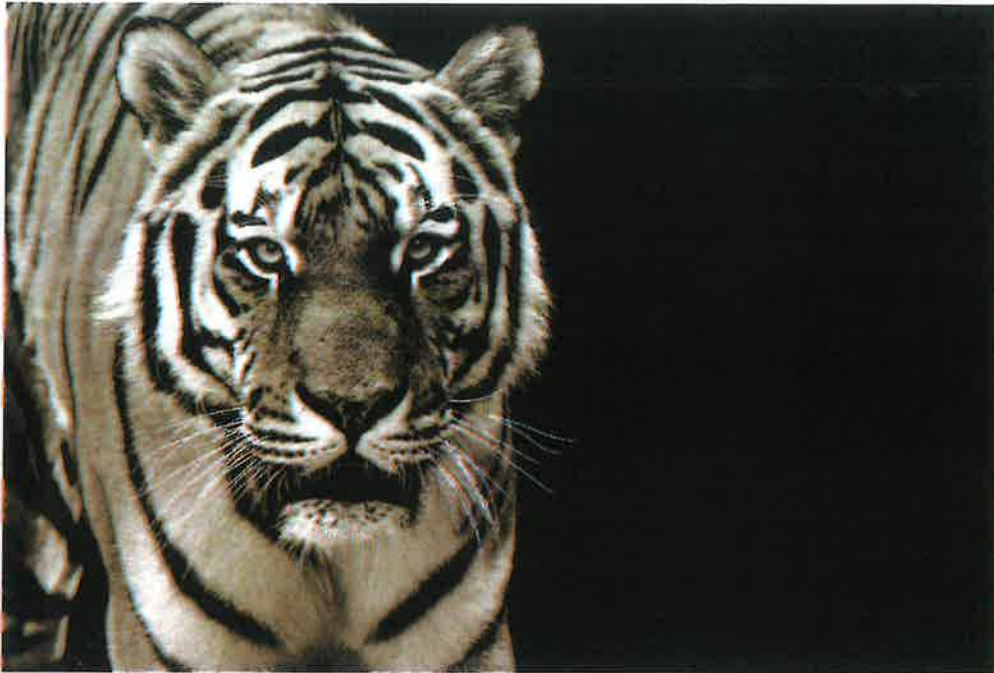


Charlotte Elementary School



OUR SCHOOL...
*exists to continuously
promote students of
KNOWLEDGE and
CHARACTER*

STUDENT HANDBOOK

2022 - 2023

Sara Cunningham, Principal scunningham@dcstn.org

Cindy Shelton, Assistant Principal cshelton@dcstn.org

200 Humphries St., Charlotte, TN 37036

Charlotte Elementary School

Our school exists to continuously promote students of knowledge and character!

Sara Cunningham, Principal

200 Humphries Street, Charlotte, TN 37036

Cindy Shelton, Assistant Principal

Office (615) 740-5803 * Fax (615) 789-6388

August 2022,

Dear CES Families,

Welcome back to another school year! I am excited to introduce myself as the new principal of Charlotte Elementary School. I look forward to this coming school year! There are some changes happening! You can help us by following us on our Facebook page to see information about our school. Also, teachers will send home Class Dojo codes to register for parent/teacher communication. These are two very important ways we communicate with parents. If you need assistance with either of these avenues, please contact the school office and someone will gladly help you.

Please keep a copy of this handbook for your records and return only the back signature page. All the updates and changes are detailed in this handbook. If I can ever be of help to you, your student or family, please do not hesitate to contact me. We are all in this together!

My best,



Mrs. Sara Cunningham

Principal, CES

scunningham@dcstn.org



The administration, faculty and staff would like to take this opportunity to welcome you to Charlotte Elementary School. The information in this handbook has been compiled to help you succeed at our school. The entire staff is here to assist you with your education.

SCHOOL INFORMATION

Main Office	740-5803
School Fax	789-6388
Childcare	740-5811
Cafeteria	740-5810
School Nurse	740-5815
Transportation	740-5970
Board of Education	446-7571

School Hours: 8:00 a.m. - 3:00 p.m.
Office Hours: 7:15 a.m. - 3:30 p.m.

1. Admission Requirements
2. Opening and Closing of School Day
3. Extended Child Care Program
4. Attendance
5. Early Dismissal
6. Tardiness
7. Withdrawing from School
8. Attire & Grooming Regulations
9. Student Behavior
10. Toys & Personal Items / Gum
11. Damage to School Property
12. Weapons
13. In-school Suspension (ISS)
14. Behavior / New Directions Academy
15. Pupil Transportation
16. Emergency School Closing
17. Reporting of Pupil Progress
18. Grading Scale
19. Promotion / Retention
20. Parent-Teacher Conferences
21. Provisions for Textbooks
22. School Safety
23. Care of Sick / Injured Students
24. Medication Administration
25. Pediculosis (Head Lice)
26. Growth & Development Instruction (5th Grade)
27. Custody Restrictions
28. Physical Education
29. Use of School Phone
30. Student Messages
31. School Lunch Program

1. ADMISSION REQUIREMENTS

Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or private school. A parent/guardian or legal custodian who believes that their child is not ready to attend school at the designated age of mandatory attendance may make an application to the principal of the school which the child would attend for a one (1) semester or one year deferral in required attendance. Under certain circumstances the Board may temporarily excuse students from complying with the provisions of the compulsory attendance law. **Age requirements for school entrance are as follows:** For the 2022-2023, new kindergarten students must turn 5 years of age by August 15 in order to be enrolled in school. No child shall be eligible to enter first grade without having attended and successfully completed an approved kindergarten program.

Students should live in the CES zone to attend Charlotte Elementary School. In order to meet these criteria, the student must reside with the parent or legal guardian and the 911 address can be verified (with no less than three pieces of documentation/utility bill, lease agreement, etc.). **If a student does not live in the CES zone, the legal guardian must request special permission by completing an out-of-zone application. In order for out-of-zone attendance to be approved, space must be available at the out-of-zone school. Additionally, students who are attending an out-of-zone school MUST maintain acceptable attendance and behavior records. Parents/guardians must also maintain a positive working relationship with the school staff and administration.**

The name used on the records of a student entering school must be that shown on the proof of age documents (i.e. birth certificate or immunization record) unless evidence is presented that such name has been legally changed through a court of law.

In order to enroll in school, a student/parent must provide satisfactory proof of age along with proof of immunization against polio, diphtheria, tetanus, whooping cough, measles, and mumps. Evidence of a current (within one year) medical examination, signed by your healthcare provider, must also be provided.

2. OPENING / CLOSING OF SCHOOL DAY

The building will be open at 7:15 a.m. each school day. Students who arrive before 7:15 a.m. will be sent to and supervised in the before school daycare program and parents will be charged a drop-in fee of \$6.00. To ensure the safety of our students, we ask that you only drop off students next to the curb. Do not drop students off in the Fire Lane. Do not park your car under the loading canopy and go into the school as additional parking is provided for visitors.

The morning bus room will operate from 7:15 a.m. until the last child is picked up by his/her teacher – 7:45 a.m. **In order for your child to eat breakfast at school, please have your child to school no later than 7:35. (See page 7 for prices)**

It is necessary for the school to have reliable information about how your child is to go home in the afternoon. You will be asked by the teacher to provide this information when your child enters school. After that, any change in the regular routine (such as being picked up early, or by a different person), *requires a note from the parent. If we do not have a note, we will send your child home the usual way.* Car riders will be dismissed at 2:55 p.m. each day. **The parents of regular car riders must have a CES Car Rider Tag. Those without tags will be required to provide proof of identity (state issued picture ID) in order for the student to be released. We respectfully request that all parents remain in their cars so that we may better expedite the car rider line. Car riders who are not picked up by 3:20 p.m. will be sent to our after-school day care and a drop-in fee of \$12.00 will be charged.**

3. EXTENDED CHILD CARE PROGRAM

A school age child care program is offered before and after regular school hours and during the summer months. The program provides educationally enriching quality care for students during the hours when there may be no adult supervision in the home. Children have the opportunity to engage in activities which benefit them emotionally, physically, and educationally. A special time is allotted for homework. Hours during the school year are 6:00 a.m. to 7:15 a.m. and 3:15 p.m. to 6:00 p.m. Summer hours are 6:00 a.m. until 6:00 p.m. Information related to applications and fees is available upon request. **Contact: Cindy Akin, Director at 615-879-9770 or 615-740-5811 after 3:00 or at CAkin@dcstn.org.**

4. ATTENDANCE

One of the most important factors in the overall development of students is regular school attendance. Student attendance affects the nature and amount of classroom instruction and the group process of the class as a whole. Regular attendance is an obligation placed on parents and schools by state law. Charlotte Elementary will work closely to enforce all policies set by the State of Tennessee and the Dickson County Board of Education. For the sake of your child's education, please schedule family trips and medical appointments outside of school hours. Excessive absences will be addressed by the classroom teacher, principal, and attendance supervisor on an individual basis. **When a student must be absent, parents are asked to send in a signed note with your child the day he/she returns to school stating the reason for the absence.** Please review the attendance section of the Dickson County Student Handbook for details

and a list of acceptable excuses for being absent from school. Please note that vacations and travel for leisure are not on the district's list of excusable reasons for absence.

Unexcused Absences: Upon the third unexcused absence from school, the principal or assistant principal will contact the parent/guardian and a parent meeting will be held. A letter will also be sent detailing the Truancy Policy of the Dickson County School System. Once the fourth unexcused absence is recorded the school will again contact the parent/guardian and the Board of Education will be notified. Upon the fifth unexcused absence, parents/guardians will receive a letter containing a compliance date from the Dickson County Board of Education. The next unexcused absence will be reported to the Board of Education, and students and parents/guardians will be in non-compliance with the Truancy Laws of Tennessee. A petition to court will follow.

Unexcused absences and absences in excess of eighteen (18) days each year must be made up in a board approved manner. This may include assignments to the Quiet Room. **Parents may be required to provide a doctor's note after 9 absences and/or early checkouts OR when their child has been absent 10% or more of the school year to date.** SEE Policy 6.200 for details.

5. EARLY DISMISSAL

Students will not be permitted to leave school premises during the school day without request of the parent/guardian and the approval of the principal. Siblings under the age of eighteen are required to have a signed note from a parent/guardian stating they have permission to check out a younger sibling. **Tennessee law requires that a student leaving school grounds early must be signed out through the office.** This is so we can be certain the child is being transported safely and legitimately from school. Our aim is to protect the child, not to inconvenience the parent. **Students will be notified from the office upon arrival of the parent that they are being checked out for the day. Parents are asked to remain in the assigned area and not travel to the child's classroom as unannounced visits often take the teacher away from instructional duties.** We ask that you refrain from checking your child out after 2:45. Please remain in the car rider line after 2:45. This is the time when children and teachers are preparing to dismiss for the day.

6. TARDINESS

Recognizing that punctuality and the opportunity to learn affect the academic progress of a student at school, the Dickson County Elementary Division has adopted the following tardy and early check out procedure. School begins promptly at 8:00 a.m. Any student arriving after the 8:00 a.m. bell is considered tardy and will be issued a tardy



slip. School ends at 2:55 p.m. Students leaving before this time will be documented as checking out early. Tardy and early checkout slips are filed and maintained in the office. Excused tardiness and check outs will not be counted against a student.

Students who are chronically late or checked out early for **unexcused reasons** will be assigned the following consequences:

3rd Unexcused tardy/Check out – Written reminder of policy to parent

4th Unexcused tardy/Check out – Second written reminder with a post script from principal/assistant principal

5th Unexcused tardy/Check out – Thirty minutes of recovery time and principal/assistant principal makes a telephone call to parent

6th & 7th Unexcused tardy/Check out – Thirty minutes of recovery time and a parent conference is requested at 7th occurrence.

Subsequent Unexcused tardy/early check outs – School Attendance Review Committee will meet to discuss the issue and make recommendations to remedy the problem. The parent may be invited to attend this meeting. Principal will forward minutes of this meeting to the Board of Education. Students may be required to continue to recover unexcused time in ISS.

The cycle starts over at the beginning of the second semester. (January)

Acceptable reasons for tardiness and early checkouts:

- **Student's personal illness
- **School nurse or school personnel request early pickup of student
- **Death in immediate family/attending a funeral
- **Proof of required court appearance of student
- **Recognized religious holiday/organized cultural and/or educational activities
- **Parent or custodian leaves or returns from active military service
- **Physician statement related to the day of tardy or early check out
- **Prior principal approval due to family travel plans or parent business affairs
- **Other reasons deemed acceptable by the principal

7. WITHDRAWING FROM SCHOOL

Any student withdrawing from school must be cleared through the office. A withdrawal form may be obtained from the office and should be filled out by the parent/guardian. Return all textbooks, chrome book and charger to the school. All outstanding debts (lost textbooks, library books, pictures, fundraiser balances, school lunch account, lost or damaged technology, etc.) must be cleared before a report card and or transcripts will be forwarded to the new school.

8. ATTIRE & GROOMING GUIDELINES

It is our belief that one's dress should reflect one's self dignity and should not be a disturbing influence on either the wearer or observer. Student, faculty, and staff members' dress and personal hygiene are essential elements for appropriate personal interaction in everyday life.

Expectations:

1. All students must remove hats upon entering the building.
2. Clothing selections must cover the midriff and back as well as be appropriate in length. No short skirts or dresses or short-shorts allowed. Length can be no shorter than the fingertips when hands are held by the side. Tops worn with leggings must also meet the fingertip guideline. Sleeveless shirt tops must fit snugly around the arms and shoulder bands must be at least 2 inches in width to be acceptable. To make sure that shirts are long enough to cover the midriff, raise both hands above the head. No tummy should be showing.
3. Clothing should fit properly - not excessively tight or loose.
4. Under no circumstances should students wear clothing that is obviously too large. Drooping or sagging pants are not acceptable. At no time is it appropriate for any underwear to be showing—on either male or female students.
5. No clothing or accessories will be allowed which advertises or promotes drugs, alcohol, sex, gang activity, violence, tobacco, or disrespectful attitudes. Students may not wear pants or shorts with writing on the backside of the garment.
6. Shoes should be durable and appropriate for active play as students attend recess daily and P.E. class twice each week. For general safety, sturdy footwear or shoes with laces are preferred and should be tied appropriately. Flip flops and "wheelies" (shoes with skating wheels in them) are NOT permitted at CES.
7. Extreme clothing, accessories and hairstyles that detract from the educational setting are not allowed.
8. Dress code violations will be considered a Minor Behavior infraction. Repeated Minor Behavior infractions will result in a Major Behavior infraction and office referral.
9. Parents will be expected to assist the school by addressing any infraction of the school dress code with their child. Students who repeatedly disregard the dress code are subject to more severe consequences that may include extended time in ISS or suspension from school.



9. STUDENT BEHAVIOR

At CES, we have 3 Basic Expectations:

- 1) Be READY
- 2) Be RESPECTFUL
- 3) Be RESPONSIBLE



Be READY:

- ☐ A good attitude and well rested,
- ☐ Prepared with materials
- ☐ Ask for help when you need it

Be RESPECTFUL:

- ☐ Use kind words to EVERYONE
- ☐ Stay in your own personal space
- ☐ Don't touch it if it isn't yours

Be RESPONSIBLE

- ☐ Keep up with your own belongings
- ☐ Be where you are supposed to be
- ☐ Do what you are asked to do

10. TOYS & PERSONAL ITEMS / GUM

Personal items including toys, video games, collectible cards, pets, etc. should not be brought to school unless specifically requested by a teacher. Any such items brought to school by students will be taken and held in the office until a parent/guardian comes for them. Chewing gum is not permitted in our school.

11. DAMAGE TO SCHOOL PROPERTY

Damaging school property in any way will be met with suitable consequences. In most cases, the student will be expected to reimburse the school for whatever damage was done. Any property directly connected to the school, including buses, is covered by this rule.

12. WEAPONS

The possession of any type of weapon (firearm or other object used for harm or destruction) on school property will not be tolerated. The weapon will be confiscated immediately, the authorities will be notified and, if necessary, the case will be petitioned to the proper court.

13. IN-SCHOOL SUSPENSION (ISS)

Students who are sent to the office for disciplinary matters or repeated attendance violations may be required to spend time in in-school suspension or ISS. Students may be assigned to ISS by the principal, assistant principal or the principal designee. Placement in ISS may vary from as little as a few minutes to several days depending upon the severity of the infraction. A teacher or assistant will supervise students assigned



to ISS at all times. **Any damage to school property while in ISS may be the responsibility of the child's parents along with a fee to repair such damages.**

14. BEHAVIOR / NEW DIRECTIONS ACADEMY

Students who are violent or who chronically violate the school rules may be assigned to a class (or classes) at an off-campus site: New Directions Academy (NDA). NDA is for students who willfully and persistently violate school rules, commit a zero tolerance offense or commit other violations that are serious enough to warrant removal from their home school. NDA is also an appropriate site for students whose Individualized Education Program (IEP) team recommends placement in order to best meet a student's special education needs.

The building principal, assistant principal, or designee may request a Disciplinary Hearing at any time. Students may be assigned to NDA for the following reasons:

****Any student who is suspended due to zero tolerance issues.**

****Students who consistently exhibit inappropriate behavior and who refuse to adhere to reasonable rules, regulations and procedures necessary for the orderly operation of a school.**

****Students who (due to unique situations) are referred because this placement would be in the best interest of the student.**

****Students with special needs will be placed at NDA by the IEP Team if it is determined that this would be the child's least restrictive environment. Regular education students are referred through the DHA process. A Disciplinary Hearing Authority consisting of three certified central office personnel adjudicates each individual case and makes a final recommendation for placement.**

15. PUPIL TRANSPORTATION

All students who are zoned to Charlotte Elementary School have access to transportation services through Dickson County Schools. Students wishing to go home with another student must make those arrangements the night before. Students will not be allowed to make such arrangements at school and then call parents from the office. **As our buses are near capacity, students may not ride home on a bus other than their assigned bus. Administrative approval may be granted in an emergency situation.** Students are expected to follow all school rules as well as the bus rules while riding the bus. The school bus driver and the principal are jointly responsible for enforcing the behavior expectations of bus riders. The school bus driver will report any misconduct on the bus to the student's principal. **Misbehavior on the bus will be dealt with severely because it infringes on the safety of everyone.** It should be noted that school



buses in Dickson County may be equipped with video recording devices to promote safety for all students and drivers. Refer to the Dickson County Student Handbook for Bus Rules and Disciplinary Procedures (Policy 6.3080).

16. EMERGENCY SCHOOL CLOSING

Emergency school closings due to severe weather or for any other reason will be announced as quickly as possible. Parents should make sure that their children know where to go if they are sent home from school at some time other than the regularly scheduled time. If schools must be closed early, regular return bus service will be provided. Parents will be notified of early closures using email linked to the student's Skyward account, InTouch messaging, on Twitter (@DLWeeks83 or @DCS_TN), and on all local media outlets.

17. REPORTING PUPIL PROGRESS:

Each student will receive a report card four times a year. Report cards will be sent home approximately 7 days after the end of each nine weeks. Parents should take time to go over each area of the card, sign it and return it to school the following day. Kindergarten, First Grade and Second Grade report cards will show what skills a student has mastered. Emphasis will be placed on reading and math readiness as well as social behavior.

18. GRADING SCALE

The Dickson County Board of Education approved the following grading scale:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = Below 60



19. PROMOTION AND RETENTION

The promotion or retention of a student is a decision that ultimately has to be made each year. The person who is most able to make this decision is the classroom teacher. In accordance with the policy of the Dickson County Board of Education, Charlotte Elementary invests the **classroom teacher and the principal** with the joint responsibility for deciding whether or not a student is to be promoted.

The teacher and principal, in making this decision, will consider each student's level of achievement, ability and maturity as well as the yearly attendance record. The primary measure will be the student's mastery of basic skills as set forth by the Tennessee Department of Education and as supplemented by the local education agency.

20. PARENT-TEACHER CONFERENCES

Throughout the school year, two formal Parent-Teacher conferences will be held. There may be times when you or your child's teacher request additional conferences. We welcome and encourage these interactions. As always, parents are welcome to request a conference in person, by phone or by video call (i.e. Zoom, Google Meet). We do ask, however, that you arrange these visits in advance so that they do not take a teacher away from the students and their instructional time.

21. PROVISION FOR TEXTBOOKS & TECHNOLOGY

A Textbook Agreement slip must be signed and returned to the teacher before textbooks and/or library books will be issued. Each student will be given a sufficient supply of textbooks for all subjects. At the end of a school year, all books and technology distributed to students must be returned to the teacher. A charge for the book or device will be issued if it has been damaged or lost.

22. SCHOOL SAFETY

The safety and well-being of all students and staff is a priority. Charlotte Elementary School is equipped with video monitoring devices. All visitors are required to check in and out through the main office and receive a visitor's pass upon entering.

For the Fall of 2022, out of an abundance of caution for the health and safety of our students and staff, all guests to Dickson County Schools will be required to have an appointment. Visits will be limited to essential business. Visitors will be required to provide proof of identification through the Raptor Visitor Management System.

RAPTOR SYSTEM: A computer system used by the Dickson County School District to screen all visitors to a school campus through a state and federal database. This system requires the visitor's driver's license to be scanned. Once scanned, the Raptor will "remember" the visitor and a driver's license will not be required for future visits to the school. Unauthorized persons on school property will be asked to leave immediately. Failure to do so will result in the notification of the proper authorities.

A School Resource Officer is available to assist with unauthorized visitors and any unbecoming conduct. ALL exterior doors to CES will remain locked for security. Visitors to the school must request permission to enter through



the front entrance by stating their name, the child's name and the nature of their visit.

Tennessee State Law delegates to teachers and principals the duty and authority for maintaining disciplined climates in their respective classrooms and schools (TCA 49-6-3401). Response procedures and guidelines for emergencies and crises have been implemented for dealing with such emergencies as fire, explosion, tornadoes, earthquakes, bomb threats, bus wrecks, custody/kidnapping or invasions, weapons, drug and alcohol abuse, child physical/sexual abuse, severe weather, and other disasters which require an immediate response. School safety drills are conducted routinely with students and staff in order to be proactive and prepared for any such emergencies.

23. CARE OF SICK AND INJURED STUDENTS

Emergency cards will be completed at the beginning of school or when a student enrolls. IF AN INJURY OCCURS: In case of a very minor injury, the student will be treated and will remain in school under observation. If school officials decide that medical treatment or consultation is required, parents/guardians or other designated persons will be notified. In the event of a serious injury, an ambulance will be called to transport the student to the hospital and parents or guardians will be notified. **IT IS VERY IMPORTANT THAT YOU GIVE US SEVERAL UP-TO-DATE PHONE NUMBERS SO WE CAN GET IN TOUCH WITH YOU IF NECESSARY.**



24. MEDICATION

Students must have written permission from a parent/guardian to take medication at school. Long term prescription medicines such as Ritalin, Adderall, asthma medications, etc., require both the parent/guardian's permission as well as the doctor's written directions. Medicine forms are available from the school nurse. All prescription medicine must be in its original pharmacy bottle. You may obtain an extra labeled prescription container at the time you fill your child's prescription - usually provided free of charge by your pharmacy. All over-the-counter medicine must come to school in its original container and be age-appropriate. **All medication is to be brought to school by an adult.** Do not send medication on the bus with your child. The safety of your child and others is our first consideration. **It is imperative that you inform the school in writing of any special**

health concerns in relation to your child (i.e. allergies, asthma, etc).

25. PEDICULOSIS (HEAD LICE):

It will be the responsibility of the school nurse, principal or assistant principal to notify parents in the event a child has head lice. Parents must pick the child up immediately from school. A student excluded from school for head lice is expected to be treated and back in school ***within one full day following exclusion***, unless a note from the Doctor/Health Department deems it necessary to be out longer. The school nurse will inspect the student prior to returning to the classroom. Evidence may be required showing proof of treatment.

26. GROWTH AND DEVELOPMENT CLASS

Fifth grade students will be taught human growth and development as required by the State of Tennessee. **Parents must make a request (in writing) if they do not want their child to attend this class.**

27. CUSTODY RESTRICTIONS

The school is interested in the welfare of every child and will seek to protect a child in all ways possible. We realize there are difficult situations that in some cases result in one parent placing custody restrictions on another. **IF THERE ARE CUSTODY RESTRICTIONS THAT SCHOOL OFFICIALS ARE TO ABIDE BY, IT IS THE RESPONSIBILITY OF THE PARENT TO PROVIDE THE SCHOOL WITH A COPY OF THE COURT ORDER.**



28. PHYSICAL EDUCATION

All students are expected to take and participate in PE classes. Students will be required to wear proper shoes while in gym class. Any student who cannot take PE due to medical reasons should bring in a signed note from the parent. The school reserves the right to require a doctor's statement for any student who does not participate in physical exercise on a regular basis.

29. USE OF SCHOOL PHONE

Charlotte Elementary School provides a telephone to be used for school business matters. Student access to this phone is limited. Therefore, it is essential that students know where they should go each afternoon. Students will not be permitted to make calls for forgotten books, homework, lunches, etc.

30. MESSAGES

It is strongly recommended that messages be handled prior to the beginning of the school day. Interruption of classes will be held to a minimum. **** Parents who need to get a message to their child will need to call the office prior to 2:00.** Teachers will not be pulled out of instructional time to take phone calls. All phone messages for classroom teachers will be placed in their school mailboxes. Please make a note of the classroom teacher's planning time as this will be the best time to call.

31. CES SCHOOL LUNCH PROGRAM

Charlotte Elementary School acknowledges that a well-nourished student generally will have better attendance, be more attentive and have more energy to complete school-day activities. The goal of the school lunch program is to provide high quality, nutritious breakfasts and lunches to all students in school, commensurate with the family's ability to pay. Eligible students can receive meals free or at a reduced price. To qualify for free or reduced meals, a family must complete an application form available throughout the year at the Child Nutrition Office or the school office. The district follows strict nondiscrimination rules to protect the anonymity of students receiving free or reduced meals.

Lunch money will be placed in the student's lunch money envelope and will be taken to the cafeteria. If the child brings extra money for snack items, this money should be sent down in the envelope as well. If the student is absent, credit will be given on the next week's lunch. Parents are encouraged to pay lunch and breakfast money on Monday mornings. **All questions concerning lunch money should be directed to the cafeteria manager, Beverly Smith at 740-5810.**

Some students prefer to pack their lunches from home. The CES cafeteria has several microwaves available for student use. Please note that students who pack their lunches (and require the microwave for heating) sometimes have less time to eat than those who bring ready-to-eat meals. It should be noted that students are not permitted to bring glass bottles or jars in their lunch boxes for safety reasons. Juice boxes, bottled water, or milk are preferred choices. **We are not accepting visitors for lunch at this time.**

2022 - 2023 Breakfast and Lunch Prices

REGULAR LUNCH PRICES	Breakfast	Lunch
K-5 Students	\$1.50 daily \$7.50 weekly	\$2.75 daily \$13.75 weekly
Combined: \$21.25 weekly		



REDUCED LUNCH PRICES	Breakfast	Lunch
K-5 Students	\$0.30	\$0.40

Reminder from the cafeteria:

A \$25.00 service charge will be issued on all returned checks.



2022 - 2023 Charlotte Elementary School ~ Discipline Policy

MINOR AND MAJOR BEHAVIORS

*Teachers will still use their own classroom management systems.

*Minors will be given for repeated offenses over time.

*MINORS WILL RESET EACH QUARTER.

Minor Behaviors include (but are not limited to) these REPEATED offenses:

- ☐ Inappropriate Language
- ☐ Dress code violations
- ☐ Not Prepared (i.e. computer not charged, no homework, no chromebook)
- ☐ Noncompliance (not completing work, not following directions)
- ☐ Physical contact (hands, feet and objects to yourself)
- ☐ Disrespectful (tone, attitude, body language)
- ☐ Inappropriate Comments/Expressions/Gestures
- ☐ Minor disruptions of instruction or school activity
- ☐ Dishonesty (includes academic dishonesty)
- ☐ Technology violation

Parents will be notified in writing when a Minor is given. Please sign and return the form to school with your student the next school day.

Major Behaviors are defined as those behaviors that require a teacher/staff member to request the assistance of the office or an administrator to deal with the behavior. These are sometimes also referred to as "office-managed" behaviors.

These behaviors include (but are not limited to):

- ☐ 3 Minor violations within a grading period (9 WEEKS)
- ☐ Physical aggression/Violence toward students, staff or self
- ☐ Destruction of property/Stealing
- ☐ Bullying & Harassment
- ☐ Abusive Language (cursing, name calling, slurs)
- ☐ Threats
- ☐ Illegal Substances
- ☐ Technology violations (includes photographing/videoing anyone without their knowledge and consent)
- ☐ Disruption of instruction or school activity

Behavior Expectations & Levels of Severity

	Expected Behavior	Warning & Reteach	Minor	Major
Descriptors	Acting in a cooperative manner, respectful of school and class expectations; responding appropriately when addressed	Teacher handled, no documentation required, teacher discretion for consequences and personal documentation	Teacher handled, teacher assigns own or building consequence	Referral form completed. Administrator assigns consequence (with teacher input). Administrator communicates to teacher situation.
Inappropriate Language	Language that is socially appropriate and respectful	Offensive remarks or gestures in a casual manner inappropriate sexual connotations; putdowns to a particular subgroup.	Repeated pattern of any inappropriate	Swearing used to harass, intimidate, show defiance, create an unsafe climate
Fighting/ Physical Aggression	Respect for others' personal space; Walking away from and reporting possible conflicts	Rough play	Pre-fight aggressive postureing, wrestling, bumping into others	Hitting or kicking; encouraging another to fight; retaliating
Defiance/Disrespect/Noncompliance	Acting in a cooperative manner, respectful of school and class expectations; responding appropriately when addressed	Passive refusal to participate, extremely slow in response to request, testing the limit	Ignoring reasonable request to stop, low-level disruption; overt refusal to participate	Repeated refusal, ignoring reasonable request that leads to escalation and/or to an unsafe situation

Disruption	cooperative behaviors; turn taking; contributing appropriately to class discussions and activities; cell phones off & away during instructional time	Noise making; outside-talk; attention-getting behaviors (silly answers, class clowning, etc.); bugging others	Repeated pattern of disruptive behaviors; misuse of cell phone/electronic devices in class (Phones and electronic devices to be confiscated and taken to the office/picked up by parent)	Behavior that stops the learning in class; defiant repetition of behavior following correction
Harrassment/Teasing/Taunting	Language that honors and validates others and their values and beliefs	Annoying on purpose; altering names	"Put downs"; Threatening and/or disrespectful body language/ Posturing; targeted insults	Threat/ extortion; racist/socio-economic status/sexual orientation/cultural remarks; continued pattern of Minor offences; continued proximity after seperation; cyber-
Property Damage	Respect personal and school property; using equipment in appropriate manner; return items to appropriate places	Not returning items to appropriate places	Thoughtlessly or "accidentally" damaging property	Theft, purposefully damaging ro defacing property
Lying/Cheating/Theft	Produce authentic work; Be honest in words and actions	Borrowing without asking	Taking another's property (minor value), refusing to return a borrowed item, substituting someone else's work for your own	Taking anothers property (signifigant sentimental or monetary value), not tellingn the truth when it involves someones personal saftey or property
Possession of a Controlled/Illegal Item	Show an informed point of view in regards to drugs and alcohol	Inappropriate drug/ alcohol references	Repeating inappropriate drug/ alcohol reeferences, talking about use, clothing or obvious look-alike weapons	under the influence, possession, distribution, paraphernalia of drugs or possession of actual look-alike gun, knife, or other weapons

Behavior Rewards

Students who receive fewer than 3 (2 or less) minors within a grading period will be rewarded at the end of the 9 weeks during Creative Arts time. Those who have received at least one Major will not attend.

Consequences for Majors

- 1st offense - ½ to 1 hour In-School Suspension
- 2nd offense – 1 to 2 hours In-School Suspension
- 3rd offense – 2 to 3 hours In-School Suspension
- 4th offense – ½ day In-School Suspension
- 5th offense - Initiate a School-based behavior plan and/or ½ day to 1 day of ISS
- 6th offense - 1 day of In-School Suspension,
- 7th offense – 1-2 days of In-School Suspension, Parent Conference to revise behavior plan
- 8th offense – 2 days In-School Suspension
- 9th offense - 2 days of In-School Suspension
- 10th offense - Suspension from School, Parent Conference, or alternative agreed upon
- 11th offense or more- Petition to Discipline Hearing Authority (DHA)

- Parents will be notified in writing of each office visit. Please sign and return all notification letters.
- Fighting will not be tolerated and may result in placement in ISS or Out-Of-School suspension, or other disciplinary action as deemed appropriate by administration.
- Disrespect to school personnel will not be tolerated and may result in placement in ISS or Out-Of-School suspension, or other disciplinary action as deemed appropriate by administration.
- All threats will be taken seriously, investigated and addressed by the administration. Local law enforcement authorities may be contacted depending on the nature of the threat.
- Possession of knives on school grounds may result in placement in ISS, Out-Of-School suspension, or other disciplinary action as deemed appropriate by administration. *Intent will be investigated and determined by an administrator.*
- Possession of guns on school grounds will result in immediate suspension from school for 1 year.
- Bullying incidents will be investigated per the Dickson County Board of Education Policy (6.3005) and consequences will be administered on a case by case basis.

The administration has the right to skip steps as needed depending on the nature and degree of the infraction. Additional offenses may result in the student being petitioned to the district Disciplinary Hearing Authority, or DHA.

Please read and discuss the school's discipline policy with your child.

2021-2022 Charlotte Elementary School ~ Dress Code

At Charlotte Elementary, it is our belief that proper dress and personal hygiene are essential elements for appropriate personal interaction in everyday life. Student, faculty and staff members' dress should be appropriate, clean, and neat and not a disturbing influence on either the wearer or observer. With these beliefs in mind, the following expectations for attire have been established:

Clothing/Styles that are inappropriate for school:

- ☐ Hats (unless otherwise specified by a teacher/administrator)
 - ☐ Midriffs/Crop Tops
 - ☐ Shorts/Skirts shorter than fingertip length
 - ☐ Shirts with holes or that are see-through
 - ☐ Flip flops
 - ☐ Spaghetti straps (2" width required)
 - ☐ Any clothing with references to sex, tobacco, drugs, alcohol or violence
 - ☐ Any clothing that will not stay in place or that shows undergarments
 - ☐ Shoes with wheelies
 - ☐ Pants or shorts with writing across the backside
 - ☐ Clothing, accessories and hairstyles that distract from the learning environment are prohibited
- ★ Leggings **can be** worn *if the top meets the fingertip guideline*
- ☐ To make sure that shirts are long enough to cover the midriff, raise both hands above the head-no tummy should be showing.

When a student is sent to the office, written documentation will be sent home with your child detailing the behavior infraction. We appreciate your help addressing these behaviors with your student to ensure a successful return to school. Please sign and return the form the next day with your student.

CES DISCIPLINE REFERRAL FORM – MINOR

Student Name: _____ Grade: _____

Teacher: _____ Date Submitted to Office: _____

MINOR INFRACTION #3

Student Name: _____

Date: _____

Nine Weeks: _____

Category: ☐ Inappropriate Language ☐ Lying/Cheating ☐ Minor Classroom Disruption

☐ Not Following Directions ☐ Physical Contact ☐ Other _____

Location: ☐ Classroom ☐ Hallway ☐ Restroom ☐ Busroom

Time: _____

☐ Cafeteria ☐ Activity ☐ Recess ☐ _____

Details: _____

Consequence: _____

Parent Signature & Date: _____

MINOR INFRACTION #2

Student Name: _____

Date: _____

Nine Weeks: _____

Category: ☐ Inappropriate Language ☐ Lying/Cheating ☐ Minor Classroom Disruption

☐ Not Following Directions ☐ Physical Contact ☐ Other _____

Location: ☐ Classroom ☐ Hallway ☐ Restroom ☐ Busroom

Time: _____

☐ Cafeteria ☐ Activity ☐ Recess ☐ _____

Details: _____

Consequence: _____

MINOR INFRACTION #1

Student Name: _____

Date: _____

Nine Weeks: _____

Category: ☐ Inappropriate Language ☐ Lying/Cheating ☐ Minor Classroom Disruption

☐ Not Following Directions ☐ Physical Contact ☐ Other _____

Location: ☐ Classroom ☐ Hallway ☐ Restroom ☐ Busroom

Time: _____

☐ Cafeteria ☐ Activity ☐ Recess ☐ _____

Details: _____

Consequence: _____

3 Minors = 1 Major (Office Referral)



2022 - 2023 CES Dress Code



- ☐ I have received a copy of the CES Dress Code and have reviewed it with my child.

Parent Signature _____ Date _____

Student Name _____ Date _____

CES Discipline Policy

- ☐ I have read the 2022 - 2023 updated school-wide behavior procedures for Charlotte Elementary School and reviewed them with my child.

Parent Signature _____ Date _____

Student Name _____ Date _____

Please keep this handbook for your reference throughout the school year. Only return this signature page.

