- The number of days absent (**excused or unexcused**) = the number of school days allowed.
- Suspended one (1) to five (5) days—two (2) school days.
- Suspended six (6) to ten (10) days—four (4) school days.

State-Mandated Assessment:

If a student is absent on the day of the scheduled EOC exams, a signed doctor's excuse is required or they must have been given an excused release by the principal prior to testing to receive an excused absence. Make-up exams will be allowed for excused absences. Until the EOC exam is taken, the student will receive an incomplete in the course.

Unexcused absence = a failing grade on the course exam which shall be averaged into their final grade.

Credit/Promotion Denial:

Student attendance may be used in credit/promotion denial but may not be the sole criterion. If attendance is a factor, prior to credit/promotion denial, the following shall occur:

- The student and the parent/guardian shall be advised if student is in danger of credit/promotion denial due to excessive absenteeism.
- Procedures in due process are available to the student when credit or promotion is denied.

Driver's License Revocation:

More than ten (10) consecutive or fifteen (15) unexcused absences during any semester makes a student ineligible to retain a driver's permit/license or to obtain one.

A 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 to qualify for reclaiming a driver's permit or license.

TRANSPORTATION

CAR RIDERS

Parents who bring their children or pick up their children are urged to drive cautiously in the school zone. Please follow the directions of all car line monitors. Traffic will be directed to pull up and come to a complete stop.



***Please do not park and walk to the gym to drop off or pick up your child. This creates a safety hazard.**

***Be considerate of others and follow the drop off and pick up procedures!**

Morning Drop Off

The morning drop off line starts on the left side of the playground and ends in front of the cafeteria entrance. Traffic will be directed to pull up and come to a complete stop. Students are allowed in the building at 7:00 AM; supervision is not available before that time. Students can go to the cafeteria to get breakfast. After that, kindergarten students will stay in the cafeteria. Students in grades 1-5 will go to the gym to wait for their teachers to pick them up at 7:30am. Please do not walk your children into the building. Teachers are on duty to insure they get safely where they need to go. Parents are **not** to accompany a child to class at arrival. If it is necessary to speak to the teacher, please make an appointment. Arrival and dismissal are busy times for teachers. Students are to be in their classroom by 7:45am. Anyone who arrives after 7:45 AM are tardy.

Afternoon Dismissal

Bus riders are dismissed at 2:35 PM. Car riders are dismissed at 2:40 PM and must be picked up following the car line route. This starts on the left side of the playground, goes in front of the cafeteria entrance and then in front of the school by the gym. This helps keep our students safe! If your child is a car rider, please get a tag from the main office with your child's name on it to display in the window of your car.

Students should go directly home after school unless they are involved in a school approved activity. Students must bring a note from home if they are not going home in their usual manner. When a change involves bus transportation, a note from the parent must be signed by the principal, or his designee, and delivered to the bus driver by the child.

BUS RIDERS

In Bradley County Schools, we are dedicated to providing safe and dependable bus transportation for your child. Safety is our highest priority. School bus drivers are required to maintain training standards and procedures for bus safety operations. Students, whether they ride the bus daily or only on occasional field trips, must abide by rules of conduct to ensure safety.



Bus transportation provided by the Bradley County Board of Education is a privilege, not a right. Time on the bus is considered an extension of the school day. Therefore, just as we expect appropriate behavior in the classroom, we expect appropriate behavior on the bus.

Please discuss this information with your child. Your cooperation will enable Bradley County Schools to provide the safest environment possible for our students.

Notice: Video and audio recording devices are used on Bradley County buses.

The following rules should be observed while on the bus.

1. Obey the bus driver: follow the driver's first request.
2. The bus driver may assign seats.
3. No food, drink, or gum on the bus; no littering.
4. Loud, rude, abusive, or profane language is not permitted.
5. Possession and/or use of tobacco, alcohol, or drugs are prohibited in any form.
6. Keep hands and head inside the bus.
7. Remain seated.
8. Never throw items inside or out of the bus.
9. Keep the bus aisle clear of feet and property.
10. For everyone's safety, do not distract the driver through misbehavior.
11. Do not destroy property. ***Parents will be financially responsible for any act of vandalism. Students will remain suspended from riding the bus until damages are paid.***
12. Do not tamper with or use emergency exits of the bus unless authorized to do so.
13. Do not raise/lower windows without permission

Bus drivers will make a written report of violations to the principal or his/her designee. The principal (or designee) will investigate and determine appropriate consequences. Only the principal (or designee) may reduce or suspend a student's bus-riding privilege.

Student Responsibilities

1. Always cross the street in front of the bus. Never go behind the bus.
2. If crossing a road or street is necessary when boarding or departing the bus, wait for the bus driver's signal before crossing.
3. Stay 10 feet in front of the bus when crossing.
4. Never crawl under the bus to pick up papers or other items.
5. Arrive at the bus stop at least 5-10 minutes early.
6. Stay out of the road at bus stops.
7. Never get in a car with a stranger.
8. Report any inappropriate behavior on the bus or near a stop to the driver and principal.
9. Stay silent when the bus stops at a railroad crossing.
10. Provide a bus pass signed by the principal if you wish to ride a different bus or to get off the bus at a different stop.
11. Be courteous to the driver.
12. Share seats with other students.

Parent Responsibilities

1. Review bus rules and conduct expectations with your child.
2. Instruct the child to be at least 5 minutes early to the bus stop.
3. Monitor the conduct and safety of your child before the bus arrives each morning.
4. Monitor the conduct and safety of your child after the bus departs each afternoon.
5. Encourage appropriate dress for inclement weather.
6. Provide a note to the principal if you wish for your child to ride a different bus or get off at a different stop. Bus passes are issued on a space-available basis.
7. Be courteous to the driver.

Please report any concerns involving a bus to:

Bradley County Schools
Transportation Dept.
800 South Lee Highway
Cleveland, TN 37311
423-665-4060

FOOD SERVICE

All Prospect students, regardless of income, will receive free breakfast and lunch this year through the Community Eligibility Provision (CEP). At the beginning of each year, parents will receive a CEP Questionnaire to fill out and return to the school. The information that you provide on this questionnaire will help ensure that your child continues to have access to the level of resources he/she currently has at school. It impacts funding that each school receives from the federal and state government, affecting provisions such as...supplemental instructional materials, technology, and additional interventionists.



<u>Current Prices Are:</u>	<u>Lunch</u>	<u>Breakfast</u>
Extra Lunch Entrée	\$1.85	
Extra Breakfast Entrée		\$1.00
Extra Fruit or Vegetable	\$0.85	
Extra Roll	\$0.50	
Extra Milk	\$0.45	
Extra Juice	\$0.30	
Ice Cream	\$1.00	
Chips	\$0.75	
School Staff	\$4.75	\$3.15
Visitors	\$5.25	\$3.50
Coffee	\$0.50	
Tea	\$0.75	

***Visitor holiday meal prices—decided at individual schools.*

***Please note that if your child wants to purchase extra portions and/or items, there will be a separate charge.**

****Students who bring their lunch to school are not allowed to bring soft drinks from home.**

*****NO OUTSIDE FAST FOOD IS ALLOWED TO BE BROUGHT INTO THE CAFETERIA.**

STUDENT HEALTH SERVICES

If a student is required to take medication during school hours and the parent cannot come to the school to administer the medicine, then the school nurse will give medicine under the following certain guidelines:

- The parent/legal guardian is required to deliver the medication to the school nurse and sign a district medication form.
- Medication that is to be taken 1 to 3 times per day is to be given at home unless physician order states a specific time during school hours.
- **Do not send medications on the bus or into school with a student.** All medication must be brought in by an adult in the original prescription container labeled with the following typed information:
 - Student's name
 - Name of medication
 - Time(s) to be administered
 - Dosage
 - Route or directions for use
 - Approximate duration of use
 - Physician's name
 - Date
 - Pharmacy name, address, phone number
- A non-prescription (over the counter) medication must also be accompanied by the medication form and in the original container with the ingredients listed for the medication. The parent must provide the same type information as that of the prescription drugs (dates, times, dosage, etc.).
- The only non-prescription (over the counter) medications allowed to be given at school without a medical doctor's order are Tylenol, Ibuprofen, TUMS, cough drops, and Benadryl (for allergic reactions only).
- Over the counter medications combined cannot be provided to student more than twice a week without a physician's order.
- No medications will be given an hour before dismissal.
- No more than 1 month's supply of any medication should be brought to school.
- If a student needs to self-carry an emergency medication at school, a parent/legal guardian must come in and fill out the required authorization form along with supplying a physician's order. Self-carry requires a school nurse evaluation and may be denied due to safety concerns.
- Any changes in medication must be accompanied by a new form and a new label indicating the changes. A faxed or hard copy physician's order to change the administration of a drug is required.
- A parent/guardian must pick up all medication by the last full day of school. Any medication left in the nurse's office after the last full day of school will be destroyed.
- Above and beyond the school registration form, it is the parent/legal guardian's responsibility to notify the school nurse of any medical problems. All medical and authorization forms must be updated at the beginning of each school year.



- School personnel and employees cannot be responsible for the adequacy of prescribed medications or medical treatments recommended by physicians or related medical professionals and/or supplied by pharmacist or other sources outside of the school and, therefore, will assume no responsibility for the effects of such medications or treatments upon students.
- Please do not send your student to school if they are exhibiting the following symptoms: a temperature of 100.0 or greater, vomiting, or diarrhea. They must be 24 hours' symptom free without medication to return to class.
- Parents/legal guardians will be required to pick up their student from school if their student presents with the following: temperature 100 or greater, vomiting, excessive diarrhea, live head lice, live bed bugs, or per nursing assessment.
- Toileting assistance requires a physician's order related to a medical condition. Parents/legal guardians will be called to the school to assist with toileting if no current medical documentation is on file.
- Students must have a pass given by their teacher before they can see the school nurse. No one is to come to the nurse's office in between classes without a pass unless it is an emergency.
- All students needing to check out because of an illness or injury must do so through the nurse's office. The nurse is only allowed to call a legal parent/guardian to pick up a student. Written consent must be on file with attendance if another person may be called. **Students are not to check out for any medical reason by using the office telephone or cell phones.**
- Should a student be injured during the school day or with a school-sponsored activity, an accident report must be filed with the school nurse for school accident insurance to be used.
- **ALLERGIES:** Please note all student allergies on the registration form. In accordance with the TN Department of Education and the TN Department of Health guidelines, Bradley County Schools will adhere to procedures for Life-Threatening Allergies. A documented diagnosis is required for an individual student health plan. Bradley County Schools will not serve peanut butter in the Child Nutrition Program. Students are not to trade or share snacks or food. Students are encouraged to practice hand-washing and self-advocacy.
- Per school discretion, all outside food for school events or classroom parties must be store bought with ingredients/nutrition label listed. Please check with your school principal and or school nurse to confirm whether store bought foods can be brought in for school related occasions.
- Floral deliveries or latex balloons are per school discretion due to extreme allergies. Please check with your school principal and or school nurse to confirm whether floral deliveries or latex balloons are permitted.
- **IMMUNIZATIONS:** No students entering school, including those entering Kindergarten, Middle or High School, those from out-of-state and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization, as determined by the Commissioner of Public Health. It is the responsibility of the parents or guardians to have their children immunized and to provide such proof on the state required immunization certificate to the principal and or school nurse which the student is to attend. Exceptions, in the absence of an epidemic or immediate threat thereof, will be granted to any child whose parent or guardian shall file with school authorities a signed, written statement that such measures conflict with his/her religious tenets and practices; or due to medical reasons if such child has a written statement from his/her doctor excusing him from such immunization. Proof of exceptions will be in writing and filed in the same manner as other immunization records.

Bradley County Board of Education Policy **of Communicable Diseases:**

Students with a contagious disease, or who have been exposed to one at home, will NOT enter or remain in school unless they bring a certificate from their doctor or the County Health Department. Conditions for readmitting students with diseases other than identified as communicable are listed below:

- **Impetigo:** To be readmitted when skin is clear.
- **Scabies:** To be readmitted 24 hours after treatment
- **Ringworm of Scalp:** May be readmitted if under treatment and skull cap is worn.
- **Pinkeye:** To be readmitted 24 hours after treatment or upon a statement from a physician saying the condition is no longer contagious.
- **Vincent's Infection:** (Trench Mouth) To be readmitted upon physician's statement that the student is cured.
- **Head Lice:** Student will not be allowed to return to school until all evidence of live head lice has been eliminated. One day missed from school for this reason will be excused, but any days thereafter will be unexcused.

Participation in Physical Education (P.E.)

Students should wear appropriate shoes on days that they have PE. Individual students will not be excused from participation in physical education class unless a note is received from a parent and/or a doctor indicating a legitimate reason. Requests for students to be excused from P.E. for an extended length of time should be accompanied by a note from the child's doctor. Students who have been excused from PE due to a medical reason, will need a doctor's note clearing them medically to resume participation in PE.



Change of Address and/or Telephone Number

It is very important that the school have current addresses and telephone numbers so that parents can be contacted in case of an emergency. Please be sure to notify the school immediately if there is a change of your address, telephone number, or emergency contact person.

Student Telephone Use

The telephone is to be used only for educational purposes. It will not be used by anyone for personal reasons. Students will only be allowed to use the telephone in emergency situations. Students will not be asked to come to the phone to answer a call.



***Students are permitted to have cell phones and smart watches on school campus, but they MUST BE TURNED OFF AND IN THEIR BACKPACKS during school hours!!!**

Discipline

It is our goal that students develop appropriate social behavior within the school setting. Together, the parents, faculty, and staff at Prospect School will encourage acceptable behavior for all students. Appropriate rules will be established and students will be expected to follow them. Each teacher will send a copy of his/her classroom rules home with your child.

Prohibited Items

- **Drugs and Alcohol:** Drugs, look-alike drugs, tobacco, and alcohol are prohibited from being used, possessed, received, or transferred on the school campus.
- **Cell Phones:** Students are permitted to have cell phones on school campus, but they must be turned off during school hours.
- **Weapons:** It is unlawful for anyone to possess or carry a weapon on the bus, school property or any other property owned, used or operated by any board of education, school or public education institution.
- **Food Items:** Chewing gum is never allowed on campus. Soft drinks from home are allowed only on field trips



Dress Code

School uniforms are not required, but students should come to school clean, appropriately dressed, and ready to learn.

Please label all coats, jackets, and lunch boxes with students' first and last names.



The elementary dress code is as follows:

- Shoes must be worn at all times. This is in compliance with state health and safety regulations. Tennis shoes are recommended, and required on days students have PE.
- No hats or caps should be worn inside the building except on designated days.
- Body piercing jewelry will be limited to earrings due to safety concerns.
- The top garment (blouse or shirt) must overlap the bottom garment; no halter tops, spaghetti straps, bare midriffs, or backsides are permitted
- Shorts and skirts should reach one's fingertips when arms are held to their sides. Pants or shorts should not have holes above the knee.
- Clothing which advertises tobacco products, alcoholic beverages, illicit drugs, lewd or inappropriate graphics may not be worn.
- Any form of dress that is immodest, offensive, or disruptive to the learning atmosphere may not be worn.
- Parents must follow the same dress code while on school property or field trips.
- The administration will have the final determination as to whether there has been a violation of the above dress code.

Dress Code Enforcement

- 1st Offense: Warning and change clothes
- 2nd Offense: Call parent to pick up student
- 3rd Offense: Out of school suspension

Severe Weather Procedures

The principal's office will be in constant contact with the Civil Defense by way of an emergency weather radio so that an early warning can be received concerning possible severe weather. If it becomes necessary to send students home, that decision will be made by the office of the Director of Schools and not the building principal. Parents are advised to tune in to local TV/radio stations for official school news alerts. You can also check the school district's website, **www.bradleyschools.org**. Rely only on official communication from school or public safety officials. Pupils will be sent home only if we are sure there is sufficient time to get them there before severe weather strikes. Parents are urged not to come to the school for children if the severe weather is already in the immediate area since students would be safer at school than traveling under these conditions. Disaster drills will be held regularly at the school so children will be familiar with safety areas and procedures.



Sequoyah Evacuation Plan

In the event of an evacuation due to an emergency at the Sequoyah Nuclear Plant, ten buses will be dispatched to the school in order to transport students to Ocoee Middle School. There will be a reunification station set up at OMS where parents will be able to pick up their children. Please bring a form of picture ID with you to pick up your child.

School Closings

In the event of inclement weather or other emergencies, we will notify local and regional television and radio stations with information regarding modified school schedules or closings. Every effort will be made to make these announcements in a timely manner.

Photographs

During the course of the school year, photographs may be taken for the Prospect yearbook, for bulletin boards, the school website, social media, or the newspaper. Publicity is an integral part of the regular school program for Bradley County Schools. You will receive a form pertaining to this at the beginning of the new school year or when you register your child. This will be kept on file in the office. If something should change and you no longer want your child in any picture, video or publicity in the media, please notify the school immediately.



Miscellaneous Provisions

- Cans or glass containers should not be brought to the school cafeteria. A thermos must be used to bring beverages into the cafeteria.
- Due to Covid-19, our water fountains have been closed. Students may bring clear/translucent water bottles in order to utilize the water bottle fillers located in each hallway. Please make sure that it has a pop-top or other type of anti-spill top to prevent accident spillage.
- When sending money to school, please put the money in an envelope and write what it is for on the front. Prepare one for each of your children and put the correct change in each one.
- Do not combine money for extra food items in the cafeteria with other items being paid. **Please use separate checks.**
- Parents will be responsible for the loss or damage of textbooks and library books.
- Do not send cupcakes or other food items for your child's birthday or other special occasion. If you want to do something special for the class, individual ice cream treats are available for purchase through the cafeteria. The cost will be \$15.00. If you want to do this, please email our cafeteria manager, April Kelley, at least two weeks in advance. Her email address is akelley@bradleyschools.org.
- Do not send gifts to other students unless prior arrangements are made with the classroom teacher.
- **Birthday party invitations WILL NOT be passed out in class, unless everyone in the class is invited.**

If you have any other concerns, please contact the principal.

Parent Involvement

Prospect Elementary School is a school-wide Title I school. Prospect provides several opportunities for parents to become involved in their child's education. The following are some opportunities we encourage you to participate in.



Parent Volunteer Programs

This program allows parents who have time to come to the school on a scheduled basis and work with teachers and students. For more information, contact the principal as soon as possible.

Prospect PTO

The Prospect Parent Teacher Organization is a concerned and active organization working in cooperation with the school staff for the continued improvement of the school. Several activities are planned throughout the year to help provide funds for worthy projects at the school. Meetings are held at 6:30 PM on the third Tuesday of every other month beginning in September in the school gym. Without the involvement and support of parents, we could not provide the quality instructional program available to our students.



Parent Family Engagement Policy

The faculty and staff of Prospect Elementary School are committed to the goal of providing a quality education for every child. In order to further this goal, we establish partnerships with families and with the community. While no one person can provide the quality education that is needed for our students, we believe forming a strong family-school partnership will help all students achieve success.

The parents and school will promote strong family engagement by strengthening families' understanding of:

1. National Education Goals,
2. standards required by the state of Tennessee,
3. state and local assessments,
4. monitoring of students' progress,
5. how to work with teachers to improve children's performance.

Prospect Elementary will involve families and the community in the review and revision of our School Improvement Plan. Families will also participate in the development of the annual review of the Student/Family/School Compact and Family Engagement Policy. Prospect Elementary will utilize a Parent Advisory Council made up of teachers, parents, and community leaders.

Community organizations and businesses will have a role in parent involvement activities at Prospect Elementary School. Some opportunities for community involvement include but are not limited to:

Parent Advisory Council
PTO Events
Fall Festival

Spring Auction
Head Start/Pre-K
Field Trip Chaperone



Notification of Rights

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

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

Public Release of Student Directory Information

Under the Family Education Rights and Privacy Act (FERPA), an LEA must provide notice to parents of the types of student information that it releases publicly. This type of student information, commonly referred to as "directory information", includes such items as names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. The notice must include an explanation of a parent's right to request that the information not be disclosed without prior written consent.

Additionally, ESSA requires that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent. [§8025].

A single notice provided through a mailing, student handbook, or other method that is reasonably calculated to inform parents of the above information is sufficient to satisfy the parental notification requirements of both FERPA and ESSA. The notification must advise the parent of how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so [20 U.S.C. 1232g] [ESEA §8025].

Non-Discrimination Policy

It is the policy of the Bradley County School System not to discriminate on the basis of sex, national origin, creed, age, marital status or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendment and section 504 of the Federal Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990.

Inquiries regarding compliance with the non-discrimination policy may be directed to the principal, coordinator (complaint manager) Randall Ferguson or the office of the Director of Schools. (Refer to policy 6.304, 6.305, 5.500 and memorandum of agreement: Teachers Contract Section IG-Grievance Procedure).

Other Rights and Information

1. You have the right to request that your child's name, address and telephone number not be released to a military recruiter without prior written consent.
2. You may request information about the professional qualifications of our child's classroom teacher.
3. Prospect has developed a School Improvement Plan that you may view at any time.
4. According to the McKinney-Vento Homeless Education Act, if you are homeless, you can keep your child in the same school he attended before you became homeless.
5. You need to keep copies of critical records, such as birth certificates, immunizations, Social Security numbers, physicals, and individualized education programs (IEPs) for your child. Families will be given opportunities to learn how they can become involved in their child's education through annual Open House, regular PTO meetings, scheduled conferences, the Parent Handbook, and monthly newsletters. Families will also participate in seminars and workshops that will train them to work with their child to help improve their child's achievement. Prospect will offer a flexible schedule for meetings and workshops. Prospect Elementary School will also encourage parents to become full partners in the education of their children through Parent Orientation, Family Reading Nights, and participation in classroom activities. Families will be made aware of Head Start opportunities and activities for preschool children.



Prospect School faculty and staff will learn ways to strengthen their communication skills and how to collaborate with parents through staff development opportunities. Families will be provided information about school activities and their child's progress in a language that parents understand. Surveys and needs assessments will be provided to students and parents. Timely responses will be provided to families so their concerns and suggestions will be addressed as quickly as possible.

Bradley County Schools Unsafe School Choice Policy

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under *Tennessee Code Annotated 40-38-111 (g)*, or the attempt to commit one of these offenses as defined under *Tennessee Code Annotated 30-12-101*, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional information regarding this option may be obtained by contacting the appropriate grade-level supervisor.

**Supervisor of Elementary Instruction
Ms. Elizabeth Kaylor**

**Supervisor of Secondary Instruction
Mr. Todd Shoemaker**

(423) 476-0620 extension 2004