



**Centerview
Elementary
School**

Home of the Falcons

Student &

Parent

Handbook

Centerview Elementary
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School Board Member

Rose Lovell

Dear Parents and Students:

Welcome to the Centerview Elementary School Family! We thank you for trusting the staff of Centerview School with the education of your children. We are looking forward to an outstanding year filled with terrific accomplishments.

We have created this Student/Parent Handbook and Code of Conduct for the convenience of students, parents, staff, and stakeholders of Centerview School. The handbook highlights important school policies and guidelines. Please read through this handbook with your child and discuss the importance of following school and district policies. We believe communication and understanding of these standards is critical in establishing well-being, safety, and satisfaction for all of our students, teachers, and parents. If you have questions or concerns related to school rules or district policies, you should contact the school principal, Ginger Atkins, at (423)623-4947 or by email at atkinsg@cocke.k12.tn.us. The complete list of district policies can be found at <https://cockecountyschools.org/>.

Due to the expense involved in printing this handbook, it will be issued only once during the student's enrollment at Centerview School. If the handbook is lost or destroyed, it can be accessed on the school website at <https://centervieweleschool.weebly.com/>

Together, I know we will make this school year one of growth and achievement for all children.

Sincerely,
Ginger Atkins, Principal

Please make sure you ask about and sign up for the school's Remind code.
Remind is the main way we communicate with parents on a weekly basis.
Don't miss out on important news!!

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Centerview School Stakeholder Expectations

The role descriptions outlined on the following pages establish the areas of responsibility of each program and discipline. It must be remembered that quality education and good discipline call for the cooperation of all who are involved in the educational process.

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Responsibilities:

The **principal** has the responsibility to:

- Provide leadership at the school level for high quality education.
- Ensure an effective instructional program for all students under his or her jurisdiction.
- Support, guide, and teach the instructional staff in achieving a high quality education.
- Establish guidelines for student discipline.
- Attempt to solve school-related problems or conflicts of students, staff, parents, and community.
- Develop and maintain a plan to provide for the safety and welfare of both students and faculty.
- Develop and maintain communication and rapport with students.
- Understand and like students.
- Ensure that the rights of students are protected.
- Ensure that parents are notified of their child's progress and any significant changes in their achievement and/or behavior.
- Establish and maintain a positive school climate, which provides frequent, realistic opportunities for students, staff, and parents to participate in the identification and resolution of school-related concerns.
- Adhere to the procedures set forth in system policies and this code.

The **teacher** has the responsibility to:

- Prepare and implement lesson plans and learning activities which provide an effective educational program for each student.

- Understand and like students.
- Maintain an orderly classroom.
- Deal with discipline problems reasonably, fairly, patiently, and without provocation.
- Work with parents to set up a conference time to discuss any student needs.
- Notify parents of their child's progress and significant changes in their achievement and/or behavior.

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- Participate in helping to identify and resolve school-related concerns.

Adhere to the procedures set forth in the system policies and this code. The

parent or guardian has the responsibility to:

- Establish and maintain a positive attitude toward education in the home.
- Show an active interest in the student's work and progress through regular communication with the school.
- Assist the student to be neat, clean, and well-groomed.
- Ensure the student's regular daily attendance.
- Report and explain in writing any absence to the school.
- Become familiar with the student code of conduct, the school rules, and classroom rules.
- Cooperate with school personnel when disciplinary action is necessary concerning the student.
- Cooperate with school personnel in the maintenance of the student's physical and emotional health.
- Understand the procedures set forth in system policies and encourage students to adhere to them.
- Respond to any communication from the teacher concerning student needs or problems.
- Work with the teacher to set up a conference time to discuss any student needs.
- Have a conference with the teacher if the student receives an "F" in any academic subject or an unsatisfactory conduct grade.
- Provide current telephone numbers and addresses at all times. (The school is not obligated to enroll or allow the attendance of a student whose parents have not provided a correct address.)

The **student** has the responsibility to:

- Attend all classes on time.
- Prepare for classes with assigned work and appropriate materials.
- Account for his/her work.
- Be neat, clean, and well-groomed.
- Conduct his or herself in a safe and responsible manner.
- Show respect for all individuals and property.

- Seek help from school personnel when having school/personal problems. ●
- Follow the rules and regulations established by the school and the classroom teacher.

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Centerview School Daily Schedule

Drop off and pick up procedures

Free Breakfast and lunch continues for our Centerview students this year!! This is such a blessing. If your child wishes to eat breakfast please have him/her at school by 8:00. Food will not be taken into the rooms.

As in years past, drop off is 7:30-8:00 at the gym doors and after 8:00 at the main entrance. At 8:15 students are tardy and parents will need to walk the student to the window to sign in. Do not just send the student in as they must have parent/guardian signature.

At the **morning drop off** please remember to use the **RIGHT LANE ONLY** for drop off. Have all *goodbyes finished* and be prepared to have the student exit quickly on the right side of the vehicle. We ask for parents to stay **inside** the vehicle to assist with traffic flow. One slow vehicle can lead to dangerous traffic backing up on Hwy. 160.

If you feel you need a longer goodbye or your child is slower about getting out, then use the **LEFT LANE** and pull over to a left side parking place. Then, you may walk your child across the lanes of traffic. Do not sit in your vehicle and send him/her as this could be dangerous.

Afternoon pick up starts at 3:15. Please do not get in line prior to 2:45 so traffic is not blocked. Parents should stay in their vehicles and watch when to pull forward. Students will not be sent to parents parking on the right that come in late and try to get in front of others, sadly. Students will be dismissed to parents waiting in the traffic line. A personal suggestion is to wait until 3:25 to arrive at school and you will have a much easier experience. All students must be picked up by 3:45 unless they attend the STC after school program.

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School Visitors -

Our top priority is to provide your child/children with a quality education in a safe learning environment. In order to maintain a safe environment, **all parents and visitors ring the front bell and speak to the office staff.**

Instructional time - The main concern of the faculty at Centerview School is to supply your child with a quality education. In order to do this, it is essential that instructional time have as few interruptions as possible. Each teacher appreciates the interest you have in your child's education, and they are willing to meet with you about any of your concerns. **However, parent/teacher conferences must be scheduled in advance so that instructional time is not lost.** Teachers have the responsibility for classes and planning and cannot stop for unscheduled conferences. We request that you call the school to schedule an appointment if you need to meet with a teacher.

Open House (Parent/Teacher Conference Nights) - There will be two Open House sessions held each year. One session will be scheduled for each semester. The school will notify parents of the date and time of the session. These conferences allow the parents and teachers an opportunity to discuss student progress and achievement. Parents are urged to attend and be involved in their child's education.

Attendance and Truancy Policies -

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. Student achievement is negatively impacted anytime a student is absent, tardy, or leaves early. Parents are legally responsible to ensure his or her children are in school. Students should strive for perfect attendance. Please make every attempt to schedule doctor and dental appointments for afterschool hours. In the event of an absence, a note explaining the reason for absence should be provided to the student's teacher.

Absences shall be classified as either authorized or unauthorized as determined by the principal or his/her designee. Authorized absences include: personal illness, illness of immediate family member, death in the family, extreme weather conditions, religious observances, **signed parent notes of which no more than 5 may be used during the school year**, circumstances which in the judgment of the principal create emergencies over which the student has no control, school sponsored activities, or subpoena to court.

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall, or activity during the school day for which the student is scheduled.

Students who are absent five (5) days without adequate excuse will be reported to the director of schools who will, in turn, provide written notice to the parents/guardians of the student's absences. In addition, the principal/designee shall initiate meaningful communications with the student and parent/guardian in order to determine the underlying cause(s) of the unexcused absences. The principal/designee shall then develop an attendance plan and coordinate additional services designated to improve the student's attendance.

Continual truancy problems are serious offenses and could result in citation to the Truancy Board or Juvenile Court.

Cafeteria Policies -

The National School Breakfast and Lunch Programs competitive food policy requires that: ●

Students may bring a lunch from home, but they must eat their lunch in the cafeteria. ●

Carbonated drinks are not allowed.

● No glass containers are permitted on school grounds.

● No competitive foods are allowed to come through the serving line. For example, if a student wants to bring food from an outside vendor, it could not be brought to the cafeteria in its original packaging or labeling.

Our system has opted to participate in the Community Eligibility Program (CEP), which means **all of our students receive both breakfast and lunch at no charge.**

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General Office Information:

Registration and Kindergarten Admission

The following information is for enrollment in Cocke County Schools:

1. Birth Certificate – certified copy, mother's copy, or notarized verification of birth from the hospital where the child was born. (Optional)
2. Physical Examination - by a doctor, health department, or health clinic.
3. Tennessee Certificate of Immunization - **TWIS Form** - No other record of immunization will be accepted.
4. Social Security Number - For identification purposes. (Optional)

Immunizations

Students entering the seventh (7th) grade are required to have additional immunizations. An updated TWIS form documenting proof of the immunizations must be provided before the student can attend school. Exceptions to this may include students experiencing homelessness, students in foster care, immigrant students, migrant students, and English Language Learners. There will be no barriers to enrollment for these student groups.

Transfers

In-state Transfers - School records will be requested from the previous school. It is the parent's responsibility to provide information regarding immunizations.

Out-of-state Transfers - Tennessee State Law requires that no child shall be permitted to enroll in (or attend) any school without proof of immunization. It is the responsibility of the parents or guardians to have their children immunized. Proof of immunization is the Tennessee Certificate of Immunization (TWIS Form) which is obtained through a physician or the health department.

No student shall transfer to Centerview School during the school year unless the student and/or parent move into the school zone. Documentation must be presented to the administration/office staff to verify the change of address (utilities bill, rent statement, notarized statement, etc.).

Medications

No medication (Aspirin, Tylenol, etc.) can be given to your child by a staff member unless the medication is sent to school in the original container and accompanied by a note from the parent/guardian. If a child becomes too sick to stay at school, the school secretary will contact you to come and get your child.

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Phone Calls

If a student needs to use the telephone, they must have a written note or phone pass from his or her assigned teacher.

Messages for Students / Transportation Plans

Only emergency messages will be delivered to students during the school day. **Please plan ahead with your child/children to avoid unnecessary calls and messages.**

If your child's transportation plan is different from his or her normal routine (going home with someone else, riding/not riding the bus, etc.), please write a note to the teacher and make

him/her aware of the change. **No student will be allowed to walk home or ride a different bus without written permission from the parent or guardian.**

Emergency Information Changes

Any change of address, telephone number, or emergency contact should be reported to the school office immediately.

Child Custody Information

Custody forms must be on file in the school office. It is the responsibility of the parent or legal guardian to provide current copies of custody papers to the school. Changes in custody should be reported to the school office immediately.

Emergency Drills

There are three (3) types of emergency drills conducted during the school year: fire, tornado, and intruder drill. Teachers will teach and reinforce procedures for each event throughout the school year.

Lost and Found

Articles found in and around the school should be turned into the school office. All items will be placed in the school's lost and found which is located on the stage in the cafeteria.

Identification is much easier when student names are written on backpacks, coats, bags, etc.

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Weather-related Dismissal

Parents need to have prior arrangements made for the care of his or her child or children in the event that school is dismissed early due to inclement weather conditions. ***Centerview***

School Transportation/Bus Policy

General Information-

- Students will only be permitted to exit a bus at their designated destination unless written permission from his or her parents gives authority for the driver to do otherwise. Drivers will only deliver students to other destinations which are on their regular routes.
- Students must have a fixed location for catching the bus and arrive at that location on time.
- Students should stand well off the road and stand clear of the bus until it comes to a complete stop.
- Students who must cross the road to board a bus or reach their home from the bus

must do so under the direction of the driver.

Rules and Policies-

- Students who ride buses to and from school are under school rules and regulations from the time they board the buses in the morning until they arrive at their appropriate destination in the afternoon. Students are required to follow all reasonable rules instituted by the driver. (See School Board Policy.)
- Drivers may assign students permanent seating on the bus if needed.
- Students will be responsible for any intentional damage caused to the bus.
- Consistent with school board policy, students who fail to comply with bus rules and regulations will be subject to disciplinary action including potential bus suspension or removal of bus privileges.

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Dress Code

Policy Number 6.310

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school.

More specific guidelines appropriate for each level of school (elementary or high school) may be developed. Principals, faculty members and students shall be involved in the development of each appropriate set of guidelines.

When a student is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall take appropriate action, which may include suspension.

ELEMENTARY (K-8) DRESS CODE

1. Shirts must not be cut below the normal armpit (boys and girls) and must not come below the top of the breast. All shirts must reach the top of pants, shorts, or skirts at all times (no skin showing).
2. Shorts may be worn by both males and females as long as the length is fingertip length.
3. The length of skirts and dresses must meet the same guidelines as shorts.
4. When leggings are worn, the shirt (or outermost garment) must adhere to the fingertip rule.
5. Clothes may not be worn with holes above the knees.
6. Appropriate undergarments are to be worn and must not be visible.
7. The waist of pants is not to be worn below the hips.
8. Clothing with inappropriate language or graphics is not permitted.
9. No clothing may have beer, whiskey, tobacco, drug labels or suggestive pictures or language written or printed on them.
10. Hats and/or caps are not to be worn during instructional time or at academic functions.
- 11.

Students will not dress, groom or wear or use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or employees, or otherwise cause disruption or interference with the operation of the school. 12. Any accessory that is studded, spiked, contains chains, or can tabs or in any way presents a potential danger or harm to self or others is prohibited.

13. Tattoos whether permanent or temporary will be covered if possible. 14. Visible body piercings are limited to the ear only. Eyebrow, nose, lip, tongue, etc... piercings are not permitted.

15. **Anything in question will be at the discretion of the administrator.**

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Note: Compliance with dress code will be based on the outermost garment. For example, if a student chooses to wear tights/leggings, she must have an outer garment that meets the standards of the dress code.

Dress Code/School Activity Exceptions: The school may develop special dress days for special occasions at the direction of the school principal which allow for an exception to the dress code (i.e. "Hat Day", "Pajama Day", etc.).

Special Situations: If a student cannot comply with the standardized dress code based on special conditions or religious beliefs, his or her parent or guardian may write a letter explaining the situation to the principal. If permission is granted, this letter will be kept in the student's school record. Each case will be handled on an individual basis. Appropriate documentation will be required.

Dress Code Disciplinary Action

1. On the first offense, the student will receive a warning and be instructed not to wear the clothing item back to school and/or asked to change into more appropriate clothing. 2. On the second offense, the parents or guardian will be notified to bring appropriate clothing to school.

3. Any additional dress code offenses will result in office referral for disciplinary action.

Cell Phone / Personal Communication Device Policy

Cell Phone Policy

Cell phones have become a way of life, a technological convenience that has impacted all of our lives in one way or another. However, in the school environment, cell phones have become a distraction, interruption, and a method of illegal exchange of information. The ringing of the cell phone during class or the text-messaging takes away from the valuable time needed for instruction

and most importantly, student learning. We do recognize that cell phones can be a safety/security tool; however, they can be a detriment in the event of a building emergency and our protocol to manage such emergencies in a safe and effective manner. Parents are urged to utilize the school phone to relay any messages that may be urgent in nature to their child. We will do our best to relay any urgent information to your child.

No student will be allowed to possess or use a cell phone during the hours of 7:30am. to 3:45pm. Cell phones must be off and secured in each classroom. Each classroom will have a safe where students will deposit their cell phone every day. Only the teacher will have access to the safe. If a student is found to be in possession or use of a powered cell phone,

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the phone will be confiscated and sent to the office.

Our goal is to create a safe environment, conducive to learning, and free of all distractions that hinder the learning process.

Board Policy Number 6.312

*Upon arrival on school grounds, students may possess a personal communication device with written permission from their parents. This permission will be kept on file in the school office. The personal communication device must be in the off mode and must be placed in a backpack, pocketbook or stored out of sight until the end of the school day. The principal or designee may grant a student permission to use the personal communication device at their discretion. **Violation of this policy will result in the confiscation of the device. On the first offense, the student's parent or guardian can retrieve the phone from the school. Additional violations would result in confiscation of the device for seven (7) calendar days for the second offense and thirty (30) calendar days for each offense thereafter.** Should the device be confiscated within six (6) days before the end of the school year, it will be returned on the last school day. The device will be subject to search.*

Should a student possess a personal communication device without parental permission, that device will be confiscated for thirty (30) calendar days on each infraction and the device will be subject to search. The device will be returned at the end of the school year if confiscated within twenty-nine (29) days before the end of the school year.

If the 7th or 29th day occurs during a school break (Christmas or Spring Break, etc.), the phone will be returned the first day school resumes.

Any and all personal communication or electronic devices are not required, nor does the school assume any responsibility should these items be lost, damaged, stolen or confiscated.

It is further the policy of the Cocke County Board of Education that the four paragraphs stated above are the minimum requirements regarding the use of cell phones on school grounds during instructional time. Individual schools are free to adopt more restrictive policies than written above so long as the same are submitted to and approved by the Cocke County Board of Education.

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Grading, Curriculum, and Promotion Policies

Report cards will be sent home at the end of each grading period. Parents should sign and return the report card to school. Written comments may be included when returning the report card.

Progress reports will be sent home every three/four and 1/2 weeks. They are to be signed by the parent/guardian and returned to the teacher within one week.

Honor roll is comprised of students who receive no less than a "B" in major content areas (Math, Reading/Language Arts, Science, and Social Studies).

Promotion/Retention- Policy Number 4.603

Students will normally progress annually in sequential order from grade to grade. The staff will place students at the grade level best suited to them academically, socially and emotionally. The determination of whether a pupil is promoted or retained in grade or which class he is assigned to is made by appropriate school officials, not others or parents. The law clearly authorizes the local board "through its officers and employees" to assign children not only to schools but also to "grades, classes, or courses of study within school." Retentions may be made when, in judgment of the teacher, such retentions are in the best interest of the student(s).

Grading scale

90-100 A

80-89 B

70-79 C

60-69 D

Below 59 F

Discipline/Student Conduct Policies

Students should always strive to obey all school rules. However, the principal and teachers are responsible for establishing and maintaining effective discipline within the school. All teachers have not only the right, but the responsibility and duty to reprimand or correct any student who is misbehaving. By state law, the principal and teachers stand "in loco parentis" (A Latin legal term meaning "in place of parent") while the child is under their care and supervision.

School staff and parents must assume the responsibility for appropriate behavior in the school. We enlist the aid of parents and other staff members to maintain what we consider to be proper discipline and conduct. As a staff, we know our parents will be supportive of maintaining good discipline and conduct in our school.

Respect of Staff Members- Students should show respect for teachers and staff members at all times. **Disrespect by students toward any teacher or staff member will not be tolerated.** Disrespect to teachers and staff will result in disciplinary action.

Student-to-Student Conduct- Displays of public affection (kissing, “holding hands”, etc.) are not allowed on school grounds or at school-sponsored events.

Respect of Personal Property- Students are expected to show respect and be responsible for their actions toward other individuals and their property. Students should not take or damage the property of other students, school personnel, or the school system.

Students damaging school property will be responsible for restitution, replacement, or repair costs. They will also be subject to disciplinary action.

Student Valuables/Personal Property- Students are advised not to bring valuables/personal items (large amounts of money, electronics, cell phones, etc.) to school. The school will not be responsible for lost, damaged, or stolen personal property. **Students are not allowed to sell or exchange items at school.**

Lost Textbooks/Materials

Lost books and materials assigned to the student must be paid for by the parents or guardian.

Textbooks/devices issued to students are the property of the Cocke County Board of Education. They should be used with care and returned in good condition. Students and parents are responsible to pay for books/devices which are lost, stolen, or damaged beyond repair.

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The school will not issue any additional textbooks/materials and will withhold all grade cards, diplomas, certificates of progress, or transcriptions until restitution is made.

Drug-Free Schools, Alcohol, Tobacco

Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off

school grounds. This includes but is not limited to abuse of inhalants and prescription drugs.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state, and federal laws, up to and including suspension/expulsion as well as referral for prosecution.

Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately. After inquiry and obtaining the facts, if the principal determines that a student has violated this policy, he shall notify the student's parent or guardian and the appropriate law enforcement officials, suspend the student from school, and refer the matter to the Disciplinary Hearing Authority for further action; provided that no student shall be suspended without first having been provided due process.

Students shall not be allowed to use or be in possession of tobacco or tobacco products while on school property, on school buses, or while participating in school-sponsored activities. Students in violation of this policy will be subject to disciplinary action.

Weapons and Dangerous Instruments

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

Violators of this section shall be subject to suspension and/or expulsion from school.

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In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Discrimination/Harassment

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity

Bullying/Intimidation

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Harassment, bullying and intimidation occurs, if the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, if the act either physically harms a student or damages his/her property, or knowingly places the student in reasonable fear of such, causes emotional distress to a student or students, or creates a hostile educational environment. If the act takes place off school property or outside of a school-sponsored activity, an act of harassment, bullying or intimidation occurs if the act is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. These acts may also take place through electronic means.

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Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances 6.305).

Profane or Indecent Language

Profane and indecent language will not be permitted on school grounds or buses.

Possession or Use of Explosives

Any student who has in his or her possession any pyrotechnics (firecrackers, powders, explosives, ammunition or related materials) while on school grounds or bus shall be subject to suspension/expulsion from school.

Interrogation by School Official

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student, without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warnings.

Searches

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

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A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.

A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. A particular student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;

3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

School Assemblies

During assemblies and other special activities, courtesy should always be shown to guests. Entering and leaving the assembly should be orderly and quietly. Students violating these expectations will be subject to disciplinary action.

Field Trips

All classes have the opportunity for educational field trips. Students whose behavior is uncooperative or consistently poor may be required to stay at school on field trip days.

Disciplinary Procedures

Non-compliance with school rules and policies will result in corrective action being taken by administration. Disciplinary options may include but not limited to: removal from class for a period of time, penalty, loss of privileges, corporal punishment, suspension, expulsion, referral to Disciplinary Hearing Authority, or referral to juvenile court.

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RTI₂-B

What is RTI₂-B?

Response to Instruction and Intervention-Behavior (RTI₂B) is a Multi-Tiered System of Supports (MTSS) that offers a powerful, evidence-based approach for meeting the behavioral and social needs of students in Tennessee schools.

RTI₂-B is a promising framework for prevention and intervention within an integrated, three tiered approach. Each tier of the framework involves careful reflection on the needs of students, the design of interventions matching those needs, and the collection of data to evaluate progress (individually for students and collectively as a school). All of these efforts require a shared school-wide commitment to teach and reinforce positive behavior. It also involves adopting an optimistic view that all students can learn appropriate behavior if sufficient and supportive opportunities to learn are provided. When using positive behavior supports in all three tiers (e.g., focusing on teaching students the behaviors we want to see, as opposed to punishing the behaviors we don't want to see, and developing relationships between student and school staff), schools create a culture where all students and teachers are respected and

included in their community. Furthermore, student and staff contributions to the school create a positive and proactive way to acknowledge, engage and respect all stakeholders.

The purpose of RTI2-B is to empower educators to equip all students with the opportunity to meet high expectations regarding behavior and the support to reach every student. Also, students, families, and educators can work together to develop and contribute to a shared school vision.

Within the multi-tiered framework of RTI2-B, each tier increases the intensity of intervention and supports so students can be best supported within their school.

Tier 1: Tier 1 focuses on the behavioral and social needs of all students across the school environment. Approximately 80% of students typically respond to this level of support. Tier 1 includes establishing school-wide expectations to support a sense of safety and inclusion among students and staff, teaching and modeling those expectations within different settings throughout the school, for responding to inappropriate behavior, and maintaining a school wide system where all stakeholders' opinions are valued.

Tier II: Tier II involves delivering more targeted interventions for approximately 10-15% of students who do not respond to Tier 1 supports. Tier II interventions are provided in addition to Tier 1 supports in place for all students in the school. Interventions at Tier II are typically

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systematic, evidence-based interventions that are delivered to groups of students at a time. For example, Tier II interventions typically include small-group social skills instruction, behavior contracts, self-monitoring plans, and check-in/check-out.

Tier III: Tier III includes individualized interventions for approximately 3-5% of students who do not respond to Tier I or Tier II interventions and supports. Tier III interventions involve the implementation of specialized, one-on-one systems for students. Examples of Tier III supports include individualized counseling and function-based interventions.

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Centerview Student Athletics Program

The word "athlete" includes the following: football players, basketball players, volleyball players, cheerleaders, water attendants, etc.

Students participating in the athletics program must observe the minimum guidelines:

- Provide written permission from parent/guardian.
- Pass a physical examination.

- Have health insurance.
- Complete the concussion training.
- Maintain appropriate grades in each subject area.
- Maintain good attendance.
- Obey the school rules.
- Meet any additional requirements assigned by the coach of that sport.



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

Dear Parent or Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education 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 post-secondary school or college, the parent's rights transfer to the student. At that time the student is an "eligible student" under the law.

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

1. You have the right to examine and review the student's education records kept by the school. The school must allow this within 45 days of receiving a written request. The request should identify the record(s) to be examined. 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 request access to your child's record:

Name of Staff: Ginger Atkins Phone: 423 623 4947
 Email: atkinsg@cocke.k12.tn.us

You will be notified of the place and time the record(s) may be available for review.

2. You have the right to request that the school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record that you are requesting be changed, and (b) why it is inaccurate or misleading. If the school decides not to change the record, the parent or eligible student has the right to a hearing. A hearing is like a legal trial where evidence is reviewed to determine what should be done. After the hearing, if the school still decides not to change 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 requests 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 a change to your child's record:

Name of Staff: Casey Kelley Phone: 423-623-7821 ext 2016
 Email: ckelley@cocke.k12.tn.us

3. You have the right to control the release of your child's personally identifiable information from his or her education record. The school or district must, with certain exceptions, obtain parent written consent prior to the release of personally identifiable information from education records. The exception is that release of personally identifiable information without consent is allowable when it is released to authorized representatives of the school district with legitimate educational interests. This would be to:
 - a. a person employed by the district;
 - b. a person serving on the school board;
 - c. a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist);
 - d. a parent or student serving on an official committee, such as a grievance (complaint) or disciplinary committee or assisting another school official;
 - e. an official of another school district in which a student seeks to enroll;
 - f. an individual or agency responsible for audit, evaluation, or enforcement of compliance with state or federally supported programs.
4. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also release 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 released without prior consent if the categories to be released are designated and parents are given the opportunity to refuse to allow directory information to be released prior to it being released.

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

Ley de Derechos Educativos y Privacidad de la Familia (Family Educational Rights and Privacy Act (FERPA))

Aviso anual sobre la privacidad de los registros educativos de los alumnos

Estimado padre/madre/tutor:

La Ley de Derechos Educativos y Privacidad de la Familia (FERPA) es una ley federal que protege la privacidad de los registros educativos de los alumnos. La ley se aplica a todas las escuelas que reciben fondos federales.

La ley FERPA les otorga a los padres ciertos derechos con respecto a los registros educativos de sus hijos. Cuando los alumnos cumplen 18 años o asisten a una universidad o escuela de nivel superior, los derechos de los padres se transfieren a los alumnos. En ese momento, los alumnos son "alumnos elegibles" según la ley.

Según la ley FERPA, los padres y los alumnos elegibles tienen los siguientes derechos:

1. Derecho a examinar y revisar los registros educativos del/la alumno(a) en poder de la escuela. La escuela debe permitirlo en un plazo de 45 días a partir de la recepción de una solicitud por escrito. La solicitud debe identificar los registros que se examinarán. La escuela no está obligada a proporcionar copias de los registros y puede cobrar una tarifa si se solicitan copias. Para acceder a los registros de su hijo(a), puede comunicarse con el miembro del personal que figura a continuación:

Nombre del miembro del personal: Ginger Atkins

Correo electrónico: atkinsg@cocke.k12.tn.us

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Se le notificará sobre el lugar y hora en que podrá revisar los registros.

2. Tiene derecho a solicitar que la escuela corrija los registros que considera incorrectos o equivocados. La solicitud debe presentarse por escrito y especificar claramente: (a) la parte del registro que se solicita cambiar y (b) por qué dicho registro es incorrecto o equivocado. Si la escuela decide no modificar el registro, los padres o el/la alumno(a) elegible tienen derecho a solicitar una audiencia. Una audiencia es similar a un proceso legal, donde se revisa evidencia para determinar los pasos a seguir. Después de la audiencia, si la escuela ratifica su decisión de no modificar el registro, los padres o el/la alumno(a) elegible tienen derecho a incluir en el registro una declaración sobre la información en disputa. La escuela no tiene la obligación de considerar las solicitudes para enmendar decisiones disciplinarias o sobre calificaciones, u opiniones de autoridades escolares que consten en el registro educativo, ni la determinación acerca de la educación especial del/la alumno(a). Para solicitar una modificación de los registros de su hijo(a), puede comunicarse con el miembro del personal que figura a continuación:

Nombre del miembro del personal: Casey Kelley Teléfono: 423-623-7821 ext 2016

Correo electrónico: ckelley@cocke.k12.tn.us

3. Tiene derecho a controlar la divulgación de la información de identificación personal de su hijo(a) que consta en el registro educativo. La escuela o distrito deben, con determinadas excepciones, obtener el consentimiento por escrito de los padres antes de divulgar información de identificación personal de los registros educativos. La excepción permite divulgar información de identificación personal sin consentimiento cuando se realiza ante representantes autorizados del distrito escolar con intereses educativos legítimos. Pueden ser:
 - a. una persona empleada por el distrito;
 - b. una persona que ejerce un cargo en la junta escolar;
 - c. una persona o empresa que el distrito ha contratado para desempeñar una tarea especial (como un abogado, auditor o terapeuta);
 - d. un padre/ madre o un/una alumno(a) que presta servicios en un comité oficial, como un comité de quejas (reclamos) o un comité disciplinario, o que asiste a otra autoridad escolar;
 - e. una autoridad de otro distrito escolar en el que el/la alumno(a) desea inscribirse;
 - f. una persona u organismo a cargo de la auditoría, evaluación o aplicación del cumplimiento de los programas con apoyo estatal o federal.
4. Una autoridad escolar posee un interés educativo legítimo si tiene la necesidad de revisar un registro educativo para cumplir con su labor profesional. Un distrito escolar también puede divulgar, sin consentimiento previo por escrito, información de identificación personal de los registros educativos a los terceros correspondientes en relación con una emergencia, si el conocimiento de dicha información fuera necesario para proteger la salud o seguridad del/la alumno(a) u otras personas. La información de directorio de los alumnos también puede divulgarse sin consentimiento previo si se identifican las categorías que se divulgarán y los padres tienen la oportunidad de no permitir la divulgación de la información de directorio antes de que sea divulgada.

Si considera que el distrito escolar no ha cumplido con los requisitos de la ley FERPA, tiene el derecho de presentar una queja ante el Departamento de Educación de EE. UU. (U.S. Department of Education) a la siguiente dirección:

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



Protection of Pupil Rights (PPRA) Annual Notice to Parents

Dear Parent or Guardian:

This letter is to inform you of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. Your consent is required 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 behavior, socially unacceptable behavior, behavior that implies your own guilt, or humiliating 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 student or parents; or
 - Income, other than is required by law to determine program eligibility.
2. You must receive notice and an opportunity to refuse to have your student participate in –
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, in depth 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. Exceptions are made for hearing, vision or scoliosis (spine disorder) screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, release, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. You may review, 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 (has independent status) under State law, the parent's rights transfer to the student.

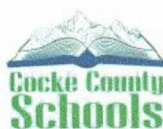
The district has adopted policies, in consultation with parents, regarding these rights. These policies relate to arrangements to protect student privacy in the administration of protected information surveys and the collection, release, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any important 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 refuse to have his or her child participate in a specific activity or survey.

For activities scheduled after the school year starts, parents will be provided reasonable notice of the planned activities and surveys and will be provided an opportunity to refuse to have their child participate in these activities and surveys. Parents will also be provided an opportunity to review any relevant surveys. The following are specific activities and surveys covered under this requirement:

- collection, release or use of personal information for marketing, sales or other distribution;
- administration of any protected information survey not funded by the U.S. Department of Education; and
- any non-emergency, in depth physical examination or screening as described above.

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
Washington, DC 20202-4605



Protección de los derechos del alumno (Protection of Pupil Rights (PPRA)) Aviso anual para los padres

Estimado padre/madre/tutor:

El objetivo de esta carta es informarle sobre sus derechos con respecto a las prácticas del distrito en relación con encuestas, recopilación y uso de información de los alumnos con propósitos de marketing y ciertos exámenes físicos. Estos derechos incluyen los siguientes:

1. Se requiere su consentimiento antes de que los alumnos completen una encuesta que tenga relación con una o más de las siguientes áreas protegidas si la encuesta es financiada total o parcialmente por un programa del Departamento de Educación de los EE. UU. (U.S. Department of Education).
 - Afiliaciones o creencias políticas del/la alumno(a) o de sus padres;
 - Problemas mentales o psicológicos del/la alumno(a) o de su familia;
 - Comportamiento o actitudes sexuales;
 - Comportamiento ilegal, socialmente inaceptable, que implica su culpa o que sea humillante;
 - Juicios críticos de otras personas con quienes los encuestados tengan relaciones familiares cercanas;
 - Relaciones privilegiadas reconocidas legalmente, como con abogados, médicos o ministros;
 - Prácticas, afiliaciones o creencias religiosas del/la alumno(a) o de los padres, o
 - Ingresos, que no sean los exigidos por ley para determinar la elegibilidad para el programa.
2. Debe recibir aviso y tener la oportunidad de negarse a que su hijo(a) participe en:
 - Cualquier otra encuesta de información protegida, independientemente del financiamiento;
 - Cualquier examen o control físico exhaustivo que no sea de emergencia y que sea requerido como una condición de asistencia, realizado por la escuela o su agente, y que no sea necesario para proteger la salud y seguridad inmediata de un/una alumno(a). Las excepciones son para controles auditivos, de la vista o para detectar escoliosis (trastorno de la columna vertebral), o cualquier control o examen físico permitido o exigido por la ley estatal, y
 - Actividades que involucren la recopilación, divulgación o el uso de información personal obtenida de los alumnos con fines de marketing o ventas, o para distribuirla a otras personas.
3. Puede revisar, previa solicitud y antes de su administración o uso, lo siguiente:
 - Encuestas de información protegida de los alumnos;
 - Instrumentos utilizados para recopilar información personal de los alumnos con propósitos de marketing, ventas o distribución, y
 - Materiales de instrucción utilizados como parte del programa de estudios educativo.

Cuando los alumnos cumplen 18 años o en el caso de menores emancipados (estado independiente) según la ley estatal, los derechos de los padres se transfieren a los alumnos.

El distrito ha adoptado políticas, a través de consultas con los padres, respecto a estos derechos. Estas políticas están relacionadas con disposiciones para proteger la privacidad de los alumnos durante la administración de las encuestas de información protegida y la recopilación, divulgación o el uso de la información personal para fines de marketing, ventas o por otros motivos de distribución. Los padres recibirán una notificación sobre estas políticas al menos una vez al año al comienzo de cada año escolar y después de cualquier cambio importante. Al comienzo del año escolar, el distrito también informará a los padres si ha determinado las fechas específicas o estimadas de actividades o encuestas, y les dará una oportunidad para que se nieguen a que sus hijos participen en una actividad o encuesta específica.

Para las actividades programadas después del comienzo del año escolar, los padres recibirán aviso razonable de las actividades y encuestas planificadas, y tendrán la oportunidad de negarse a que sus hijos participen en estas actividades y encuestas. A los padres también se les proporcionará una oportunidad para revisar cualquier encuesta correspondiente. A continuación, se encuentra una lista de las actividades y encuestas específicas contempladas por este requisito:

- recopilación, divulgación o uso de información personal con fines de marketing, ventas u otro tipo de distribución;
- administración de cualquier encuesta de información protegida que no esté financiada por el Departamento de Educación de los EE. UU., y
- cualquier examen o control físico exhaustivo que no sea de emergencia, como se describió anteriormente.

Para presentar una queja ante el Departamento de Educación de los EE. UU. sobre supuestos incumplimientos del distrito de los requisitos de la PPRA, comuníquese con:

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