



2010-2011

Elementary School Handbook

Attendance/Absences/Tardiness

Regular, full day attendance is vital to your child's education.

A note from home should be sent in after each day a student is absent. In order to meet requirements for promotion, elementary students must be in school at least 85% of the school year. An excess of 21 unexcused absences may hurt the student's promotion outcome.

Students need to be present for the entire school day to receive the full benefit of instruction. A student must be present for a minimum of three hours and 16 minutes in order to be considered present.

In the event that a student needs to be dismissed early due to an emergency or other important reason, an authorized person listed on the emergency card must present a valid ID to an office staff member. This requirement is for the safety of our students and there will be NO exceptions.

Students who arrive after the designated start time must have an adult sign them in. Students who begin class on time have a more successful day. Late arrivals can be disruptive to instruction.

Bullying

CMCSS prohibits acts of bullying. A safe and courteous environment in school is necessary for students to learn and achieve. Bullying disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment.

Bullying defined means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:

- (1) Physically harming a student or damaging a student's property;
- (2) Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;

or

- (3) Creating a hostile educational environment.

Acts of bullying may also be a pupil exercising power and control over another pupil, in either isolated incidents or patterns of harassing or intimidating behavior.

Bus Riders

The goal of school transportation is to provide safe, efficient transportation for all students to and from school. One way to achieve this goal is for students to display appropriate student conduct on the bus. When a child does not follow the rules, the bus driver will report the behavior to a school principal. The student may be suspended from the bus. In the case of a suspension, the student's family must provide arrangements for on time transportation to and from school while the child is suspended.

Students are only allowed to ride one bus. Special permission must be obtained by the transportation department for a student to ride a bus other than their assigned bus. Once a child has boarded his/her bus, they cannot be released without dismissal from the driver or school personnel.

Cafeteria Guidelines

Lunch Accounts: Students will be given a six-digit lunch identification number. Lunch must be paid for in advance and money should be put in an envelope with the student's name and account number on it. Families also have the convenient option of paying for their child's meals online by setting up an account at mealpayplus.com.

Meal Prices:

Student meals may not be charged. Please help us by ensuring your child has lunch money or a lunch from home daily.

Elementary Breakfast Full Pay \$1
Approved Reduced .30
Adults/Visitors \$1.50

Elementary Lunch Full Pay \$2
Approved Reduced .40
Adults/Visitors \$3

*** Report cards and transfer of records will be held for outstanding account balances.**

Changes in Contact Information

It is very important that your child's contact information is kept current. Please send your child's teacher a note or notify the school office any time a change in address, phone numbers or emergency contacts is needed.

Conferences

Two evenings each school year are scheduled for parent-teacher conferences. If you need to request a conference with a teacher or administrator at another time, please send a note or call the office to make an appointment.

Emergency Early Dismissal

Occasionally schools may dismiss early due to inclement weather or other emergency reasons. In this situation, your family should have a plan. If we have not been informed of a change in transportation, your child will follow their regular transportation routine.

The district contacts all media outlets and sends phone messages to the first number listed on the student emergency card.

Grading Scale

A = 93-100 B = 85-92 C = 75-84
D = 70-74 F = 69 and below

Developmental skills and attitudes will be marked as follows:

S – Satisfactory U – Unsatisfactory

Policy for Administration of Prescribed Medications

A licensed health care provider may administer or the student may self-administer any medication, either prescription or over-the-counter (OTC), if the following specific criteria are met:

- Written permission given by the parent or guardian must be on file allowing the administration of the medication. Refer to [HEA-F062](#).
- For prescription medications, written orders must be provided by a licensed prescriber, detailing the name of the prescribed medication, dosage, and time interval the medication is to be given during school hours. Refer to [HEA-F062](#). All original medication orders shall be kept on file.
- For OTC medications, only parent authorization is required. Parent must specify the name of the OTC medication, dosage and time interval the medication is to be self-administered by the student. The OTC medication dosage will not exceed the manufacturer's recommendations.
- The medication must be brought to school by a parent/guardian or his/her adult designee, in the original pharmacy labeled container, or the manufacturer's original, unopened, labeled container with the ingredients listed and the child's name on the container.
- If the medication is brought to the school without the proper authorization, containing the wrong label or with any information that does not match the prescribing orders, including wrong medication, wrong dose, or is expired, the medication is to be sent back with the parent to be corrected. Refer to [HEA-F040](#) and [HEA-F089](#).
- Upon receiving prescription medication, it must be counted and signed by nursing personnel and parent / guardian on the Medication Count form. Refer to [HEA-F081](#).
- If pills need to be cut or split, parent/guardian shall split or cut medication prior to bringing it to school. If medication has not been cut or split, the parent can cut or split the pills in the nurse clinic. The school nurse will not cut or split pills.
- Herbal medications will be treated the same as prescription medications. An order from the licensed prescriber must be brought to the school with the medication in an unopened container. Parental permission is also required.
- If nursing personnel is not in the building, the staff members that have been appropriately trained may assist the student to self-administer his/her medication.
- The medication must be kept under lock in a secure designated area in the school office or clinic. **No student will have direct access to any medication.** Refer to [HEA-A005](#).
- Nothing in these statements is intended to prohibit schools from allowing students with specific conditions requiring emergency rescue, or readily accessible medications such as inhalers, epipens, glucagon, or any diabetic supplies from being readily accessible for the self administration with licensed prescriber and parental authorization. [HEA-F059](#).
- The student medication record is kept at the school and easily retrievable. Administration or student's self-administration of each dosage of medication is documented in this log by the individual administering or observing the student self administering, the medication. Refer to [HEA-F024](#).
- In the event a medication error occurs, a Medication Error Form must be filled out and the Principal, school nurse, and School Nurse Supervisor are to be notified immediately. Refer to [HEA-F080](#).
- If medications are discontinued or become expired, the school nurse will send notice home to parents. Refer to [HEA-F089](#). **No** medication that has been discontinued or is expired will be administered while at school.
The parents must pick up any unused or expired medications within 14 days of notice being sent or prior to the end of the last student day of the school year.
- If medication is not picked up within 14 days of the notice, the medication will be properly disposed of.

· All written orders for any medications must be renewed by a licensed prescriber at a minimum of at least annually. New orders are required at the beginning of each school year, as well. A change in prescription medication, dosage, or time of medication administration requires new written authorization from the licensed prescriber and parent.

Phone Notification System

The school-to-parent phone notification system of communication allows schools to send periodic and personalized voice messages to the students' families. These messages range from emergency situations to information that is important to your child's academic success. Messages are sent to the first contact number listed on the student emergency card.

Power School

Power School is a web-based program that allows parents to access their child's attendance, grades, assignments, progress reports and report cards. To sign up for this free service, please contact the school for your personal identification number.

School Insurance

School insurance is available to all students. A packet is given to each student during the first week of school. Purchase of the insurance program is optional.

Student Conduct

Students are expected to behave in a respectful and orderly manner while at school. Should a student become disruptive, the school reserves the right to take disciplinary measures. We believe every student has the right to learn and every teacher has the right to teach. Students are expected to do what is asked of them while under the supervision of any faculty or school staff member. For the formal policy on the student code of conduct, including the dress code, please visit the parent/student link or our school web site under cmcss.net.

*FERPA guidelines prohibit sharing info of another student's information with others.

Textbooks/Library Books

Students are responsible for the condition of all textbooks they are assigned and library books they check out. Textbooks and library books must be turned in at the end of each year and late fees need to be paid if withdrawing early or at the end of the school year. If money or materials are due or there are outstanding or returned checks, no records or report cards will be issued or sent to a new school until the money is paid or materials are returned.

Visitors and Volunteers

The services of parents and other volunteers are encouraged and welcomed. All visitors must report to the front office upon entering the building to sign in and get a visitor's pass. Teachers and staff members are required to send visitors to the office if they do not have a visitor's pass. There are no exceptions. Your cooperation in helping us keep our learning environment safe and free from distractions is necessary to maintain security for our students.

Withdrawals/Moving to Another School

Please notify the school office at least 24 hours in advance of a student's withdrawal date. This allows time for completion of records and other necessary details. Books must be returned and money due must be paid before the withdrawal date.

Family Engagement Policy

Clarksville-Montgomery County School System believes strong communication between the classroom teacher and the student's family is important in helping students succeed in school.

Expectations of the teacher

- Treat families as partners in their children's education
- Communicate expectations and progress to families on a regular basis
- Treat all children with respect and value
- Establish high expectations for all students
- Provide knowledge and expertise about learning standards and teaching strategies
- Respond to feedback from families
- Display respect to family members

Expectations of the student

- Follow directions
- Take responsibility for his/her actions
- Be prepared and complete assignments on time
- Communicate when he/she does not understand
- Respect teacher and classmates
- Take pride in schoolwork

Expectations of the family

- Return phone calls and/or emails
- Support learning at home
- Send children to school ready to learn with adequate sleep, food and clothing
- Show respect to teacher
- Volunteer and attend school functions when possible

(students with parents who volunteer in school and attend school functions or events are more likely to be successful in school)

- Sign reports and other papers
- Become knowledgeable about what your child is doing in school
- Develop and maintain partnerships with teachers

Non-Discrimination Statement

It is the policy of Clarksville-Montgomery County School System (CMCSS) not to discriminate against any student, employee, or applicant on the basis of sex, marital status, race, color, creed, national origin, or handicapping condition. CMCSS will ensure that no student will be excluded from participating in or having access to any course offering, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources based on unlawful discrimination. CMCSS will take all necessary steps to ensure that each employee of CMCSS, including any person representing CMCSS, shall not intimidate, threaten, harass, coerce, discriminate against, or commit or seek reprisal against anyone who participated in any aspect of the discrimination complaint process associated with this policy.

For additional information regarding services, news, curriculum and other information in Clarksville-Montgomery County Schools, please visit www.cmcss.net .