

WELCOME TO CANE CREEK ELEMENTARY SCHOOL

1500 West Jackson Street * Cookeville, TN 38501

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Mrs. Rhonda C. Mahan, Principal * Ms. Angela Webb,, Assistant Principal

Home of the Cane Creek CUBS

Come Ready. Use Respect. Be Responsible. Stay Safe.

Dear Cane Creek Families,

The faculty and staff of Cane Creek Elementary School would like to welcome you to the 2023-2024 school year!

At Cane Creek Elementary, we believe in utilizing every opportunity to help children learn. We will strive to make the learning process a positive and rewarding experience in an environment where students feel safe, comfortable, and respected. We are committed to the academic success and emotional growth of every child.

We believe that family-school relationships are essential to children's optimal academic, social, and emotional learning. Communication between home and school is directly related to overall success. We want to encourage you to become an active partner in your child's education. The faculty, staff, and administrative team at Cane Creek Elementary are always available to assist you and answer any questions you may have. It is going to be a fantastic year!

Sincerely,

Rhonda C. Mahan
Principal

Purpose Statement

At Cane Creek Elementary we commit to:

Provide a safe and accepting learning environment to increase growth for each student.

Belief Statements

We are the Cubs! We will:

1. Come Ready
2. Use Respect
3. Be Responsible
4. Stay Safe

SCHOOL POLICIES: All students must comply with all policies and procedures of the Putnam County Schools and Cane Creek Elementary School. All Cane Creek policies and procedures are aligned with PCS policies. This publication is provided to acquaint you with the goals and standards needed to provide the maximum learning potential for each student while establishing a safe and pleasant environment. All policies are subject to change as necessary to promote a safe school environment.

ARRIVAL / DISMISSAL POLICIES:

PRE-K: All general education Pre-K and special education Pre-K students must be walked into the building and signed in with the appropriate teacher. PRE-K STUDENTS MAY NOT ENTER OR EXIT THE BUILDING WITHOUT **PARENTAL SUPERVISION**.

MORNING CAR RIDERS: Cane Creek opens at **7:15** each morning. Morning drop-off begins promptly at **7:15—no earlier** unless your child is enrolled in morning SAC. Please make sure a teacher is outside on duty before leaving your child. Car-riders should drop-off in the right side loop in front of the building each morning. Please help your child be **READY** to exit your car when stopped. Drivers should be patient and respectful of other drivers and **stay in line**. Please pull all the way forward to the CUBS sign so we can load or unload many cars at one time. Students can unload after your car has passed the brick corner of the building. The left-hand loop is for **BUSES ONLY**. No cars are allowed in this area. Do not park in the car line for any reason. **Cars must park in a designated parking space. For their safety, children are not to be dropped off in unauthorized areas (i.e. by the sign or on the cafeteria side).**

AFTERNOON CAR RIDERS: K, 1st, and 2nd grade students will be picked up in front of the building. 3rd and 4th grade students, with any younger siblings, will be picked up on the east side (cafeteria side) of the building. Parents/guardians must stay in the car line. For the safety of all students, walk-ups are **NOT** allowed at dismissal. **No cell phone use or tobacco use (including e-cigarettes or “vaping”) while in school zones.**

ATTENDANCE

Cane Creek Elementary complies with county and state compulsory attendance laws. Parents/guardians of students ages 5 through 17 are required by Tennessee State Law (TCA 49-6-3001(c)(1)) to insure their child's regular school attendance. This attendance must be maintained unless an adequate medical excuse is provided to the local school system. Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. Attendance must be kept accurately pursuant to state law. [Tennessee Code Annotated § 49-5-201, § 49-6-3004]

A student may have up to 5 excused days of absences per semester with only a parent note per PCBOE policy 6.200. All parent notes should clearly state the student's first and last name, reason for absence(s), and the parent/guardian's signature. **All excuses should be turned in to the attendance secretary at the front desk.** Absences will remain unexcused until the parent/guardian submits appropriate documentation.

After 5 absences per semester, parents must provide a medical excuse from a certified medical provider, or the absence could be considered unexcused. TCA 49-6-3001, et seq. holds the parent/guardian responsible for his/her child's continued unexcused absences. In accordance with TCA 49-6-3001, et seq., a petition can be filed in juvenile court naming the parent/guardian of the child for failure to maintain his/her child's regular school attendance.

Excused Absences: Excused absences are granted for:

1. student sickness (Send parent note or doctor/dental excuse.)
2. sickness in the immediate family (Send parent note or doctor/dental excuse.)
3. doctor/dentist appointment (Send in doctor/dental excuse; limitations apply.)
4. death in the immediate family (Send funeral bulletin.)
5. religious observances (Send parent note.)
6. petitioned court appearances (Send court excuse.)
7. trips over which the student has no control (Complete Family Trip form.)
8. nurse-called absences (Nurse will complete form for student.)
9. school-sponsored activities (Send note from activity sponsor.)

Doctor/Dental notes will be accepted from the date of service forward but not accepted for dates prior to seeing the doctor. Altered doctor, dental or parent notes will be verified. **Parents should be aware that doctor/dental notes do not excuse a student for the entire day unless the student is sick or has major dental work done.** For example, if the student has a dental appointment for a routine cleaning, the note will cover approximately 30 minutes before and 30 minutes after the appointment time unless the appointment is out of town. The same rule applies to student physicals.

Family Trip Absence: If your child will be absent from school for 3 days or more on a scheduled trip, please pick up a Family Trip Form in the school office at least one week prior to your trip. Fill out the top of the form and return it to the attendance secretary at the front desk. The principal will check absences and grades before approving and forwarding for teacher signatures. Teachers will then assign work to be completed during the extended absence and turned in on first day back at school. Completed Family Trip Forms should be turned in to the attendance secretary at the front desk.

Make-Up Work: When an extended absence is necessary, students are responsible for requesting make up work from their teacher and seeing that the work is completed in a timely manner. Students are not expected to make up work during the time they are sick. With an excused absence, work may be made up when they return to school. All missed classwork or tests from an excused absence may be made up per PCBOE policy 6.200. **Any unexcused absence results in a student not being allowed to make up work.**

Nurse-called absences: If the school nurse calls a parent to pick up a student at school, a "Student Excused Absence" form will be issued which the nurse will give to the attendance secretary. As the form states, if school personnel requests a parent pick up the student from school due to illness or injury, the student absence is excused FOR THAT DAY ONLY. The student is excused ONLY if the nurse calls the parent(s). If the nurse calls a parent to report the student came to see them, but she does not suggest sending them home, the student will still need a parent or doctor's note if they pick up their child. If a student calls from the school nurse's office and the parent comes to pick them up, the student will also need to use a parent or doctor's note to excuse the absence.

Tardiness and Early Pick-up: Students who are tardy to school (after 8:00am bell) must report to the office to be signed in by a parent and receive a pass to class. Tardiness will be recorded along with absences. Students who are picked up before 3:00 pm must also have a written excuse because this is also considered truancy. Missed class work or tests may not be made up if the absence is unexcused.

For the safety of our students, photo identification is required when checking students out of school. We verify the person checking the student out from the student contact list provided by parents/guardians. When returning to school, students must check back in at the school office prior to going to class.

Perfect attendance: Perfect attendance is defined for the purpose of a school award as follows: "Student attends every day for the entire period of time school is in session" per PCBOE Policy 6.208. A student may not have any tardies or early dismissals (even if they return the same day) and/or absences. School field trips are not considered absences.

ATTENDANCE MATTERS:

1 or 2 days a week doesn't seem like much but...

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years of school
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

How about 10 minutes late a day? Surely that won't affect my child?

He/she is only missing just...	That equals...	Which is...	And over 13 years of schooling that's...
10 mins per day	50 mins per week	Nearly 1 ½ weeks per year	Nearly ¼ year
20 mins per day	1 hr. 40 mins per week	Over 2 ½ weeks per year	Nearly 1 year
30 mins per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 ½ years

EVERY DAY COUNTS

If you want your child to be successful at school then, YES, attendance does matter!

BICYCLES, SKATEBOARDS, ROLLERBLADES, and SCOOTERS: Bicycles are to be parked in a designated area upon arrival at school and are not to be used until the end of the school day. **NO** skateboards, rollerblades, shoes with rollers, or scooters are

allowed on school property.

BOOKS: All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully and are not to be written in. Please be sure your child's name is on the label provided on the inside cover of their books. Parents will be required to pay for lost or damaged books. Any textbook lost or destroyed must be paid for before a new one will be issued. Library books that are lost or destroyed must be paid for before checking out another book.

BULLYING: Cane Creek Elementary School will provide a safe environment for student learning. A safe and civil learning environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, and/or bullying, is conduct that disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment and will not be tolerated. This policy addresses conduct that takes place on school grounds, at any school sponsored activity, on school-sponsored transportation, at any official school bus stop immediately before boarding and immediately after leaving school transportation of any kind. It will be the responsibility of all system administrators to ensure that this policy is being implemented.

Definition(s):

Harassment, intimidation or bullying is defined as conduct, advances, gestures or words either written or spoken which result in:

- Unreasonably interfering with a student's educational opportunities
- Creates a hostile, intimidating or offensive learning environment
- Implies that submission to such conduct is made an explicit or implicit condition for receiving grades or credits
- Physically harms a student
- Damages a student's property

Bullying should be reported immediately to a teacher, counselor, staff member or administration. An investigation will be conducted. Disciplinary actions include, but are not limited to, parent/child conferences, in-school suspension, out-of-school suspension. (See SB Policy 6.304) **Administrators reserve the right to issue discipline according to the severity of the offense.**

BUS REGULATIONS: Riding the bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Only regularly scheduled bus students are allowed to ride school buses. If it is necessary for a student to ride a bus that is different from the regularly scheduled one, or it is the first time riding the bus, parents are to send a note requesting a student be permitted to ride that bus. The note must be signed by the parent and include the bus number and student's address. A bus pass will be issued for the student to give to the bus driver when boarding the bus. Students who normally ride a bus need a note from a parent/guardian if they are doing something different, (i.e. riding home in a car). Bus students are expected to go immediately to the gym to wait for buses as soon as they are dismissed from class. When a student exits the bus or car on school grounds, he/she is expected to immediately enter the school and is not allowed to leave without permission from the office until the normal release time.

CAFETERIA: Cane Creek offers all students a balanced, nutritious breakfast at no cost to parents. Lunch is provided daily with a choice of entrees, fresh fruit, veggies and milk or juice. Student lunches are free this year. Applications for free/reduced lunch are available in the office or online at pcsstn.com. Parents are welcome to put money in their student's account for snacks, extra food items, ice cream and bottled water. Please see the website for additional information:

<http://www.putnamcountyschools.com/departments/foodservice>.

All expectations and rules for appropriate behavior will be strictly enforced in the cafeteria. Students are expected to deposit all lunch litter in trash, return all trays and utensils to the dishwashing area, leave the table and floor around seat in a clean condition, and remain seated in the cafeteria after receiving food until time to return tray. Students should be sure to purchase all food items when going through the line. Quiet lunch, assigned seating, detention, cleaning of cafeteria, and other administrative disciplinary actions may be issued for not following cafeteria expectations.

Parents or Guardians are welcome to eat lunch with their student in the front foyer or outside on picnic tables. They must sign in, show ID and get a visitor's badge in the office where their name is validated on the student contact list in PowerSchool. The parent or guardian may then wait in the front hall for their child's class to come to lunch. Child will escort their parent/guardian to the cafeteria. The cost for adult visitor lunch is \$3.50. **No carbonated beverages are allowed in the cafeteria. Lunches purchased from fast food restaurants are not allowed in the cafeteria. Due to allergy and student privacy/safety concerns, only the student can eat with the authorized visitor and adult visitors are not allowed to eat in the cafeteria.** No student will be allowed to leave campus during lunch per PCBOE policy 6.208.

CELL PHONES / ELECTRONIC DEVICES: Students are not allowed to use cell phone or any other electronic devices during school hours. Cane Creek school hours are inclusive of any extended programs-S.A.C. or Leaps, etc. Phones and other devices

must be turned off and left in backpacks if brought to school. This includes smart watches and other such devices. (PCBOE Policy 6.312). **We recommend these items be left at home.** A student who violates this policy will be subject to disciplinary measures. Cane Creek teachers, staff, and administration are in no way responsible for the students' cell phones or devices. The decision to bring a cell phone/device to school is between the parent and student, and all responsibility lies with the student.

CHANGE OF ADDRESS / PHONE NUMBERS: All parents/guardians should inform the office of address or telephone number changes. These changes affect PowerSchool notifications and the school message identification system. Contact the school office at 520-1173 to update your information.

CHEWING GUM / CANDY: No candy/gum is to be brought into the school.

CUSTODY MATTERS: Custodial parenting plans should be on file in our office and kept current at all times. Please notify us immediately with any change in student custody arrangements.

DRESS CODE: Student dress shall be expected to meet community standards of cleanliness, healthfulness, and safety and shall not disrupt the educational process (TCA 49-6-4215; TCA 49-1-302(2)(j)). Parents are expected to know what their children are wearing to school each day. Students are not appropriately dressed if their attire is disruptive to the learning environment or if it creates a health hazard.

The following are **not appropriate** school attire per PCBOE policy 6.310:

1. Shirts that make reference to drugs, alcohol, sex, obscenities; death and destruction; racist or hate themes; violent or aggressive themes; or other suggestive or offensive sayings or graphics. No clothing with any type of gang affiliation is allowed.
2. Tank tops, fishnet shirts, halter-tops, tube tops, or spaghetti strap tops.
3. Short-shorts or excessively short skirt lengths. Shorts/Skirts should be at least finger-tip length or longer.
4. Sagging pants. All skirts, jeans, or shorts should fasten above hip level. No skin or underwear should be showing.
5. No student shall be permitted to wear any headgear (cap, hat, etc.) other than for religious or medical reasons during the school day.
6. All shoes worn to school must have a back or strap on them. Flip flops are not allowed.
7. Hairstyles are to be moderate, clean, neat, and of natural color. Startling and/or extreme hairstyles (i.e. spiked, mohawk, dyed with an unnatural color/tint, etc.) are not acceptable.

If students are not dressed appropriately or if they have a spill or emergency of some type, we will attempt to locate clean clothes in our clothes closet before contacting parents to bring additional clothes to school.

EMERGENCY PROCEDURES: Monthly fire, hazardous weather (tornado), and safety (intruder) drills will be practiced throughout the school year. Detailed information concerning evacuation procedures for fire and safety areas is given to each teacher. Classroom teachers will go over these procedures with students and keep them posted in classrooms. Parents will be notified of monthly drills by automated calls. Please listen to the message, and do not call the school.

FIELD TRIPS: Properly supervised and planned educational field trips are an important part of our instructional program, but they are also a privilege. Students are expected to behave in an exemplary manner whenever they are representing Cane Creek School. Any student who has been a consistent discipline problem may be excluded from any class trip. A signed permission slip from a parent or guardian is required for all field trips.

GRADES: The following is the Uniform Grading Policy established by the Tennessee State Board of Education (3.301).

Grading Scale: Grades 1-2 Grades 3-12

- E Excellent A Superior (90-100)
- G Good B Above Average (80-89)
- S Satisfactory C Average (70-79)
- N Needs Improvement D Below Average (60-69)
- U Unsatisfactory F Failing (59 and below)

*Kindergarteners are assessed on a standards-based system.

HEAD LICE: According to PCBOE policy 6.4031, no student will be denied an education solely by reason of head lice infestation and his educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation. It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has head lice. A letter will be sent home with the child to explain the condition, requirements for readmission, and deadlines for satisfactory completion of the

treatment. Upon exclusion, satisfactory evidence must be submitted to school personnel that the student has been treated for head lice. This evidence may include but not be limited to:

- (1) proof of treatment with a head lice shampoo
- (2) satisfactory examination by a school health official

Treatment and prevention procedures will be developed by the director of school/school nurse and distributed to all classroom teachers.

Any subsequent incidents of head lice for that student during the school year will require submission of satisfactory evidence of treatment for head lice and be found free of lice by a school health official. A student will be expected to have met all requirements for treatment and return to school no later than **two (2) days** following exclusion for head lice. All days in excess of the allowable period will be marked as unexcused and referred to the attendance supervisor at the proper time.

INDEPENDENCE DAY: During the first two of weeks of school, parents are welcome to walk their children to class, meet the teachers, and learn the layout of our building. We consider this a transition period that allows all students to gain confidence and learn their way around the school. *Please note that you must stop in the office to have your ID scanned and get a visitor's badge.* Beginning Monday, August 16th, we will celebrate student independence. We expect **all students K-4** to walk themselves to class. We always have teachers and support staff to guide students who may need assistance. Parents will no longer be allowed to walk past the blue tile line in the front lobby. We call this the HUG LINE. It's where you give your child a hug and tell them to have a great day! **Parents are encouraged to drop students off in the car line and allow them to walk in on their own.** This promotes independence and allows us to begin classes on time promptly at 8:00 without distractions.

MEDICATIONS: At the beginning of each new school year, new medication administration forms must be completed. Please remember that prescription medication must be brought to school by a parent/guardian in original bottles and over the counter medication must be in new, unopened bottles. Medication must be given in the nurse's office and cannot be given in classrooms. Students should never transport medication in their backpacks, lunchboxes, pockets, etc. No medications will be accepted from or released to students. Specific guidelines of the State and Putnam County School System are outlined in the County Coordinated School Health Plan. A handout is included in the student packet. Please see http://www.pcsstn.com/departments/teaching_and_learning/student_services/coordinated_school_health/medicine_policy_forms or additional information.

NON-DISCRIMINATION POLICY: In accordance with Title VI of the Civil Rights Act of 1964: The Putnam County Board of Education does not discriminate against any student based on race, color, or national origin. No student will be denied the benefits of, or excluded from participating in, any activity or program sponsored by the Putnam County Board of Education.

PARKING: To ensure safety for all students, each car must be parked in a designated parking place. Cars are not to park along the grass or curb. Additional parking is available on the east side of the school and behind the building on the cafeteria side. **Please respect both our students with special needs and the law. You must display a handicap placard to park in a handicap space. Do not leave your car unattended while running for any reason.**

PARENT CONFERENCES: Cane Creek is always receptive to conferences with parents. Afternoon conferences from 3:00-6:00pm are scheduled in the fall and spring, but you may request a conference with your child's teacher at any time. You may send a note with your child or call the school office at 520-1173 to arrange an appointment.

PHYSICAL EDUCATION: Physical education is a required subject in Tennessee; therefore, every student is expected to participate. For your child to actively participate in physical education please note the following:

***Tennis Shoes** must be worn on PE days. No sandals, slick-soled shoes, rubber spikes, clogs, boots, heels, or croc-type shoes. These shoes are not safe for activity.

***Shorts or Pants** are appropriate for gym. Dresses restrain movement and can be dangerous. (Shorts and leggings are acceptable underneath skirts).

***Illnesses or Injuries** that would prevent your child from participating in gym should be explained in a note from you. A doctor's excuse is necessary for any child missing more than **three** days of gym.

***If your child has an on-going medical condition** that would limit physical activity such as allergies, asthma, diabetes, etc., a note from a doctor should be on file with the school nurse.

Students who cannot participate will be given an alternate activity to complete while in the PE class.

POWERSCHOOL: Parental access to PowerSchool is provided at the beginning of each school year. The username and password for your child will remain the same throughout their years in Putnam County Schools. You can set notifications to email grade updates on a regular basis to allow you to monitor your child's progress. If you need help with PowerSchool, please consult our school secretary.

REPORT CARDS: Progress reports for students are sent home at the midpoint of each nine weeks' period. Report cards for grades K-4 are sent home at the end of every nine weeks' grading period. Both reports should be signed by a parent or guardian and returned to school within three days. Additional information concerning grades may be obtained by contacting your child's teacher.

SCHOOL CLOSING: During periods of inclement weather, it may be necessary to close school, delay the starting time, or dismiss early. Local radio stations, PCSSTN website, PCSSTN Facebook page, as well as area TV stations will broadcast announcements regarding school closing or schedule changes. We will also use our automated calling system to notify parents and/or guardians. Please make a plan with your child in case of early dismissal. Please **do not** call the school office to give your child a message.

SCHOOL HOURS: School hours are from 8:00am to 3:00pm each day for all students K-4. **Our school opens at 7:15am to supervise students.** Students must not be released from cars before 7:15am. Parents should be sure that a teacher is outside on duty before releasing their children. Students should NOT arrive earlier than 7:15 or remain on the campus after 3:15 unless they are participating in a supervised after-school activity. Car riders are dismissed at 3:00pm and should be picked up by 3:15pm. Any student left past 3:15 will need to be signed out by a parent/guardian in the office. Our office is open from 7:15-3:15 to help parents needing assistance.

S.A.C.: Cane Creek Elementary School's School Age Care program (before- and after-school program) is open from 6:00am until 7:15am and from 3:00pm until 6:00pm. Students may be enrolled in this program for a fee by contacting the S.A.C. director at the school at 520-1549.

SCHOOL INSURANCE: School insurance is available to all students. A packet will be available for each student on registration day. Purchase of this program is optional. Please refer to the insurance policy for specific benefits and rates.

SCHOOL BEHAVIOR POLICIES: At Cane Creek Elementary, we believe self-discipline is an essential element of the learning environment. We expect students to exhibit appropriate behavior at all times and in all situations during the school day. The ideal classroom environment is one in which teachers can teach and students can learn without disruption. We use the School-Wide Positive Behavior System to teach students appropriate behavior expectations in all areas of our school. Then we regularly review those expectations with students. Once taught and reviewed, students are then held accountable to meet those expectations. We have four major expectations (rules) in our school:

Come Ready. Use Respect. Be Responsible. Stay Safe.

These four expectations cover most procedures in our school. Students will follow directions the first time they are given and complete work assignments because they are respectful and responsible. Students will keep hands, feet, and objects to themselves because they are respectful and safe. Students will take care of school materials and property when they are responsible. Students will use appropriate language because they are being respectful to teachers and fellow students. Students walk in our building because they are safe and responsible. Students help keep the car line moving in the morning and afternoon by being ready to load or unload from their cars.

By demonstrating appropriate school behaviors, students have the opportunity to earn Cub Cash or Dojo points. These rewards are given to a student when a Cane Creek adult sees them exhibit an appropriate behavior. The adult awards the Cub Cash/Dojo Point and tells the student specifically why they are receiving it. We start each day with our CUB chant. Each week we draw names from tickets collected for prizes. At the end of each nine-week period, we reward positive behavior with a school wide celebration for all students who have met a specified goal. Individual teachers also offer incentives for Cub Cash/Dojo rewards in their classrooms. We strive to teach students to set high expectations for their own behavior.

Consequences: Failure of a student to comply with school and classroom rules results in disciplinary action appropriate for the seriousness and frequency of the offense. Minor infractions usually result in "time out" in the classroom or on the playground. On rare occasions, when students "push the limits" on behavior, they are required to stay in detention during lunch or after school. School Board policy allows students to be detained up to one hour after school with a 24-hour notice to parents. Parents will be notified about persistent or serious discipline problems and will be expected to help work out a plan for correction. Behavior that has a negative influence on the learning opportunities of others will not be tolerated. **Students who have office discipline referrals are not eligible to participate in 9 week CUB CASH celebrations.**

SCHOOL ADOPTERS: We have a group of local businesses and churches who partner with us to support your child's education. We truly appreciate our adopters! Please support them when you can. If your business or organization is willing to support our school, please consider becoming a school adopter. Please see Mrs. Mahan or Ms. Webb for more information.

SCHOOL MESSENGER AUTOMATED CALLS:

We use this automated system to contact parents or guardians on a regular basis with alerts, special news, reminders, etc. Please listen to the message and/or check your email. Please **DO NOT** call the school. In an emergency, we will not be available to answer the calls.

THE SCHOOL AND THE LAW: Any unlawful act taking place on school grounds or buses not only makes the student subject to penalties which the court or school board may prescribe but also may result in suspension or dismissal from school. The possession of or use of tobacco, alcoholic beverages, or illegal drugs on school property will result in strict disciplinary action. All students are expected to follow the policies of the Putnam County Board of Education.

TELEPHONE USAGE: Permission to use the phone will be granted if the teacher, secretary, or principal feels that the call is necessary. Delivery of telephone messages disrupts the classroom. Only emergency messages will be delivered. Transportation arrangements for individual students should be worked out between student and parent **before** the start of the school day. Making arrangements for after-school social plans is not considered an acceptable reason to use the phone.

TOYS: Toys, including fidget spinners, are **not** allowed at school. The only exception to this policy is if an activity is pre approved by classroom teacher as a special reward. Students are not allowed to put on makeup during school hours.

VISITORS: We welcome you to visit Cane Creek. To request entry into our building, please press the call button on the door panel, state your name, and the purpose of your visit. The office staff will be glad to help you. All visitors should come directly to the school office to sign in, show ID, and get a visitor badge through our visitor information system. **YOUR CHILD'S SAFETY IS OUR #1 PRIORITY.**

VISITOR INFORMATION SYSTEM: In July 2018 we began using school visitor software to enhance safety in our building. The software can help us screen out registered sex offenders, manage custody issues, coordinate volunteers, and respond to emergencies. All visitors to our campus will be required to show ID to obtain a visitor's badge. This is another effort to keep our students and faculty safe.

WITHDRAWALS, TELEPHONE AND ADDRESS CHANGES: In the event a student is moving to another school, parents should notify the school prior to the student's withdrawal. When all textbooks, library books, materials, and charges have been cleared, records will be forwarded to the new school. Please notify the school **immediately** if there is a change in your address, telephone number, or person to contact in an emergency.

Notification: Policies may be added or revised to best meet the educational and safety needs of our Cane Creek Students.

TOBACCO FREE SCHOOLS

All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased or operated by the district. Smoking shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.

District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia while they are participants in any class or activity in which they represent the school district.

Smoking is not permitted in areas where the smoke will draft back into an area where smoking is prohibited (this may mean that the 50' barrier referenced in the 1995 Act may need to move so as to prevent back draft).

Employees must be given immediate notice of the provisions of the law. New employees must be given notice during the application and hiring processes.

Any student who possesses tobacco products shall be issued a citation by the school principal/resource officer. The director of schools, in cooperation with the juvenile court and the local (police/sheriff's department), is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations.

Parents and students shall be notified of this citation requirement at the beginning of each school year.

“No Smoking” signs or the international “No smoking” symbol must be posted throughout the district's facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products is forbidden. The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events: Smoking is prohibited by law in seating areas and in restrooms

Student Equal Access (Limited Public Forum)

STUDENT MEETINGS

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings.

No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.

No student may be compelled to attend or participate in a meeting under this policy.

A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date.

The principal shall approve the meeting if he/she determines that:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
3. The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings;
4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and
5. Non-school persons will not direct, control or regularly attend.

SCHOOL SPONSORED EVENTS

If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be

established for such student speakers. The appropriate administrators shall ensure that:

1. The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;
2. There is an appropriate method of selecting student speakers which is based on neutral criteria;
3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees. Beginning with the 2015-2016 school year, notice of this policy shall be provided in student handbooks and staff handbooks.

We are the CUBS.

Come ready.

Use respect.

Be responsible.

Stay safe.

