



# **CRESTVIEW ELEMENTARY STUDENT HANDBOOK**

Jen Teachenor, Principal

January Finch, Assistant Principal

Sarah Hall, 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.*

**2026-2027**



Our Vision:

**AIM HIGH!**



## **Robertson County Schools Mission**

Ensure each student is prepared to  
succeed in life

## **Crestview Mission**

At Crestview,  
we aim high by  
working hard,  
being kind,  
and growing everyday!



# Table of Contents

|                                            |          |
|--------------------------------------------|----------|
| Crestview Vision .....                     | pg. 2    |
| RCS and Crestview Mission .....            | pg. 3    |
| Daily Schedule.....                        | pg. 5    |
| Enrollment/Emergency Information.....      | pg. 5    |
| District Dress Code Policy.....            | pg. 6    |
| Car Riders Arrival.....                    | pg. 6    |
| Car Riders Dismissal.....                  | pg. 6    |
| Bus Transportation.....                    | pg. 7    |
| Transportation Changes.....                | pg. 7    |
| Attendance.....                            | pg. 7,8  |
| Truancy.....                               | pg. 8    |
| Chronic Absenteeism.....                   | pg. 8    |
| Tardies/Early Dismissal.....               | pg. 8,9  |
| Student Expectations & Discipline .....    | pg. 9,10 |
| Student Cell Phones & Devices .....        | pg. 10   |
| Student Conflict & Bullying .....          | pg. 10   |
| Visitors.....                              | pg. 11   |
| Teacher Communication & Conferences.....   | pg. 11   |
| Classroom Celebrations.....                | pg. 11   |
| Cafeteria.....                             | pg. 12   |
| Report Cards.....                          | pg. 12   |
| Field Trips .....                          | pg. 12   |
| The HIVE Newsletter.....                   | pg. 13   |
| PowerSchool Access for Parents.....        | pg. 13   |
| School Messenger - Parent Square.....      | pg. 13   |
| Textbooks/Library Books/Communicators..... | pg. 13   |
| Medication.....                            | pg. 13   |

**This handbook has been developed in accordance with Robertson County Board policies to provide children with two things: an appropriate and safe education at Crestview Elementary School. In addition to the Robertson County Student Handbook, Crestview Elementary School will adhere to the following policies and procedures.**

### **Daily Schedule**

#### **6:45 a.m. – Doors Open**

- Students may not be dropped off prior to 6:45 a.m.
- All car riders enter through the back doors under the awning.
- All bus riders enter through the front doors.
- Students may get breakfast upon entering the building.
- Students must be in their classrooms by 7:15.

#### **7:10 a.m. – Car Rider gates close; Breakfast closes**

#### **7:15 a.m. – Tardy Bell rings**

- Students who arrive at 7:15 or later must be signed in by an adult and receive a tardy slip from the office.

#### **10:15 a.m. -12:30 p.m. – Lunch is served**

#### **2:15 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.

Students who live outside of the Crestview school zone must apply with Robertson County Schools during Open Enrollment for a student to attend out-of-zone.

## **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 and learning environment.

### **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 Jaden Gavin entrance (same as afternoon pick-up) and stay in the RIGHT LANE until passing through the roundabout and the gate. Please keep bus lanes open. Once through the gate, cars may split into two lanes for student drop off. Parents should have students completely ready to get out of the car when they pull up to the cones. Parents should NOT exit the vehicle for any reason during drop off. Students should only exit the car to the left when staff call for them. For the safety of all students, no student should exit a car from the right. All students should be able to unbuckle themselves and exit the vehicle independently. In the event the student is not independent, parents are asked to park their vehicles in the front parking lot and walk students to the crosswalk to enter the building. Once gates are closed, please read signs for tardy procedures.

### **Car Riders Departure**

Parents will enter from Jaden Gavin entrance (same as morning drop-off) 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. 10th, you will be required to **6** park, come into the office, present your ID and get a car tag. 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 may only get off the bus at their home address. In the event of an emergency or last minute change, the parent/guardian will provide a written request to the front office. All bus changes must be approved by Crestview and RCS Transportation Dept. 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 of a family member</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, in the judgment of the principal, created by 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, nonmedical appointment, errands, etc.)</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.** Students will be allowed no more than 3 parent notes per semester. After this, a doctor’s note must be provided for any additional absences to be excused.

**Truancy**

- Tier 1:** Parents/guardians of students that accrue **THREE (3)** unexcused absences will be notified by a letter from the school communicating clear attendance expectations.
- Tier 2:** Parents/guardians of students that accrue **FIVE (5)** unexcused absences will be contacted by a school official to schedule a student/parent conference to discuss: attendance contract, availability of follow-up meetings, and individualized assessment aimed at addressing the student’s attendance problems.
- Tier 3:** Students accumulating **SEVEN (7)** unexcused absences will involve school-based community services, school-based restorative justice program, and/or Saturday or after-school courses designed to improve attendance and behavior.
- Tier 4:** Students accumulating **TEN (10)** unexcused absences must be referred to Student Services for the Truancy Review and Support Meeting. Parents/Guardians failing to attend the Truancy Review and Support Meeting will automatically have a petition filed with Juvenile Court.

**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:

| Family Priorities for Student Attendance & Success                                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Set routines for bedtime and morning wake-ups</li><li>• Schedule family trips according to the district calendar</li><li>• Schedule dentist &amp; doctor appointments after school</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**

Parent/Guardian 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**

Crestview Elementary uses Response to Intervention<sup>2</sup> - Behavioral supports (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.**

**At Crestview Elementary we believe we should all strive to:**

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

Students will be taught the Crestview expectations in each area throughout the building starting on day 1 of the school year and continuously throughout the remainder of the year.

**These behavior expectations are as follows:**

Ready to Learn  
Hallway Ready  
Stairwell Ready  
Restroom Ready  
Cafe Ready  
Recess Ready

- As students make good choices, they will be recognized for following expectations.
- When student behavior does not meet CVES expectations, they may visit the RESTORE Room to reflect on and improve their behavior.
- Minor discipline issues are handled by the classroom teacher and will be communicated to the parent/guardian by Dojo, email, phone, or note.
- Office Discipline will be handled by either Mrs. Teachenor, Mrs. Finch, or Mrs. Hall and will be communicated to the parent/guardian by phone or email.
- If your student has a discipline issue 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:**

1. Fighting, Bullying, Threats, Harassment, or Unsafe Actions
2. Targeted Disrespect to an Adult
3. Inappropriate Touch
4. Dress Code Violation (that was not corrected when given an opportunity)
5. Illegal Substances

**In addition to the Behavior 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
- RESTORE and/or 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. CVES students may not have their cell phone, smart watch, or air pods out during the school day. CVES will follow district policy for devices. Violation of this policy may result in confiscation of the device and other disciplinary actions.

## **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 CVES.

## **Visitors**

Visitors and volunteers for events are welcome at CVES. 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.
- Visitors should keep communication between school personnel, students, and other parents positive in 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 daily.

## **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, teachers are to be with their students throughout the school day and will not 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 6:45 a.m., during the teacher's planning time, or after 2:15 p.m. Parent-teacher conferences will also be scheduled during the school year on November 2<sup>nd</sup> and March 1st.

## **Classroom Celebrations**

- To protect instructional time, celebrations will be scheduled during the last 30 minutes of the instructional day or during recess time.
- Crestview will hold school-wide celebrations multiple times a year. These parties will be 30 minutes, and we will determine a specific schedule as we get closer to time.
- Students may only bring store-bought, pre-packaged treats for their birthday. No homemade items will be allowed.

## **Cafeteria**

Breakfast and lunch will be served to all Crestview 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. All lunch items should be in a lunchbox, bag, or container. No family-sized snacks will be allowed to be brought into the cafe due to student safety and allergies. Soft drinks, energy drinks, and metal/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.
- To keep students safe, sharing food and drinks is not allowed.
- 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.

In Robertson County, students in grades K–2 are assessed using a standards-based grading system. Report cards provide detailed information about each student's progress toward meeting grade-level standards and mastering key skills.

### **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 HIVE Newsletter**

Crestview Elementary sends out 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 front office and we will get that information for you. Each student has a unique username.

### **School Messenger System - Parent Square**

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 updated and correct phone number and email address are in PowerSchool.

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

Parents/guardians shall accept full responsibility for the proper care, preservation, return, or replacement of textbooks, library books, and teacher-issued folders provided to students. 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.

Crestview 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 and a nurse form must be completed. Students are not allowed to bring medications to and from school.

## **Student/Parent Handbook Acknowledgment and Signature Page** **2026-2027**

Our family has received and reviewed the Elementary School Student/Parent Handbook. We understand that the handbook contains important information regarding school expectations, policies, procedures, student conduct, attendance, safety, technology use, and parent/student responsibilities.

### **By signing below, we acknowledge that:**

- We have received access to the Student/Parent Handbook.
- We understand it is our responsibility to read and become familiar with its contents.
- We agree to support the school's policies and expectations.
- We understand that the handbook is intended to provide general guidelines and that school policies may be revised or updated as needed. Any changes will be communicated by the school.

**Student Name (Print):** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Teacher/Homeroom:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Name (Print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Office Use Only**

**Date Received:** \_\_\_\_\_

**Received By:** \_\_\_\_\_