



# **Student Handbook**

**Serve Others  
Work Hard  
Soar High**

575 N. Old Kentucky Road  
Cookeville, TN 38501

Principal: Dr. Melissa Palk

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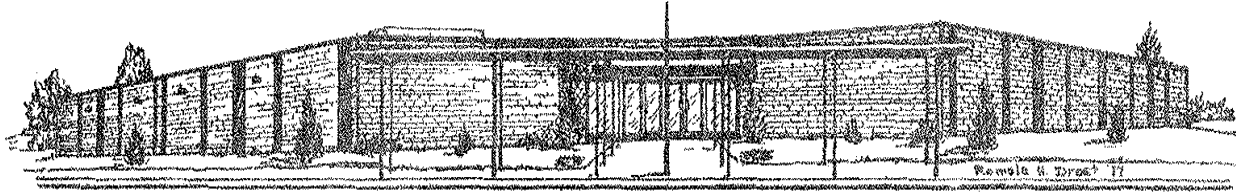
Phone: 931-526-2978

[www.northeasteagles.com](http://www.northeasteagles.com)

Facebook: Northeast Elementary School

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We welcome you and your child to Northeast Elementary School. We are looking forward to a successful and exciting school year. The faculty and staff believe a strong partnership between home and school is essential in providing opportunities for all children to be successful. We believe that student learning is the focus of the work we do, and your support is vital to assisting us in achieving this goal.

As part of our continuing effort to keep you better informed, we are providing each student with a student handbook. This handbook contains policies and guidelines for Northeast Elementary and the Putnam County School System.

Please read and discuss this handbook with your child. Sign the letter regarding the handbook, and return to your child's teacher. We ask for your cooperation so that we may provide your child with a rewarding and enriching educational experience.

On behalf of the faculty and staff, we would like to extend an invitation for you to visit our school and be an active part of your child's education.

We are here to help each student and are fully committed to providing the quality education that he or she deserves! Please feel free to contact me at [mpalk@pcsstn.com](mailto:mpalk@pcsstn.com) about any questions or concerns that you may have.

Sincerely,

Dr. Melissa Palk  
Principal

At Northeast Elementary, we serve others, work hard, and soar high!!!

## **II. General School Information**

### **A. ADVANCED ACCREDITATION**

100% of Putnam County Schools including Northeast Elementary are accredited by AdvancED-the world's largest education community representing 23,000 public and private schools and districts in 30 states and 65 countries and serving nearly 15 million students. AdvancED is a parent organization of our regional accreditation agency Southern Association of Colleges and Schools (SACS).

### **B. EMERGENCY PROCEDURES**

Periodic fire, safety, intruder, and tornado drills will be scheduled throughout the school year. Detailed information concerning evacuation procedures for all safety drills are given to each classroom teacher and are posted throughout the building. Teachers are required to post these routes and procedures in their classrooms and to go over them with the students. If the area is under a tornado warning, parents are strongly encouraged NOT to sign their child out of school until the warning expires.

### **C. LOST & FOUND**

Any library book that is found should be returned to the school library. Other found articles should be taken to the school office. Anyone looking for a lost item should check first in their grade-level middle room. Also, an additional lost and found will be located in the school office. Unclaimed items are given away twice a year- after Christmas break and at the end of the year. Parents are encouraged to label all student clothing and supplies.

### **D. MISSION STATEMENT**

Each day at Northeast Elementary, faculty, staff, and students serve others, work hard, and soar high! We believe that we learn to live and live to learn!

### **E. SCHOOL HOURS**

Instruction begins promptly each day at 8:00 a.m. **No student should be dropped off at the building before 7:15 a.m. (with the exception of students enrolled in SAC) as there are no staff members on duty before that time.** Students who eat breakfast at school will need to be dropped off in time for them to eat and still arrive in class **before** the 8:00 a.m. starting time. All students in grades K-4 who are car riders are dismissed for the day at 3:00 p.m. Children who must arrive at school before 7:15 a.m. or remain at school after 3:30 p.m. MUST enroll in the SAC program

### **F. SCHOOL OFFICE**

Our school office is open each Monday through Friday with the exception of school holidays. Daily office hours are from 7:15 a.m. to 3:15 p.m. Our office staff is always available to answer any questions you might have.

School Office	526-2978
School Age Care (SAC)	520-1136
Cafeteria	526-2675
Transportation	526-9342

### **G. UPDATING STUDENT INFORMATION**

It is vital that the school maintain accurate contact information on each of our students. Parents need to inform the school office and the classroom teacher of any changes in a student's address or phone number. This information is very important to maintain accurate records and is especially needed in emergency situations.

### **H. VISITORS**

With the exception of faculty and staff, anyone entering the school building will be required to come directly to the school office to sign in. A driver's license or other state-issued identification will be shown and scanned using our IdentiKid Security System. This system will check the sexual predator database. A visitor's badge/sticker will then be issued to the visitor. This policy applies to EVERYONE entering the building. This badge will be worn the entire visit and returned to the office upon exiting the building. The only morning visitors that are allowed inside the building before school are ones that need to speak to the school nurse or front office.

## **G. LUNCH POLICIES**

We welcome families to visit and eat lunch with their child during the school year. When visiting and eating lunch we ask that you check into the office to sign-in. A driver's license or other state issued identification will be shown and scanned using our Identi-Kid Security System. A visitor's badge/sticker will then be issued to the visitor. A designated table outside to the left of the building or in the teacher's lounge will be available. You will only be allowed to eat with your child. Outside lunches are allowed, but can only be for your child and yourself.

## **III. PARENTAL INVOLVEMENT**

### **A. FAMILY ENGAGEMENT PLAN**

We believe in the benefits of a strong home school connection. A copy of our family engagement plan is available upon request and is also located on our website at [www.northeasteagles.com](http://www.northeasteagles.com). If you have any suggestions, please feel free to share them with our school staff.

### **B. FAMILY RESOURCE CENTER**

As part of our Family Engagement Plan, we have created a Family Resource Center at Northeast located in the teacher's lounge. This center will be open to the public and will feature literature, books, videos, and other resources designed to assist parents in the development of parenting skills. Other materials will discuss ways for parents to assist children in their educational development. Parents are encouraged to check with the school counselor or the front office for information related to our new Family Resource Center.

### **C. PARENT-TEACHER ORGANIZATION (PTO)**

Northeast benefits greatly from an active Parent-Teacher Organization (PTO). Membership in this organization is open to anyone interested in supporting the operation and improvement of our school. Annual PTO activities include fundraisers, book fairs, volunteer activities, classroom assistance, committee assignments, and monthly meetings. All parents or guardians of Northeast students are encouraged to become PTO members. To join PTO or obtain a list of PTO officers, please contact the school office or check out our website at [www.northeasteagles.com](http://www.northeasteagles.com).

### **D. VOLUNTEERS**

True to the spirit of Tennesseans, we encourage our parents and guardians to be active volunteers in the life of our school. With over 450 students from all levels of academic ability, our school can always benefit from the volunteer services of tutors, classroom helpers, art teacher assistants, greeters, and a host of other active participants. If you or someone you know would be interested in volunteering for service at Northeast, please contact one of our PTO officers or stop by the office to pick up a volunteer form.

## **IV. STUDENT ATTENDANCE**

### **A. ATTENDANCE POLICY**

All students are required to attend school regularly and to be on time for classes in order to receive maximum benefit from our instructional program and develop the habits of punctuality, self-discipline, and responsibility. When a student is absent, a note should be sent to the school explaining the child's absence. Excused absences include personal illness, serious illness of an immediate family member, death in the family, extreme weather conditions, religious observances with written permission from a parent up to five (5) days per semester. All other absences are considered unexcused. Tardies and early dismissals require a note to be excused. A student who has been absent for more than five (5) days during a semester must bring a note from a doctor explaining each additional absence. Once a student has accumulated five (5) unexcused absences during the year, the school is

required to report that student to the County Truancy Officer for further investigation.

## **B. CHILD DROP OFF AND PICK UP**

Unless a driver has business in the building, all drivers are expected to remain in the car line for both morning drop off and afternoon pickup. From 7:15 a.m. to 3:15 p.m., our front parking lot is closed to prevent students from having to cross traffic lanes to enter the building. **PLEASE DO NOT PULL INTO THIS LOT AND SIMPLY LET YOUR CHILD OUT.**

In the afternoon, car riders are assembled at the front entrance of the building where teachers and car patrol workers are present to assure that our pickup process moves quickly. Parents are asked to remain in the car line and refrain from parking and having their child walk in front of moving vehicles. Please follow the directions of the teachers on car duty so we may keep this area safe for our students. For the safety of our staff and students, **please do NOT use your cell phone in the pick up line as it is now a state law.** All car riders should be picked up by 3:30pm or be enrolled in our SAC program.

**THE BUS PICKUP AREA IS LOCATED AT THE SOUTH END OF THE BUILDING AND IS NOT TO BE USED AS A CAR DROP OFF/PICKUP AREA.**

## **C. EARLY DISMISSAL**

We require anyone picking up a child from school before regular dismissal time to report to the school office to sign that child out for security purposes. The child will then be called to the office for early dismissal. Please bring your identification inside the building as you will be asked to present it. **You must wait in the front office for your student.** Early dismissals count as an absence and require a note to be excused.

## **D. REGULAR DISMISSAL**

For security reasons, we require that anyone arriving in the afternoon to pick up a car rider **remain in the carline** until the children are dismissed. Groups of people standing inside or outside the building during dismissal cause noise and congestion, slow down our dismissal and pickup times, and present our staff with security concerns. **When the car line is in motion, please have your child's pick up tag visible and refrain from using your cell phone.** Please pull up to where your back door is at the number so that all cars can fit. If your child is delayed in coming out to the cones, you may be asked to pull to the side to allow our line to resume. Our staff works diligently to ensure that the car line moves quickly with everyone's cooperation.

## **E. RELEASE DURING SCHOOL HOURS**

**NO STUDENT IS ALLOWED TO LEAVE SCHOOL PRIOR TO REGULAR DISMISSAL HOURS EXCEPT WITH THE PERMISSION OF THE PRINCIPAL AND PARENT. PLEASE NOTE THAT THIS POLICY INCLUDES THE UNNECESSARY REMOVAL OF CHILDREN PRIOR TO THE 3:00 P.M. DISMISSAL TIME EACH AFTERNOON.** To protect our children, a child will only be released to individuals who are listed on a student information card kept on record in the school office. We reserve the right to confirm the identification of any individual who seeks to take a child from our building. In cases where child custody becomes an issue, the custodial parent must file a copy of the signed court documents with the school office. The school will then follow the court order strictly and refuse to release the child to the non-custodial parent except as indicated by the court ruling or with the prior permission of the custodial parent.

## **F. SCHOOL CLOSINGS**

School may be closed or dismissed early in cases of inclement weather, mechanical breakdown, or an unforeseen emergency. Such a closing or dismissal will be broadcast at the earliest possible time over local and regional radio and television stations. [www.pcsstn.com](http://www.pcsstn.com), News Channel 2, 4, 5 & Cable channel 7 are reliable sources for local information on school closings. In addition, the school system will send out an electronic message to the phone number on record for any closings that may occur. Please check these sources prior to calling the school. We encourage families to have an emergency pick up plan already in place for such circumstances, since we can not always allow every child access to the telephone for personal calls.

## **G. TARDINESS**

Repeated tardiness causes a student to miss important instructional time and disrupts the classroom environment. We therefore encourage each parent to have their child at school on time or earlier. If a child is brought to school late (after 8am), the parent is required to bring that child to the office and sign him/her in for the day. The child will then be given a tardy pass from the office to take to the teacher. Notes are required for tardies to be excused.

## **V. STUDENT PROGRAMS/ACADEMICS**

### **A. HOMEWORK**

We consider homework an important and essential part of the learning process. Through homework, students have an opportunity to reinforce skills learned during the school day. Parents are encouraged to check their child's school work every day to see that any homework assignments are completed and returned to school the next day. Failure to complete and return homework assignments can result in lower grades and diminished academic progress.

### **B. PARENT-TEACHER CONFERENCES**

A parent-teacher conference is a meeting between a child's parent (or guardian) and the teacher in an attempt to help the child achieve the best possible education. Ideally, both parents (or guardians) should meet with the teacher. Formal parent-teacher conferences are scheduled in the fall and spring. However, teachers or parents may request a conference anytime during the school year. Either the parent or the teacher can initiate the conference. If a parent wants a conference with the teacher, the parent must schedule the conference at a time that is mutually convenient for both parties.

### **C. PROGRESS REPORTS**

In addition to being able to review student progress through PowerSchool, parents will also receive information in the form of progress reports. At the midpoint of each nine week reporting period, a progress report will be issued to parents in grades K-4. This report is designed to inform parents or guardians about their child's academic progress midway through the grading period. Parents or guardians are encouraged to look for this report and to examine it carefully. If it indicates any reason for concern, the teacher should be contacted immediately so that a parent-teacher conference can be arranged.

### **D. REPORT CARDS**

At the end of each nine weeks during the school year, a Report Card is issued to parents in grades K-4. This enables everyone concerned to see what the student has accomplished and where the student needs to improve. If you have any questions or concerns regarding your student's grades, please contact the teacher first.

### **E. SCHOOL IMPROVEMENT PLAN**

Every school in Tennessee is required to develop a School Improvement Plan. This plan is derived from an analysis of test scores, internal and external surveys, and a lengthy period of discussion and preparation. It concludes with a series of academic goals, which guide our instruction and curriculum. Northeast completed its School Improvement Plan and has a copy of that plan on our school website and in the school office for viewing by parents, guardians, and other interested members of the community. Parents feel free to stop by our office to look it over. If you have any suggestions, please let us know.

### **F. TEXTBOOKS**

All basic textbooks are loaned to students for their use during the school year. Textbooks need to be kept clean and handled carefully. Please be sure your child's name is on the label provided on the inside cover of his or her books. You will be required to pay the full cost of replacement for lost or damaged textbooks.

### **G. WORKBOOKS & SUPPLIES**

Although textbooks are furnished to each student free of charge, there are other items that students need that are not furnished by the county or state. Our school asks for additional money at registration to provide further educational materials for our students. Please note that any fees requested by the school can be waived for

students who participate in the Free and Reduced Lunch Program.

## VI. STUDENT SERVICES

### A. BULLYING POLICY

Northeast Elementary School is committed to providing all students a learning environment free from discrimination/harassment based on race (actual or perceived), color, religion, national origin, handicap/disability, sexual orientation, ancestry, or gender, including gender identity, expression and appearance. Harassment, intimidation, bullying, and/or hazing 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. The policy(6.304) includes discrimination/harassment 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.

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
- Physically harms a student
- Damages a student's property

### 1. Northeast Elementary Bullying Rubric Guidelines

\*\*The Administration of Northeast Elementary reserves the right to use discretion in assigning levels of consequences depending on a child’s age, level of development, and severity & frequency of occurrence.

Behavior	1 <sup>st</sup> Time	2 <sup>nd</sup> Time	3 <sup>rd</sup> Time
<p><i>Teasing or Indirect and Bullying</i></p> <ul style="list-style-type: none"> <li>● Intentional-leaving someone out</li> <li>● Name calling</li> <li>● Racial slur</li> <li>● Inappropriate Language and sexual connotations</li> <li>● Spreading rumors</li> <li>● Getting another person to assault or bully someone</li> <li>● The display or circulation of written or electronic materials</li> </ul>	<ul style="list-style-type: none"> <li>● Written warning or detention</li> <li>● Student calls parent or parent meeting at school</li> <li>● Consequences of bullying handouts signed for by student</li> </ul>	<ul style="list-style-type: none"> <li>● Written warning</li> <li>● Detention or Out of school suspension</li> <li>● Student calls parent or parent meeting at school</li> </ul>	<ul style="list-style-type: none"> <li>● Written Warning</li> <li>● Detention or Out of School suspension</li> <li>● Parent meeting at school</li> </ul>
<p><i>Direct Bullying</i></p> <ul style="list-style-type: none"> <li>● Hair pulling</li> <li>● Pinching</li> <li>● Biting</li> <li>● Scratching</li> <li>● Kicking</li> <li>● Shoving</li> <li>● Spitting</li> <li>● tripping</li> </ul>	<ul style="list-style-type: none"> <li>● Written warning or detention</li> <li>● Student calls parent or parent meeting at school</li> <li>● Consequences of bullying handouts signed for by student</li> </ul>	<ul style="list-style-type: none"> <li>● Written warning</li> <li>● Detention or Out of school suspension</li> <li>● Parent meeting at school</li> </ul>	<ul style="list-style-type: none"> <li>● Written warning</li> <li>● Out of school suspension</li> <li>● Parent meeting at school</li> </ul>



<p style="text-align: center;"><i>Severe</i></p> <ul style="list-style-type: none"> <li>● Severe, hitting, threats</li> <li>● coercion</li> <li>● Cyber electronic bullying</li> </ul>	<ul style="list-style-type: none"> <li>● Written Warning</li> <li>● Detention or Out of school suspension</li> <li>● Student calls parent or parent meeting at school</li> <li>● Consequences of bullying handouts signed for by student</li> </ul>	<ul style="list-style-type: none"> <li>● Written Warning</li> <li>● Out of school suspension</li> <li>● Parent meeting at school</li> </ul>	<ul style="list-style-type: none"> <li>● Written Warning</li> <li>● Out of school suspension for up to 1 calendar year</li> <li>● Parent meeting at school</li> </ul>
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## **B. BUS SERVICE – DISTRICT POLICY**

### **Pupil Transportation Rules and Regulations**

During each school year, thousands of children will ride the school buses to and from school. Although school buses are relatively safe, it is important for parents and Students to review some important safety roles with children when riding the school bus.

Students are under the supervision and control of the bus driver while on the bus, and all reasonable directions given shall be followed by showing consideration and respect for the bus driver and your fellow students. The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Arrive at the bus stop on time. While waiting for the bus, students must stand away from the road. Younger students should be permitted to load first.

Do not fight or engage in rough play. No profane language or obscenities while waiting for the school bus, on the bus or after leaving the bus.

Students should not deface or cause damage to the bus in any way.

Tobacco products and paraphernalia are prohibited on the bus.

The Bus Driver has the authority to seat any or all students for any reason.

Emergency exits must be free from obstructions at all times. The bus driver may prohibit any equipment or object considered to be dangerous to the safety and welfare of those on board. Student possessions may not be placed in the aisle, in front of the bus or on the floor. Band instruments, ball equipment and class projects will be permitted only when they can be held on the student's lap, and not obstruct the students view.

No food or drink will be consumed on the bus during regular scheduled routes. Every child should have a backpack for loose papers. Lunches may be carried in their backpack.

Students are only permitted to get on or off the bus at their assigned stop. To get off the bus at any other location on the assigned route the student is required to have a Student Release Form signed by the principal. Guest riders with a Student Release Form are only permitted to ride on a space available basis.

Students must remain seated at all times. They are not permitted to use the emergency windows, emergency doors or touch the safety equipment without driver's permission.

Students must depart from the bus in an orderly manner. Students should move away from the bus promptly to a location at least 10 feet from the roadway. If crossing the roadway the student should be at least 10 feet in front of the bus and be able to see the driver's face. They should not cross the road until the driver waves to them that it is safe.

Students are not allowed to have in hand or mouth any objects, food or candy, etc., while on the bus.

No glass containers or objects, balloons, or animals are permitted on the bus.

Students are not permitted to open or close windows without the permission of the driver. Keep hands, arms, and heads inside the bus. Throwing objects in or out of the bus is prohibited.

The bus driver shall inform the student's principal of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that the student's behavior is such as to cause disruption on the bus, or if the student disobeys state or local rules and regulations pertaining to student transportation.

### **C. CAFETERIA MEALS**

We encourage your children to eat at school by offering a variety of choices daily at breakfast and lunch. Menus are sent home monthly to allow you to interact and assist your child in making healthy food choices.

We welcome parents who want to drop by and share a meal with their child. Please stop by the office, sign in, and get a Visitor's Pass before going to the cafeteria.

**Student Account Monies:** (For purchase of meals and A la carte/extra items) Deposits can be made into accounts from the convenience of home using either a debit or credit card. Service is provided by Titan and will include a fee for transactions. Parents will also be able to view student account activity and monitor account balance at no charge. For information on setting up an online account, please go to the following site

[https://www.pcsstn.com/departments/operations\\_and\\_support\\_services/school\\_nutrition\\_services/titan\\_online\\_portal](https://www.pcsstn.com/departments/operations_and_support_services/school_nutrition_services/titan_online_portal)

### **D. DRESS CODE – DISTRICT POLICY**

**Student dress will be expected to meet community standards of cleanliness, healthiness, and safety and will not disrupt the educational process.**

#### **Rationale**

In order to maintain a school-wide focus on learning and achievement, not on extremes in individual dress, students are expected to dress in a manner that does not create a distraction in the learning environment. Expectations are for consideration and respect for others by using good taste and cleanliness in personal grooming. Ultimately, these standards of dress and grooming should support the purpose of student learning while promoting a safe, orderly learning environment.

Teachers will assist in the monitoring of student dress throughout each day. Teachers will refer students who are improperly dressed or who refuse and/or unable to immediately comply with dress code to the office. The principal or designee will make the final determination of appropriateness of student dress when unresolved by the teacher and student.

#### **Guidelines**

##### **Parent and Student Responsibility**

The parent and student will be responsible for ensuring that the student is in compliance with all aspects of this code when the student enters the school premises and during the time the student is on school premises during the regular school hours.

No apparel, accessory (i.e., jewelry), or any mode of appearance may display, advertise, or denote any of the following:

Gang affiliation or gang sign(s) or symbol(s)

Alcohol or tobacco products

Profanity or vulgarity

Drugs and/or drug paraphernalia; including any related themes

Sexual theme or symbols

Racist overtures; hate themes or symbols  
Themes of death or destruction  
Violent, aggressive, or combative themes  
Other suggestive or offensive sayings or graphics

### **Dress Standards**

- Soled footwear must be worn. No shower shoes, or house shoes. Flip-flops are allowed in Grades 9-12 only.
- The following items are among those **not** permitted:
- Hats, caps, knits caps, or bandanas. (These items are not to be worn on school grounds. These items will be confiscated.); accommodations may be made for documented religious or medical reasons.
- Any clothing revealing the midriff, lower back, or cleavage; no bare skin may be visible while standing or sitting.
- Clothing must not have holes, rips, tears, or cuts that is above the knee.
- Sunglasses may not be worn or displayed and will be confiscated
- Accommodations may be made for documented medical reasons.
- Tank tops, halter tops, crop tops, muscle shirts, or spaghetti straps are prohibited.
- No undergarments may be visible at any time.
- Pants, shorts, skirts, etc. must be size appropriate and be worn at the waistline. Sagging waistlines will not be tolerated.
- Shorts, skirts/skort, and dresses (including any slit) must be at the length of 3 inches above the top of the knee or longer.
- All shirts, blouses, sweaters, etc. must have sleeves. No bare shoulders or low-cut necklines and/or backs.
- Appropriate athletic wear may be worn only during athletic or similar activities (i.e., Physical Education, Marching Band, Drama practices, etc.)
- No writing on skin or clothing will be tolerated.
- No Heelies (roller shoes) are permitted.

### **Grooming Standards**

- Hairstyles are to be moderate, clean, and not distracting to the learning process. .
- No visible tattoos.
- Piercing of the ears is acceptable. No other facial, tongue, spacers or visible body piercing is acceptable.
- Make-up should be applied modestly.

### **Coats/Jackets/Outer Garments**

Coats, jackets, and/or other outer garments may be worn to school. Storage of such items will be addressed by the school administration. Length of any outer garments will be no longer than mid thigh.

### **Backpacks/Book bags/Tote bags**

No backpacks with rollers will be acceptable without medical permission or approval from school administration.

### **Exception**

These standards of dress and grooming do not prohibit the principal or designee from allowing special celebrations that involve variations in dress and grooming. For such days, the principal or designee may set the guidelines of appropriate dress.

### **Stricter Standards**

A stricter standard of dress and grooming may be imposed upon students for repeated violations of the dress code. For purposes of this policy, repeated violations will mean three or more violations during a school year. Discipline of dress code may include the following: warning, parent notification to bring appropriate clothing, student sent home for proper clothing, conference, in-school suspension, out-of-school suspension and other disciplinary actions deemed necessary by administration.

## **E. IMMUNIZATIONS**

State and local health regulations require that ALL students be properly and currently immunized. Children who can not document current immunization CANNOT be permitted to enroll in school (per Board Policy 6.402). Please check with the Putnam County Health Department if you have any questions or need to acquire the needed immunization records card. The Putnam County Health Department is located at 701 County Service Drive, Cookeville, TN 38501

**F. LEAPS AFTERSCHOOL PROGRAMS** The goal of LEAPS is to provide academic enrichment activities designed to reinforce and complement the regular academic program. All activities are educationally based and must include services to students on an average of 15 hrs. per week. Extended Learning Programs are funded by the Tennessee Department of Education using state funds under the Lottery for Education Afterschool Program (LEAPs). Please contact our office if you are interested in after school programs.

### **G. LICE POLICY – DISTRICT POLICY**

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 or other designated persons to notify the parents in the event a child has pediculosis (head lice). (preferably verbal communication) A letter will be sent home with the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment.

When it is discovered that live lice and or viable nits are present, the parent guardian will be notified.

If immediate removal of the student is unnecessary the student will return to class to avoid loss of instructional time.

If the School Nurse, Principal, or principal designee have been unable to contact the parent/guardian, the student will be allowed to ride the bus home.

Children should be permitted to return to school or childcare after appropriate treatment is started.

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

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

To help prevent the spread of head lice, the following guidelines should be taken:

From time to time student may need to be checked at school for head lice. This procedure will be established through the school nurse.

A student will be expected to have met all requirements for treatment.

### **H. MEDICATION – DISTRICT POLICY**

**If your child has a medical condition that might require special action, please contact School Health Services at 526-9777.** Examples would be *diabetes, asthma, severe allergies with the need for an epi pen, seizures, or others.* We will assist you in the communication of those special needs and the appropriate responses at school and on the bus through an Individual Health Plan (IHP).

This is intended to serve as an informational guideline in preventing the spread of communicable diseases in the schools. Please refer to these guidelines throughout the school year. A student should be kept home when the following symptoms persist:

- Temperature of 100 degrees or more
- A dry, hacking or productive cough
- Purulent (green, yellow, thick or unusual) nasal or eye drainage

- Diarrhea
- Skin rashes or eruptions, such as scabies, chicken pox or impetigo
- Complaints of earache, severe stomach ache, sore throat or severe headache
- Red throat, swollen glands around jaw, ears or neck
- Nausea and Vomiting
- Lethargy (general complaint of muscular aches and pains)
- Head or body lice must be treated with appropriate medication before returning to school

#### **MEDICATION**

We want to encourage you **not** to send medications to be administered at school. If that is necessary, there are specific guidelines we must follow to comply with the state.

- Students required to take prescribed medication must have an **Administration of Medication** form completed and on file. This form is available from the school nurse or the school and **MUST BE COMPLETED** when medication is delivered to the principal's office by the parent or guardian of the student. (**Students do not complete the form or transport medication to school**). Medication will be kept and given to the student at the designated time.
- The school is not permitted to administer medication, including aspirin, Tylenol, etc. at the student's request.
- **NOTE!** Any student possessing, selling, giving, sharing or misrepresenting any medication in any form including, but not limited to any type of over-the-counter medication or health aide (such as vitamins), will be subject to discipline.

### **MEDICATION – DISTRICT POLICY (continued)**

- No school official or teacher will routinely dispense medication to students except in unique situations in which a child's health is dependent upon medical aid. If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the principal or designee will administer the medication in compliance with the following regulations:
- The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate administration (i.e. students with asthma).
- All prescription medications must be brought to school in the original container labeled by the pharmacy to include the following information:
  - Name of the student**
  - Prescription number**
  - Name of medication and dosage**
  - Administration route or other directions**
  - Date**
  - Licensed prescriber's name**
  - Pharmacy name, address and phone number**
- Non-prescription medication may be administered only with a completed **Administration of Medication** form signed by the parent or guardian. All non-prescription medication must be brought to school in the manufacturer's container with ingredients of the product listed on the container and the child's name affixed to the container. The medication will be administered in accordance with label directions or written instructions from the student's physician.
- The administrator/designee will:
  1. Inform appropriate school personnel of the medication being administered.
  2. Keep an accurate record of the administration of the medication.
  3. Keep all medication in a locked cabinet except medication retained by a student per physician's order.

### **I. PHONE CALLS/CELL PHONES**

Students must get permission from his/her classroom teacher before using the phone for personal reasons. Students who have cell phones at school must have them in their backpack and turned off. If found, the phone will be taken up from the child, and a parent must come by to pick it up.

**TCA, Title 49, Chapter 2 and Title 49, Chapter 6, relative to student discipline allows a teacher to withhold a student's phone from the student for the duration of the instructional time if the student's phone is a distraction to the class or student.**

## **J. SAC (SCHOOL AGE CARE)**

Our SAC (School Age Care) Program is licensed by the State of Tennessee and governed by the Putnam County Board of Education. SAC provides before- and after-school care for students whose parents or caregivers cannot meet the time requirements of the regular school schedule. The program opens each morning at 6:00 a.m. and closes for the day at 6:00 p.m. For more information and costs, contact the SAC office at 520-1136 or [www.pcsstn.com](http://www.pcsstn.com).

## **K. STUDENT CONCERNS & COMPLAINTS – DISTRICT POLICY**

**Conflicts between students** = Disagreements, bullying, name-calling, intimidation, or any other potential conflict(s) that could result in physical confrontation and/or could reasonably be considered to cause emotional distress should be reported to a school official immediately. Students are expected to resolve all conflicts in a nonviolent, non-threatening, and non-demeaning way.

**Decisional made by school personnel** (including Principals, Assistant Principals, Teachers, and Teacher Assistants) = Any decision which a student believes is unfair or in violation of pertinent policies of the Board or the individual school may be appealed to the Principal or a designated representative. To appeal, a student should contact the Principal's office in his/her school and provide a name, the issue, and the reason for the appeal on a printed form available at the school office. This should be done within two (2) school days. The appeal will usually be decided confidentially and promptly, preferably within two (2) school days. If the Principal does not make a decision within two (2) school days following the date of the complaint, the student or parents may then appeal to the Director of Schools or designee at the Central Office. The information provided should include the student's name, the school, and a description of the problem. An investigation and decision will be made within two (2) school days and communicated to the school Principal and the student by telephone. A written copy of the decision will then be sent to the student and to the Principal.

## **VII. STUDENT POLICIES—SCHOOL & DISTRICT**

### **A. ANNUAL PRINCIPAL VERIFICATION OF HIGHLY QUALIFIED**

Putnam County School District  
Annual Principal Verification of  
Highly Qualified Staff Requirements - Eligible Rural Schools

School: Northeast Elementary School

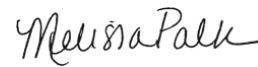
Date: 7/1/2023

Our school qualifies for Title I Elementary and Secondary Education Act (ESEA) funding under the federal No Child Left Behind Act (NCLB) of 2001. This Act requires that teachers and paraprofessionals meet specific requirements that qualify them as "highly qualified". The Act allowed schools in eligible rural areas such as our additional time for teacher to meet these new requirements.

This annual public notice is verification regarding requirements for highly qualified staff at our school as of **July 1, 2023** (date) for the **2023-2024** school year.

Copies of this verification are maintained at the school and the district office and upon request, are made available to any member of the community.

Teachers and Paraprofessionals	Requirements Met?	
	Yes	No
1. All teachers hired before the 2023-2024 school year teaching core academic subjects are highly qualified in all core subjects they teach.	Yes	
2. All teachers hired after the 2023-2024 school year who are highly qualified in at least one subject will be highly qualified in all core academic areas they teach within three years from their employment date.	Yes	
4. All Title I funded paraprofessionals are highly qualified.	Yes	
5. All paraprofessionals are assigned appropriate duties as required by federal rules and regulations.	Yes	



Dr. Melissa Palk

Principal

\_\_\_\_\_  
Signature

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries or complaints may be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

**B. ANNUAL ASBESTOS NOTIFICATION**

**JUNE 30, 2019**

*for the*

**PUTNAM COUNTY SCHOOLS  
1400 EAST SPRING STREET  
COOKEVILLE, TENNESSEE 38501**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), Putnam County Schools is required to notify all parents, legal guardian(s), teachers, employees and building occupants of the availability of the AHERA Management Plan for public view. The Management Plan contains

documentation of the initial AHERA inspection, three year re-inspections, six month periodic surveillance inspections, employee training information, operations and maintenance plans and abatement/remediation information.

Asbestos containing materials were used and still remain in the following facilities;

- White Plains Academy & Adult Education (Formerly the Star Center)
- Avery Trace Middle School
- Cornerstone Middle School
- Jere Whitson Elementary
- Sycamore Elementary

All other schools not listed were identified by survey or architect letter as asbestos free or the asbestos material has been removed/abated by a licensed asbestos abatement contractor.

Copies of the management plan are located and available in each principal's office, board of education office and the school maintenance office.

Any questions about AHERA and/or the Management Plan may be addressed to the Putnam County Schools designated person, Mr. Christopher R. Johnson with Resolution, Inc., 1101A Darbytown Drive, Nashville, Tennessee 37207, (615) 865-8813 or Mr. Jeff Holmes, Putnam County Schools, Maintenance Department, (931) 520-6409.

Distribution of this notice should be posted at the following school property locations;

- Board of Education building
- School administrative area
- Teacher workroom or lounge
- Student handbook

### **C. FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

Family Educational Rights and Privacy Act (FERPA)  
Annual Notice of Student Educational Record Privacy

Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a postsecondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

1. To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:



Name of Staff: Dr. Melissa Palk

Telephone: 931-526-2978

Email Address: mpalk@pcsstn.com

2. To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider request for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record:

Name of Staff: Dr. Melissa Palk

Telephone: 931-526-2978

Email Address: mpalk@pcsstn.com

3. To control the disclosure of their child's personally identifiable information from their education record. The school or district must, with certain exceptions, obtain parent written consent prior to the disclosure of personally identifiable information from education records. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interest, such as a person employed by the district a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist; or a parent of student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also disclose personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be disclosed without prior consent if the categories to be disclosed are designated and parents are given the opportunity to opt out prior to disclosure.

You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirements of FERPA:

Family Policy Compliance office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

### Family Education Rights and Privacy Act (FERPA)

#### Annual Notice for Disclosure of School Directory Information Elementary/Middle School

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records.

Sometimes our school or district may disclose some student information without written consent when the information is designated "directory information" unless you have advised the school or district to the contrary in accordance with district procedures.

The primary purpose of directory information is to allow us to include some types of information in certain school publications and is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- a playbill or program showing your child's role in a school production
- honor roll or other recognition lists published at school or in newspapers
- school/student directory
- school or district website.

Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- other schools the student is seeking to attend (student records, etc.)
- state or federal authorities auditing, evaluating programs or enforcing state or federal laws
- a court by order of a subpoena

Our school district has designated the following as directory information:

Student Name	Dates of attendance
Telephone number	Grade level
Photograph	Awards or recognition received
Participation in school activities	Weight and height of athletic team members

If you do not want our school or district to disclose directory information about your child without your prior written consent, you must complete the attached form "Parent Request for Non-Disclosure of School Directory Information: by \_\_\_\_\_ to let us know which type of directory information you wish to deny release or request prior written consent prior to release.

We ask that you complete one form for each child and return the form(s) to your child's school.

If you have any questions or concerns, please let us know.

Dr. Melissa Palk  
931-526-2978

Principal  
mpalk@pcsstn.com

## PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Dear Parent/Guardian:

It is very important to us to let you know of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. *Consent* before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.
  - Political affiliations or beliefs of the student or student's parent;
  - Mental or psychological problems of the student or student's family;
  - Sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior.
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors or ministers.

- Religious practices, affiliations or beliefs of the students or parents; or
  - Income, other than is required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of ..-
    - Any other protected information survey, regardless of funding;
    - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  3. Inspect , upon request and before administration or use -
    - Protected information surveys of students;
    - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
    - Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor under State law, the parent's rights transfer to the student.

The district has adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection , disclosure, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any substantive changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to opt his or her child out of participating in a specific activity or survey.

For activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following are specific activities and surveys covered under this requirement:

- collection, disclosure or use of personal information for marketing, sales or other distribution; administration of any protected information survey non-funded by the U .S. Department of Education; and
- any nonemergency, invasive physical examination or screening as described above.

Attached, if scheduled at this time, is a "Scheduled Activities and Surveys" notice. For your convenience, we have also attached a "Parent Consent and Opt-Out Response" form that must be returned to the office.

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA , contact:

Family Policy Compliance Office - U.S. Department of Education - 400 Maryland Avenue SW

## **D. HANDICAPPED RIGHTS – DISTRICT POLICY**

It is the policy of the Putnam County School District not to discriminate on the basis of handicap. The Putnam County School District will not:

1. Deny a qualified handicapped person the opportunity to participate in or benefit from any aid, benefit, or service the school district provides.
2. Afford a qualified handicapped person an opportunity to participate in or benefit from any aid, benefit, or service that is not equal to that afforded others.

3. Provide a qualified handicapped person with an aid, benefit, or service that is not as effective as that provided others.
4. Provide different or separate aid, benefits, or services to handicapped persons unless such action is necessary to provide qualified handicapped persons with aid, benefits, or services that are as effective as those provided to others.
5. Aid to perpetuate discrimination against a qualified handicapped person by providing significant assistance to any agency, organization, or person that discriminates on the basis of handicap in providing any aid, benefit, or service to the beneficiaries of the recipient's program.
6. Deny a qualified handicapped person the opportunity to participate as a member of planning or advisory boards.
7. Otherwise limit a qualified handicapped person in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit, or service.

**Civil Rights Coordinator  
Tennessee Department of Education  
26th Floor, William Snodgrass Tower  
312 Eighth Avenue North  
Nashville, Tennessee 37243**

## **E. HARASSMENT/DISCRIMINATION – DISTRICT POLICY**

**Filing a complaint** = Any student who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded if possible) complaint with a complaint manager. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school, who shall inform a complaint manager of the allegation. The complaint should include the following information: (1) identity of the alleged victim or person accused, (2) location, date, time, and circumstances surrounding the alleged incident, (3) identity of witnesses, and (4) any other evidence available.

**Investigation** = Within twenty-four (24) hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the Principal, who shall inform the Director of Schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. The interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and the identity of the complainant will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings and whether corrective measures and/or disciplinary actions were taken. The investigation and response will be completed within thirty (30) school days. Copies of the report shall be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The Director shall keep the Board informed of all complaints.

## **F. RIGHT TO REQUEST TEACHER QUALIFICATIONS**

Annual Parent Notice  
Right to Request Teacher Qualifications

School: Northeast Elementary School

Date: July 1, 2023

Dear Parent or Guardian:

Our school receives federal funds for Title I programs that are part of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB). Throughout the school year, we will continue to provide you with important information about this law and your child's education.

We are very proud of our teachers and feel they are ready for the coming school year and we are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA/NCLB. Under these regulations, you have the right to request information regarding the professional qualifications of your child's classroom teacher(s) or paraprofessional(s). If you request this information, the district or school will provide you with the following as soon as possible:

- if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- if state licensing requirements have been waived for the teacher on a temporary basis;
- the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- if your child is received Title I services from paraprofessionals and, if so, his/her qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request this information or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact the following person at your child's school.

Name: <u>Dr. Melissa Palk</u>	Title:	Principal
Email Address: <u>mpalk@pcsstn.com</u>	Telephone:	<u>931-526-2978</u>

Thank you for your interest and involvement in your child's education.

Sincerely,

Dr. Melissa Palk  
Principal

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries or complaints may be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

## **H. SEXUAL DISCRIMINATION – DISTRICT POLICY**

It is the policy of the Putnam County School District not to discriminate against any student, employee, or applicant on the basis of sex. The Putnam County School District will ensure that no student will be excluded from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources based on unlawful discrimination. The Putnam

County School District will take all necessary steps to ensure that each student's learning environment and each employee's work environment is free of unlawful discrimination based on sex. No office, officer, or employee of the Putnam County School District shall intimidate, threaten, harass, coerce, discriminate against or seek reprisal against anyone who participates in any aspect of the discrimination complaint process associated with this policy