

## WELCOME TO LAKESIDE PARK

Welcome to Lakeside Park Elementary School. We are looking forward to a successful school year. We hope that by working together your child will have an exciting learning experience.

Our goal is to provide the best learning experience possible for each child by involving community, parents, children, staff, and principal as partners in the mutual effort to guarantee each child's educational success, and to enhance his or her character development. Specifically, we stress the values of honesty, adherence to rules, and respect for others. We nurture the strengths children bring, build their weaknesses into strengths, and strive ever to guide the growing child in the learning process of becoming a responsible citizen.

Parents are invited to help as school volunteers, to accompany classes on field trips, to serve as room parents or to help with other projects at Lakeside Park.

This handbook should serve as a source of important information. Our school website is <http://lpe.sumnerschools.org>. We have a Lakeside Park facebook page, and you can follow the school on Twitter, Lakeside Park @VickiSheltonLPE. Please familiarize yourself with this handbook, and call the teacher if you have any questions regarding school procedures or your child's progress. Again, welcome to the 2016-2017 school year and please know how happy we are to have you and your child with us at Lakeside Park Elementary.

Vicki Shelton, Principal

## LAKESIDE STEERING COMMITTEE

2016-2017

James Woodard	615-265-8413
Aubrey Bell	
Allison Wells	
Tammy Hutchinson	615-824-5151
Debora Austin	615-824-5151
Anne Love	
Lynda Palek	630-625-2583

Fund-raising	Tammy Hutchinson, Zina Crowder, and Melissa Owens	615-824-5151
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Room Parents  
Campbell Soup Labels  
Box Tops for Education

Citizen of the Month  
Honor Roll

Dana Edwards  
Elisa Alexander  
Abby Woodard  
Elisa Alexander  
Heidi Lamberg

## CALENDAR FOR 2016-2017

August 8, 2016	First Full Day
September 5	Labor Day Holiday
October 6	Parent Conferences
October 7-14	No School – Fall Break
November 8	No School - Vote
November 23-25	Thanksgiving Holidays
December 21	Last day before Winter Break (Half day of school)
January 5	Students Return
January 16	Martin Luther King – Holiday
February 20	Presidents’ Day - Holiday
February 21	Parent Conferences
March 20-24	Spring Break – Guaranteed
April 14	Not School - Easter
April	Kindergarten Registration
May 26	No School
May 27, 2017	Report Cards

SCHOOL HOURS – 8:30 A.M. – 3:30 P.M.

## **REGISTRATION**

### **IMMUNIZATIONS:**

An official State of Tennessee record card, signed by the health provider (doctor or Health Department) must be given to the school prior to school attendance. Students who do not have the official state health card will not be permitted to attend school.

### **PHYSICAL EXAMINATION:**

An official State of Tennessee physical examination record will be required for all students entering public school for the first time.

### **ENROLLMENT AGE:**

Students enrolling in kindergarten must be five years of age by August 15. Beginning first graders must be six years of age by the same date.

### **BIRTH CERTIFICATE:**

The Sumner County Board of Education requires all students to present a certified copy of the birth certificate at the time of registration. This copy should have a state identification number at the top. A mother's copy or hospital certificate of live birth is not acceptable. A school copy will be made for the child's record.

**PROOF OF RESIDENCE:** Two proofs of residence are required. Notary public or written letters are not accepted. Current invoice/bill (electric, gas, water, landline telephone) assigned to a specific address and the primary custodial parent/guardian. (Cell phone bill is not accepted.) A photo ID is requested to identify the parent/guardian enrolling a child.

## ATTENDANCE

### ABSENCES:

School attendance is compulsory for every child in the state until he or she reaches their eighteenth birthday or graduates for high school. A student who has an excessive number of absences may be required to show a doctor's statement to verify his illness. Frequent truancy, tardiness, and absences will be referred to the attendance officer. All students are required to bring a note from home on the day following an absence from school. **After an accumulation of 5 days of excused absences, the parent must file more formal documentation with the principal to assure an excused absence.**

#### Excused absences:

- Student's personal illness or hospitalization

- A death in the family

- Special recognized religious holidays regularly observed by a particular faith.

- Required court appearances

- Vacations/Trips must be approved by the principal prior to departure

- Other emergency circumstances beyond the control of the student

- Approved school related activities

### MAKE – UP WORK:

It is the student's responsibility to prepare all work assignments they have missed and to arrange a convenient time with the teacher for making up tests and projects. Make-up work should be completed within a reasonable time for it to be of any benefit to the child. The office should be notified by 10:00 A.M. when assignments are being requested for an absent student. Assignments will be left in the office to be picked up after 3:40 P.M. Parents should not interrupt a class to obtain assignments.

### EARLY DISMISSAL:

If a child needs to leave school early for a doctor's appointment, parents are asked to come to the office to sign the child out (and back in afterwards). Children who attend for over three hours and thirty minutes will be counted present for the day.

Students who become ill during the day may call a parent or other designated adult to come after them. List these persons on your child's registration card. Any person taking your child from school must be listed on your child's registration card.

### TARDIES:

Students enter their classroom at 8:20 A.M. Classes begin at 8:30 A.M. Students arriving after 8:30 will be asked to get a tardy slip in the office. Students who report late must

bring a note explaining tardiness for their homeroom teacher. Since it is very disruptive when students come into class late, we ask that you set your clocks so there is plenty of time and no one has to rush.

### **GOING TO AND FROM SCHOOL**

#### **MORNING ARRIVAL:**

All students go to the gym if they arrive between 8:00 and 8:20. There is no one available to supervise your child if you drop them off before 8:00.

Parents will need to form one lane of traffic through the driveway and drop their children off in front of the building. Please observe a 15MPH speed limit.

8:20 -8:30 – Students may go to the bathroom with the permission of their teacher.

8:30 - Classes begin. Students are tardy after 8:30 and must sign in and take a tardy slip to the teacher.

Class Time – All students are to take their seats when they arrive in the classroom. Students are to come to class with their textbooks and the necessary materials for participation in class activities. Assigned work is expected to be turned in at the specified time.

#### **AFTERNOON DISMISSAL:**

At 3:35 car riders will be dismissed. Parents will need to form one lane of traffic and follow the directions of the teachers on car duty. We ask that you do not have your child come and get in the car until your car is stopped near the building entrance. This is for your child's safety. Please observe the 15 MPH speed limit. **Do not park on the street and walk up to get your child. Although we have four or five adults supervising the children, it is too dangerous for students to walk through the car line.**

If for some reason your child is not in the line when you pull up, please move your car into a parking spot. You may come inside and look for the child in the office or gym.

At 3:40 walkers will be dismissed through the front entrance. Students are expected to follow the sidewalk along the front of the building and cross the street cautiously. At no time are they to cross into the car rider traffic. Bike riders will be dismissed from the side entrance of the gym. All bike riders are expected to ride directly home. Students who ride bicycles to and from school need to know safety rules for bike riding. Parents are responsible for their child's safety when he/she rides a bike to school.

At 3:45 all remaining students will go the gym to wait for their bus.

## **BUS INFORMATION**

Call 615-452-1520 for questions related to bus transportation.

The privilege of a student to ride the Sumner County School buses is a condition of each child's behavior. Children who violate the following rules will be reported to the principal by the driver.

1. Bus students are expected to ride their assigned bus. Also, bus stops are formed to benefit the most students and at the safest places. The drivers are not allowed to make extra stops for the convenience of certain students.
2. The driver is in full charge of the bus and the students. Students must at all times follow reasonable instructions from bus drivers. Bus drivers have a big responsibility and it is the student's duty to cooperate.
3. A student will occupy the seat designated by the driver.
4. Students should stand beside the road (never in the road) while waiting for the bus.
5. All traffic must be stopped before students cross the street to board or leave the bus. Students are to go in front of the bus when they cross the street.
6. There will be no horseplay, shouting or other disruptive behavior on the bus.
7. Heads and limbs must be kept inside the bus at all times. Remain seated.
8. Keep the bus clean. Students are not to eat or drink on the bus.
9. Parents will be informed of any infraction of bus safety practices and will be expected to cooperate with making corrections.
10. Live animals or insects may not be brought on the bus.

If a student who usually rides a bus is to walk home or be a car rider, please send a note to the office indicating this change. Bus passes are required if your child is to get off at a different bus stop or ride a different bus. Problems arising at bus stops prior to boarding the bus and after unloading are the responsibility of the parents. Students may not ride a bus home with a friend after school for recreational reasons. Parents must provide transportation for recreational visits. Students are not allowed to carry balloons on the bus nor any object that breaks easily like glass.

### **SPECIAL RESTRICTIONS ON STUDENT PICK UP:**

In child custody cases involving who may pick up the child at school, there must be a copy of the court decree on file in the school office. The school can enforce only those orders for which we have documentation.

### **SAFETY PROCEDURES**

1. Instruct your child to come straight to school and go straight home.
2. Students who walk to school are to walk on the left side of the road facing the traffic.
3. Students who ride bikes must ride with the traffic, single file.
4. Parents should park in the parking zone and walk over to the entrance to pick up their child.  
No children are allowed to walk across the drive alone.
5. No skateboards are to be brought to school.

### **EMERGENCY DISMISSAL**

If it becomes necessary to dismiss school due to bad weather, or for any reason, the announcement will come from the Director of Schools. This will be announced over the local radio and television stations. Do not call the school or the teacher as they obtain their information from the same sources as you do.

Many times schools will start late or dismiss early due to conditions in other parts of the county, when our roads in Hendersonville appear clear. If there is a forecast for inclement weather, please monitor the radio or television stations during the day for information regarding school closing. All media announcements concerning late opening or early dismissal for Sumner County Schools are made in regards to schools following an 8:00–8:30 schedule. Remember that Lakeside Park starts later and you will need to adjust an hour later than the media may announce

Please make sure you have discussed with your child any special arrangements in the event of early dismissal. There will be an emergency letter on file in the classroom for each student explaining the procedure the parent wants the child to follow concerning early dismissal. Students may be signed out on emergency days from their classroom instead of the office.

## **DRESS CODE**

Every effort is made to allow students to be comfortable in school. The purpose of the dress code is to promote an atmosphere conducive to instruction and safety for children.

Children will be required to show proper attention to personal cleanliness, neatness, and appropriate standards of dress and appearance. Clothing which is too casual or too revealing will detract from our purpose of instruction. Parents of children dressed inappropriately will be called to bring a change of clothing. Please monitor what your child wears to school.

Strapless dresses and tops, bare midriffs, spaghetti straps and leotards may not be worn to school. Skirts must come to fingertip length unless tights are worn underneath.

Shirts worn unbuttoned and mesh jerseys are not to be worn to school unless another shirt is worn beneath it. Torn shirts or jeans may not be worn.

Any apparel with alcohol, drug, or tobacco advertising or suggestive implications may not be worn in school.

All shoes must have backs. The "crocs" have backs on them and we have allowed them, but past experience has shown that they don't stay on the students' feet during physical activity. Athletic shoes with cleats may not be worn at school. Bare feet are not allowed. High heels are not considered proper dress for students.

Students are asked not to wear make-up.

Students may wear skirts or shorts which are at least fingertip length.

Tank tops are considered inappropriate. They may be worn with a t-shirt.

Spandex apparel of any kind is considered inappropriate.

Caps, hats, scarves or bandannas or extreme hair color or style are inappropriate for school.

Clothing related to gangs shall not be worn.

Saggy/sagging pants are not to be worn.

Please put your child's name in all jackets, sweaters, lunch boxes, and backpacks. At the end of the year we have a large collection of articles in our lost and found which no one has claimed. If your child's name is on his belongings, you will be sure of a safe return of lost items.

## **DISCIPLINE**

Children have the right to learn in an atmosphere undisturbed by misbehavior. Teachers have the right to teach in the same kind of atmosphere. Children who interfere with the teaching/learning process choose to accept either natural or predetermined consequences.

Your child's teacher will be sending you a copy of the rules, rewards, and consequences for their classroom. Your cooperation and support for the order your child's teacher is working to maintain are greatly appreciated.

## **GENERAL SCHOOL RULES**

Chewing gum is not allowed. Students will respect adults and will respond to their requests at all times. Students will show respect for other students. Fighting is not tolerated. Hall behavior is quiet and walking is required. Foul language is not tolerated. Defacing or damaging school property may result in making restitution for damages done.

Students are not to buy, sell or trade articles at school. Toys, radios, tape players, video games as well as any other personal property are not allowed at school and will be taken up and returned only to a parent. (The school will not assume any responsibility for personal items brought to school.) No communication devices (pagers, etc.). Students are not to leave campus during the day for any reason unless they are checked out by a parent or guardian.

## **DISCIPLINE PROCEDURES**

The majority of student discipline is handled at the classroom level by the teacher or adult in charge. Continual misbehavior or an incident which requires immediate attention is handled by the principal. Student discipline handled by the principal falls into two categories:

1. A referral from an adult staff member who has already attempted some type of intervention to correct the misbehavior. This includes classroom consequences and parental contact.

2. A referral which requires immediate attention or is of a major issue. These include, but are not limited to, fighting, weapons, total defiance, and complete class disruption.

## **DISCIPLINE ACTION**

The action taken on an incident is based upon the severity of the incident and the student's past history. As a student begins to compile a number of incidents, the discipline will

become more severe. Consequences for students' misbehavior that reach the principal's office includes, but is not limited to the following:

- Conference with the student about the incident
- Warning
- Activity, recess, and/or lunch detention
- Parent conference
- In-school suspension
- Suspension from the bus

### **WEAPONS & DANGEROUS INSTRUMENTS POLICY**

The Sumner County Board of Education has zero tolerance for weapons. Any student found to have brought a weapon to school or is found in possession of a weapon on school property shall be immediately removed from the general student population at the discretion of the administration and could be subject to suspension from Sumner County schools for a minimum of one calendar year.

When a student is determined to be a Special Education student, an IEP meeting, which shall include the Director or his designee, will be called to determine the appropriate disciplinary action. The Director of Schools may modify the recommendation on a case-by-case basis. The director must report each case to the Board at its next regular meeting where appropriate, criminal charges may be brought.

Any student who brings to school or who is found in possession, on school property, of any dangerous instrument will be immediately removed from the general student population. Within five school days, a disciplinary committee shall recommend the disposition, including suspension, of the student. The Director of Schools may modify the recommendation on case-by-case basis. The Director must report each case to the Board at its next regular meeting.

Toy weapons or facsimiles will not be permitted on school grounds. Students who possess toy weapons or facsimiles of weapons including water guns may be suspended as determined by the principal. Students in grades K-5 may be suspended for a time commensurate with age, maturity level, and intent as determined by the principal. The principal shall report his/her action to the Director. Depending on the circumstances, the principal may refer a student possessing a toy weapon or facsimile including a water gun to the disciplinary committee (see item 15 below) for disposition as determined by the committee.

The term weapon shall be defined as any dangerous instrument. The term dangerous instrument shall include but is not limited to the following:

1. knives
2. box cutters
3. razor blades

4. clubs or police batons
5. paint ball guns
  
6. pellet guns
7. BB guns
8. Brass knuckles
9. chains
10. Ice picks
11. spiked wrist bands
12. any object used in such a manner that could cause bodily harm or inflict damage
13. any explosive device including but not limited to fireworks
14. any firearm
15. any item which could be perceived to be a dangerous instrument such as a toy or non-working devise

This list is not all inclusive; therefore, the principal shall use his/her discretion in ascertaining whether an object is a weapon as defined in this policy. Each case regardless of the circumstances must be reported to the Director of Schools. Full documentation is required including written statements from all witnesses.

The principal shall notify the parents or legal guardian of any student found in violation of this policy.

The use of weapons and dangerous instruments in school plays, school bands, or any other activity is prohibited unless sanctioned in advance and in writing by the Director of Schools.

An employee found to possess a weapon school property shall be disciplined up to and including dismissal. Criminal charges may be filed. Any other person in violation of this policy will be removed and appropriate criminal charges filed. This includes anyone with a legal permit from Sumner County or the State of Tennessee to carry a gun except that person acting under authority of a governmental law enforcement agency shall be exempted.

#### **HARASSMENT AND SEXUAL HARRASSMENT POLICY**

The Sumner County Board of Education is committed to safeguarding the right of all students and employees within the school system, on school campuses, at school events, and on school buses to learn and work in an environment that is free from all forms of harassment and/or sexual harassment.

It is the policy of the Sumner County Board of Education is to maintain a learning and working environment that is free from harassment of any type. The Board prohibits any form

of sexual harassment, or harassment based upon age, sex, marital status, religion, creed or race/national origin.

Any person who believes he or she has been the victim of harassment or sexual harassment, or any third person with knowledge or belief of conduct which may constitute discrimination, sexual harassment or harassment should report it immediately to the appropriate school system official using the report form available from the school principal or from the school system office.

#### **TENNESSEE CODE ANNOTATED 49-1309**

Any principal-teacher of any public school in this state is authorized to suspend a pupil from attendance at such school including its sponsored activities, or from riding a school bus, for good and sufficient reasons. Good and sufficient reasons for such suspension may include, but shall not be limited to:

- Willful and persistent violation of rules of the school or truancy;
  - Immoral or disreputable conduct or vulgar or profane language;
  - Violence or threatened violence against the person or any personnel attending to or assigned to any public school;
  - Willful or malicious damage to real or personal property of any person attending or assigned to said school;
  - Inciting, advising or counseling of others to engage in any of the acts hereinbefore Enumerated;
  - Marking, defacing or destroying school property;
  - Possession of a pistol, gun or firearm on school property;
  - Possession of a knife, etc. as defined in Section 39-17-1301 on school property;
  - Assaulting a principal or teacher with vulgar, obscene or threatening language;
  - Unlawful use or possession of barbitol or legend drugs;
  - Any other conduct prejudicial to good order or discipline in any public school;
  - Off-campus criminal behavior which results in the student being legally charged with a felony and the student's continued presence in school poses a danger to persons or property or disrupts the educational process.
- The use and /or the possession of tobacco products by students will not be permitted on the school grounds or in the school building.
- The possession, use, or sale of illegal drugs is a violation of state and federal law.

## CAFETERIA RULES

Students will walk quietly, and wait quietly in line until served. Students should get everything they need while they are in line. Passing through the line a second time cannot be permitted. If something is forgotten, raise your hand and a monitor will help. Students will remain seated until they are dismissed. Students will talk in a normal speaking voice. Students will show good table manners, and be courteous to others. Keep hands, feet, and any other objects to yourself. Throwing of food or any objects will not be tolerated.

All students will have the appropriate behavior pointed out to them. They will be asked to refresh their memory periodically on the cafeteria rules. If a student does not demonstrate appropriate behavior, the following procedures will be followed:

First offense: Student will be removed from the class table to the quiet table for the remainder of their lunch period and the lunch period for the next day

Second offense: Student will sit at the quiet table for three days.

Third offense: Student will eat alone for one week.

If behavior is severe, the student may be removed from the cafeteria and taken to the office.

## CAFETERIA

A nutritious breakfast and lunch are served daily. Students are encouraged to participate in the lunch program. Lunch money may be sent in on Monday mornings and will be put into your child's account. The MyPaymentsPlus is an online prepayment system. Use [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) to check account balances online and make payments to your student's lunch account. We will have students who forget or lose their money come to the office and call home so the parent can bring them the money for lunch. Parents are invited to eat with their children on any day. The cafeteria will send home monthly menus with the students.

**FAST FOOD MEALS AND SOFT DRINKS ARE NOT PERMITTED.** Lunch prices were not available at the time of printing the handbook. Milk, juice, and ice cream are available for purchase daily.

All students are expected to purchase or bring a lunch from home. If a student brings his/her lunch do not include soft drinks such as coke, etc. Please see that your child can open any containers that are sent. Each student must accept the responsibility for keeping the cafeteria clean.

A breakfast program is available. The cafeteria will serve breakfast from 8:00-8:20.

## ILLNESS

The school does not have facilities nor personnel to care for sick children. If your child becomes sick during the day, you will be contacted to come and get the child or make arrangements to have them picked up by someone else and taken home. If the child is sick or has a fever before leaving home, please do not send the child to school. We do not take temperatures at school.

Superficial wounds will be disinfected and covered with band-aids when necessary. No aspirin or Tylenol will be given to a child unless provided by the parent with clear and specific directions for administration.

### Medication:

No medication is to be kept in the classroom. If a child is to take medication, they must have a note from their parent or guardian. The note sent to school must have explicit directions that include: the child's name, name of the medication, name of physician, time to be administered, dosage, and possible side effects. The medication will be administered and recorded by the office personnel.

Along with the note we ask that you send a spoon or other measuring device. It is the child's responsibility to take the medication at the prescribed times. It is the responsibility of the parent and the child to return the medication to your home.

The Sumner County Board of Education has adopted specific guidelines for the administration of any medication a student will need to take during school hours.

1. A prescription medication will be brought to school in a bottle dispensed by the pharmacist.
2. Requests to allow a student to take prescription medication during school hours must be submitted on an approved form that is signed by the prescribing physician.
3. All non-prescription medicine must be in the original bottle and be accompanied by the approved request form.

Approved forms will be given out on registration day. It is the responsibility of the parent or guardian to make sure the forms are filled out completely and accompany any medication the student needs to take.

We are also requiring the every student have an allergy form completed, signed, and on file. There is a place to indicate "no allergies".

### **EMERGENCY PHONE NUMBERS**

Please be sure that the office is aware of emergency numbers. If you change jobs during the year, please notify the school office of your new number. If your child has an emergency at school we need to be able to reach you or a responsible person quickly. The school cannot authorize emergency care in case of serious injury, therefore we need to be able to contact you. A relative or close friend or neighbor is suggested as emergency contact.

### **HOMEWORK**

Because education is a lifelong process which extends beyond the school, it is important that students recognize that learning occurs in the home and community. Homework is one means of teaching the necessary skills of independent study and learning outside the school. A broad definition of homework is considered here to include not only written work, but also related activities such as viewing specific television programs, news reporting, recreational reading and other activities which are related to classroom work, but which are assigned to be done at home.

Homework shall be assigned for the following reasons:

1. To complete work started in class.
2. To expand and /or enrich regular class work.
3. To build interest in reading and learning.
4. To make up work missed due to absence.
5. To encourage parents' awareness of student learning.
6. To provide an opportunity to pursue special interest or ability areas.
7. To increase learning time.
8. To establish independent study skills.

### **PROGRESS REPORTS**

Parents can expect report cards to be issued four times during the school year. Grading for Kindergarten – Second is standards based:

4 – An in depth understanding that goes beyond the grade level expectations

3 – Mastery of standard at grade level expectation

2 – Performs basic processes and is progressing towards the standard

1 – With help, has partial success of basic processes

M – Grade level standard has been modified to meet student needs

Sumner County Grading Scale for Third – Fifth grades is:

A 93-100

B 85-92

C 75-84

D 70-74

F below 69

### **PARENT CONFERENCES**

Sumner County provides a day for parent conferences. Please see the school calendar for the date. These conferences are a valuable tool of communication. They serve to keep the lines of communication open between home and school.

Parents or teachers may request a conference at any time during the year should there be a need. Please do not drop by "for a few minutes" before, during or after the school day. This puts the teacher in a most uncomfortable position. While trying to have a conference with you, the students are looking for his/her attention. If you have a problem that needs immediate attention, get in touch with the office. The secretary or the principal can give you the teacher's planning time. Always stop by the office to let us know you are in the building.

### **SCHOOL VISITORS AND VOLUNTEERS**

Lakeside Park appreciates all parents and grandparents who volunteer to help at school. We are grateful for the time room parents give both at party times and or field trips. Special times like our Dolphin Dash call for short-term opportunities for service to the school. We have projects such as Recycling, Boxtops, and Campbell Labels when your help is greatly needed and appreciated. Thanks!

All visitors and volunteers are asked to sign in through the office when they arrive at the building. Parents are always welcome at Lakeside. As a courtesy to teachers, do not drop by the room before, during or after school unannounced.

### **TEXTBOOKS**

Textbooks are loaned to students for their use during the school year. Workbooks and other consumable supplies are paid for by the students. Textbooks should be handled carefully. Please be sure your name, grade and school are written in ink in the front of the books in case they are misplaced. Students will be fined for lost or abused textbooks.

### **LOST AND FOUND**

Each year we have numerous articles of nice clothing lost and left at school. Please mark all clothing (coats, caps, gloves, etc.) with your child's name. Also, have your child check for lost items on the coat rack in the gym.

### **TELEPHONE**

School lines need to be kept open for business and emergencies. Telephone calls from parents to child or vice versa are not allowed except in case of emergency. Messages for teachers may be left with the secretary. Messages for students will be given to them at the end of the school day. Students may not have cell phones.

### **SCHOOL PARTIES**

Parties will be limited to Valentine and Christmas. Parents are welcome and encouraged to assist the teacher.

### **BIRTHDAY TREATS**

Birthday treats are to be limited to cake/cookies and drinks. The new Wellness Policy will address how we handle this and information will be provided when it becomes available. We ask that if you pass out invitations to a party away from school that every child be given an invitation. Otherwise invitations are not to be passed out at school.

**We ask that you do not send Birthday or Special Occasion Balloons or flowers from the florist to your child at school.**

### **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The basic purpose of the Family Educational Rights and Privacy Act ("FERPA") is to protect the privacy of a student's education records. There are, however, not restrictions on the release of "directory" information, provided that students are advised in advance of the nature of the directory information and are permitted to restrict the release or disclosure of information in this category. Schools may disclose without consent directory type information such as student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance.

### **CHILD ADVOCACY GROUPS**

Answers to many questions and helpful information may be obtained from the following groups. This information is provided as a service and is not an endorsement.

Tennessee State Department of Education, 615-741-2851

<http://www.state.tn.us/education/speded/index.htm>

The ARC of Tennessee, 615-248-5878

<http://www.thearctn.org/>

Support and Training for Exceptional Parents (STEP)

463-2310, <http://www.tnstep.org/>

Tennessee Protection and Advocacy, 615-298-1080

<http://www.tpainc.org/>

Tennessee Voices for Children, 615-269-7751

<http://www.tnvoices.org/main.htm>

TN Child Abuse Hotline 1-855-209-4226

For a more extensive list visit:

<http://mingus.kc.vanderbilt.edu/tdir/dbsearch.asp>

### **CONTINUOUS NOTICE OF NONDISCRIMINATION**

The Sumner County School System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities; and provides equal access to all programs and youth groups. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

Title VI/IX Coordinators:

Ms. Katie Brown (if student to student), Safe Schools, Healthy Students Coordinator, 695 East Main Street, Gallatin, TN 37066, 615-451-6500, [katie.brown@sumnerschools.org](mailto:katie.brown@sumnerschools.org)

Mr. Shawn Curtis (if adults are involved), Assistant Director for Human Resources. 695 East Main Street, Gallatin, TN 37066, 615-451-5226, [shawn.curtis@sumnerschools.org](mailto:shawn.curtis@sumnerschools.org)

504 Coordinator:

Ms. Selena Elmore, SCS Section 504 District Coordinator, 695 East Main Street, Gallatin, TN 37066, 615-451-6598, [selena.elmore@sumnerschools.org](mailto:selena.elmore@sumnerschools.org)

### **SUMNER COUNTY SCHOOLS INTERNET ACCEPTABLE USAGE POLICY**

The purpose of the Internet is to support research and education in and among academic institutions in the US by providing access to unique resources and the opportunity for collaborative work. The use of Sumner County School District Internet accounts must be in support of education and research and consistent with the educational objectives of the District. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secret, computer viruses, or objectionable materials.

Use of the Internet shall be solely for the purpose of facilitating the exchange of information the furtherance of education and research, and otherwise be consistent with Sumner County School Board policies and objectives.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. School administrators will deem what is inappropriate use and their decision is final.

You are expected to abide by the generally accepted rules of network etiquette which include but are not limited to the following:

Be polite. Do not be abusive. Do not use inappropriate language.

Do not reveal personal information about yourself or other students.

Be aware that the Internet information is not private. School administrators have access

to all information.

Do not use the network in such a way that you would disrupt the use of the network by other users.



