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## **FOREWORD**

This student Handbook is intended to inform students and parents of some of the Cheatham County School System's policies that pertain directly to students. This is not an exclusive list of all policies. The Board of Education's policies, in their entirety, are available in each school library within the System, and on the System's Internet website (<http://cheatham.k12tn.net>).

## **MISSION STATEMENT**

The mission of the Cheatham County School System is to have a unified commitment to promote physical, emotional, and intellectual excellence.

## **CHILD ADVOCACY CONTACTS**

Tennessee Voices for Children	(615) 269-7751
Mid-Cumberland Council on Children and Youth	(615) 741-2633
CASA	(615) 862-8031
Robertson County Child Advocacy Center	(615) 384-5885

**SYSTEM LEADERSHIP**

**Interim Director of Schools** .....Mrs. Lynn Seifert

**Board of Education:**

First District ..... Mr. Mike Stuart

Second District .....Mr. Rickey Thomas

Third District .....Mr. Barry Breen

Fourth District .....Mr. Todd Ford

Fifth District .....Mrs. Dreama McCool Davidson

Sixth District .....Mrs. Susan Greer

## SYSTEM ADMINISTRATION

(Unless otherwise noted, all telephone numbers are 792-5664)

Adult Education.....	Rita Herndon
Budget & Finance.....	Sheila Tillman
Buildings & Grounds .....	Don Dority 792-4734
County-Wide Day Care Director .....	Sharon Burcham
Custodial Services .....	Steve Sferazo 792-2038
Elementary School Supervisor .....	Kathy Adams
Middle School Supervisor .....	Dianne Williams
Secondary School Supervisor .....	Alvin Rose
Attendance/School Health Services/Guidance Services .....	William K. Jones
School Nutrition Services .....	Melanie Smiley
Special Education .....	Crystal McCarver 792-2070
Technology .....	Priscilla Enters
Title I/Materials & Media .....	Kathy Adams
Transportation .....	Tom Wilson 792-6672
Vocational Education .....	Mike Lockert 792-5645





## CENTRAL ZONE SCHOOLS

Ashland City Elementary (K-4 <sup>th</sup> ) .....	792-4296
108 Elizabeth Street, Ashland City, TN 37015	
Principal - Millie Jones	Fax: 792-2030
	Cafeteria: 792-7070
West Cheatham Elementary (K-4 <sup>th</sup> ) .....	792-5167
3120 Highway 12 North, Ashland City, TN 37015	
Principal - Amber Raymer	Fax: 792-1230
	Cafeteria: 792-5904
Cheatham Middle School (5 <sup>th</sup> -8 <sup>th</sup> ) .....	792-2334
700 Scoutview Drive, Ashland City, TN 37015	
Principal - Robin Norris	Fax: 792-2337
Asst. Principal - Dale Brinkley	Cafeteria: 792-2071
Cheatham County Central High School (9 <sup>th</sup> -12 <sup>th</sup> ).....	792-5641
1 Cub Circle, Ashland City, TN 37015	
Principal - Cheryl Richardson	Fax: 792-2090
Asst. Principal - Shannon Bryant	Cafeteria: 792-5648
Cheatham County Vocational Office (9 <sup>th</sup> -12 <sup>th</sup> ) .....	793-5645
1 Cub Circle, Ashland City, TN 37015	
(Located on the campus of CCCHS)	Fax: 792-2048
County Director - Mike Lockert	
Cheatham County Adult High School (9 <sup>th</sup> -12 <sup>th</sup> ) .....	792-9287
104 Elizabeth Street, Ashland City, TN 37015	
County Director - Rita Herndon	Fax: 792-2782
Cheatham County Alternative School .....	792-3218
104 Elizabeth Street, Ashland City, TN 37015	
	Fax: 792-3229
Cheatham County Special Education Office .....	792-2070
104 Elizabeth Street, Ashland City, TN 37015	
County Director - Crystal McCarver	Fax: 792-2540

## **PROGRAMS AND SERVICES**

Cheatham County Schools are proud to offer a variety of programs and services to meet a diversity of student needs. For more information about any of these programs, please call 792-5664.

- Academic Competitions
- ACTJ Preparatory Course
- Adult Education and Literacy
- Advanced Placement Courses
- Alternative School Program
- Athletic Programs
- Before and After School Tutoring
- Child Nutrition Program
- Clubs and Organizations
- Counseling Services
- Credit Recovery
- Even Start Program
- Fine Arts - Visual, Musical, Theater
- GED and GED+2
- Gifted Education Programs
- Health Services
- Pre-Kindergarten Program
- Special Education Services
- Summer School
- Student Insurance
- Student Transportation
- Title I Services
- Vocational Education Program

## **ADULT EDUCATION PROGRAM**

The Cheatham County Adult High School is open to students aged 16 and up. It is comprised of the following programs:

- Regular high school diploma program  
Students earn credits toward a regular high school diploma.
- Adult G.E.D. program  
Students, 18 years of age and older, work toward passing the G.E.D. test
- Exit Option program  
This is a G.E.D. program for 16- and 17-year-old students who have fallen behind in high school credits. This program prepares them to pass the G.E.D. test.
- Make-up credits  
Students who have failed high school credits can, with the permission of their principal, make up those credits at the Adult High. Make-up credit classes are offered year round. Students must complete their credit within fourteen weeks. There is a charge for these classes.
- Adult ESOL classes  
These classes are for adults from other countries who wish to learn English.
- Adult computer classes  
Beginning computer classes are taught throughout the year. Classes are also offered in Word, Excel, PowerPoint, and Internet usage.

Unless indicated, all services at the Cheatham County Adult High School are provided free of charge. For additional information, please call the Board of Education at 792-5664.

## **BEFORE- AND AFTER SCHOOL CARE**

### **Overview of Child Care Program**

This program is non-discriminating and designed to enhance a child's experience at school. It is open to all children ages 5-12 years of age once enrolled into the program.

The program is planned and operated according to the State Department of Education guidelines in accordance with the Department of Human Services. It is conducted by a staff striving to meet the needs of children by providing positive adult role models. There is sufficient flexibility in the program to accommodate the different age levels with a focus on individual needs.

Our goal is to provide a safe and caring environment for all children who participate. The daycare is closed for legal holidays. We offer before- and after school care and summer care. For hours of operation, check with the Day Care Site Director.

### **Goals and Objectives**

1. To provide an affordable child-care program before and after school and on non-school days (**except** on legal holidays listed below\*) to all school age children in the community who can benefit from the service
  - \* Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day, New Years Day, Good Friday, Memorial Day, and Fourth of July
2. To provide a safe and caring environment for all children who participate
3. To aid in the motivation of students and by creating a positive attitude toward school
4. To provide free play and physical fitness activities as an integral part of the program
5. To involve the community in order to create interest and strengthen the program
6. To aid in the social and moral development of children as they engage in activities, discussions, and games which encourage an awareness of fair play and caring attitudes toward the needs of others

## ADMISSIONS REQUIREMENTS

Parents of newly enrolling students must present:

- Birth Certificate
- Evidence of current medical exam
- Evidence of required immunizations on green Tennessee form
- Social Security Number
- Three (3) proofs of residency

Students must reside with custodial parent or legal guardian and attend the school zoned for their residence.

## IMMUNIZATION RECORDS

It is a Tennessee state law that every child attending a public school must have a Tennessee State Immunization form in his/her file. This can be obtained from your doctor or Health Department. **STUDENTS MUST HAVE A FORM ON FILE THAT IS UP-TO-DATE BEFORE ATTENDING SCHOOL.**

Children entering school (K-12) must have the required immunizations listed below or show evidence they have received at least one dose of each vaccine and is as up-to-date as possible. If the child is up-to-date with immunizations, the parent will be required to present evidence of the required immunizations on the Tennessee Child Health Record (Green Form). If the child is not up-to-date, the parent will be required to present evidence of immunization recorded on the Temporary Tennessee Certificate of Immunization.

<b>DTP-DtaP-DT-Td</b>	Four (4) or more doses of OPV or IPV if the 3 <sup>rd</sup> dose was given on or after the fourth birthday. If starting series age seven or older, only 3 doses are required.
<b>Polio (OPV/IPV.)</b>	If the 3 <sup>rd</sup> dose was given on or after the fourth birthday, the 4 <sup>th</sup> dose is not required. However, if a combination of IPV/OPV (2IPV/OPV) is used, all 4 doses are needed regardless of age.
<b>MMR</b>	Two (2) doses, given on or after the first birthday, required for entrance into grades K, 4, 8, and 12. The second dose should be administered at least 30 days following the first dose.
<b>Hepatitis B</b>	Three (3) doses for entrance into Kindergarten

Required immunizations are defined as those specified by law. However, most health departments and physicians would recommend more than the required.

**Medical Exemption:** A signed statement by a physician indicating that certain special health/physical conditions contraindicate the administration of vaccines should be attached to the Tennessee Child Health Record (Green Form).

**Religious Exemption:** The child is exempt from receiving required immunizations for religious reasons. A signed statement from the parents stating that immunizations conflict with their religious tenets and practices should be attached to the Tennessee Child Health Record (Green Form).

**Health Examination:** Required of all children initially entering all Tennessee schools K-12. Recorded on the Tennessee Child Health Record (Green Form) the child has been examined, hearing and vision are within normal limits, and no other apparent medical conditions that would restrict participation in routine activities were found, except as stated.

### STATEMENT OF NON-DISCRIMINATION

It is the policy of the Cheatham County School System not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (Sexual Harassment), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Inquiries regarding compliance with Title VI should be directed to Kathy Adams of the Cheatham County School System, 102 Elizabeth Street, Ashland City, TN 37015 or the office of Civil Rights, U.S. Department of Education, Washington, D.C.

Inquiries regarding compliance with Title IX should be directed to Kinny Jones of the Cheatham County School System, 102 Elizabeth Street, Ashland City, TN 37015 or the office of Civil Rights, U.S. Department of Education, Washington, D.C.

Inquiries regarding compliance with Section 504 should be directed to Crystal McCarver of the Cheatham County School System, 102-A Elizabeth Street, Ashland City, TN 37015 or the office of Civil Rights, U.S. Department of Education, Washington, D.C.

## **CODE OF BEHAVIOR AND DISCIPLINE**

The Cheatham County Board of Education is required by State Law to make and adopt rules setting forth standards of conduct and behavior that must be met by all pupils.

Each school, in accordance with Board policies, shall develop a code of behavior and discipline that is appropriate for that school.

The following regulations apply to any student who is on school property, a school bus, in attendance at any school-sponsored activity, or whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.

### **Rights and Responsibilities**

The Board expects all staff, students, and parents to assume the responsibility for appropriate behaviors in the school.

#### **Each student has the right to:**

- Have the opportunity for a free education in the most appropriate learning environment;
- Be secure in person, papers, and effects against unreasonable searches and seizure;
- Expect that school will be a safe place;
- Have an appropriate environment, conducive to learning;
- Not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities; and
- Be fully informed on school rules and regulations.

#### **Each student has the responsibility to:**

- Know and adhere to reasonable and established rules/regulations;
- Respect the human dignity and worth of every other individual;
- Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
- Study and maintain the best possible academic achievement;
- Be punctual and present for the regular school program;
- Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety;
- Maintain and/or improve the school environment, preserve school and private property, and exercise care when using facilities;
- Refrain from behavior which would lead to harm or which disrupts the educational process;

- Respect the authority of school administrators, teachers, and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
- Obey the law and school rules as to the possession or the use of alcohol, illegal drugs, and other unauthorized substances or materials; and
- Possess on school grounds, only those materials that are acceptable under the law, and to accept the consequences for articles stored in one's locker.

### **Procedural Due Process**

Before school authorities administer disciplinary measures, reasonable inquiry shall be made to determine the truth of what happened. The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.

For minor offenses where the classroom teacher takes corrective measures, no formal procedure is required. An inquiry into the incident to ensure that the offender is accurately identified, that s/he understands the nature of the offense, and that s/he knows the consequences of the offense for which s/he is accused.

In case of severe offenses where there is a possibility of suspension or legal action, the student shall be advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation. The principal shall investigate the incident prior to administering discipline.

If the principal determines that the offense is of such nature that the student's suspension should exceed ten days, s/he shall refer the case to the Disciplinary Hearing Authority.

### **Interrogations and Searches**

#### **Interrogations by School Personnel**

Students may be questioned by principals/teachers about any matter pertaining to the operation of a school. Questioning must be conducted discretely and under circumstances that will avoid unnecessary embarrassment to the student being questioned.

If a student is suspected or accused of any offense committed at school or during any school activity or on school property at any time, the principal may interrogate the student without the presence of parent(s) and without giving the student constitutional warnings.

If a student is a suspect or is accused of a crime not involving the operation of a school or if interrogation of a particular student is police-instigated, a parent shall be notified and constitutional warnings shall be given to the student before the interrogation begins.

### **Interrogations by Police**

If the principal has requested assistance by the police to investigate a crime involving the school, the police shall have permission to interrogate a student suspect in school, during school hours. The principal should first attempt to notify the parent of the intended interrogation, but they may proceed if the parent is not present. The principal shall be present during the interrogation.

If the police or school contemplates criminal prosecution, interrogation shall not commence unless a parent or guardian is present. Prior to the investigation, the principal shall note that the police advise the student of the constitutional warnings.

If the police deem circumstances are of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police shall first contact the principal regarding the planned questioning. The police shall not commence the interrogation without principal permission.

### **Searches by School Personnel**

Any principal/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 school, any organized school activity, including buses, vehicles of students or visitors, and containers or packages; if s/he receives information which would cause a reasonable belief that the search will lead to the discovery of: (1) seized and admitted as evidence in any hearing, trial, suspension, or dismissal proceeding; or (2) turned over to any law enforcement officer. Any dangerous weapon or drug, as defined in TCA 49-6-4202, shall be turned over to appropriate law enforcement officials after completing an administrative proceeding at which its presence is reasonably required.

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal/designee may request assistance from a law enforcement officer to: (1) search any area or vehicle on premises, or (2) identify or dispose of anything found in the course of a search conducted in accordance with this policy.

The involvement of law enforcement officials is encouraged when there is a reasonable cause to suspect that criminal evidence is about to be uncovered.

### **Student Complaints and Grievances**

Student complaints and grievances shall first be made to the teacher, then to the principal/designee. If not resolved, the matter may be appealed to the Director of Schools, then ultimately to the Board of Education.

## **Sexual Harassment of Students**

Sexual harassment activity toward any student by an employee or another student will not be tolerated. Sexual harassment is defined as conduct, advances, gestures, or words of a sexual nature which: (1) unreasonably interferes with the student's work or educational opportunities; or (2) creates an intimidation, hostile or offensive learning environment; or (3) implies that submission to such conduct is made to an explicit or implicit term of receiving grades; or (4) implies that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in an activity.

Victims of sexual harassment shall report these conditions to the appropriate school official. Confidentiality will be maintained and no reprisals or retaliation will occur as a result of good faith reporting of charges.

In determining whether alleged conduct constitutes sexual harassment, all of the circumstances, including the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The principal/designee shall be responsible for investigating the complaint. If resolution of the complaint is not reached, or involves an employee of the Board of Education, the student may report the matter to the Title IX designee.

## **Racial Harassment**

Racial harassment activity toward any student by an employee or another student will not be tolerated. Racial harassment may include: (1) oral/written statements having racially demeaning implications; (2) gestures, or conduct rooted in racial prejudice, or factors or considerations that signal contempt toward others of any race; (3) evidence, suggestion, or implication that racial factors may be considered as a basis for academic or personnel decisions.

Any person who alleges racial harassment by a staff member or student may complain directly to a principal or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting racial harassment will not reflect upon the individual's status nor will it affect future employment, grades, or assignments.

The right to confidentiality, both of the complainant and accused, will be respected, consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

## **Student Conduct**

The staff is authorized to take reasonable measures to establish appropriate school behavior. Any employee shall have the authority to control the conduct of any student while under the supervision of the system. This authority shall extend to all school activities, including all games and public performances of athletic teams or other groups, trips, and excursions. Such measures may include the use of reasonable force to restrain or correct students and maintain order.

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct which causes disruption, interference, or obstruction of any school purpose while on school property, in school vehicles, or at any school-sponsored activity, function, or event, whether on or off campus. Neither shall s/he urge other students to engage in such conduct.

A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent upon the severity of the offense and the offender's prior record, age, and appropriate accommodation to meet individual differences. The protections of IDEA and Section 504 are required, and will be followed for all identified eligible students.

## **Use of Tobacco**

The use of tobacco or tobacco products/paraphernalia by students in school buildings or on school grounds, in school vehicles, or at any school-sponsored activity at any time, whether on or off school grounds, is prohibited.

State law requires law enforcement officials and/or school principals to issue a juvenile court citation for students under eighteen years of age who unlawfully possess tobacco products. At the time of issuance of the citation, the officer or school official shall seize the tobacco product.

In addition, the following actions will be taken:

1<sup>st</sup> offense - three day out of school suspension; 2<sup>nd</sup> offense - five day out of school suspension; 3<sup>rd</sup> offense - Alternative School six weeks (if Alternative School is full, student will serve in-school suspension at their school); 4<sup>th</sup> offense - suspended out of school until the next regular Board meeting at which time the Board will decide between expulsion and/or long-term suspension.

## **Alcohol and Drug Use**

Students will not possess, distribute, or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, school vehicles, or at any school-sponsored activity at any time whether on or off school campus.

Students will not market or distribute any substance that is represented to be or is substantially similar in color, shape, size, or markings to a controlled substance.

Upon information that a student is suspected of violating this policy, the principal/designee shall be notified immediately. If it is determined that the policy has been violated, the principal/designee shall notify the parent and appropriate law enforcement officials. The student shall be subject to the Zero Tolerance Policy and be subject to a one calendar year suspension.

### **Discipline Procedures**

The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.<sup>1</sup>

#### **Misbehaviors: Level 1**

Minor misbehavior on the part of the student which impedes the orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

*Examples (not an exclusive listing):*

Classroom disturbances

Classroom tardiness

Cheating and lying

Abusive language

Non-defiant failure to do assignments or carry out directions

Harassment (Sexual, Racial, Ethnic, or Religious)

*Disciplinary Procedures:*

Immediate intervention by the staff member.

Determine what offense was committed and its severity.

Determine offender and that s/he understands the nature of the offense.

Employ appropriate disciplinary options.

Record of the offense and disciplinary action ,maintained by staff member.

*Disciplinary Actions:*

Verbal reprimand

Special assignment

Restricting activities

Assigning work details

Counseling

Withdrawal of privileges  
Issuance of demerits which might affect citizenship or department grades  
Strict supervised study  
Detention  
Corporal punishment  
In-school suspension  
Out-of-school suspension not to exceed ten (10) days

## **Misbehaviors: Level II**

Misbehavior whose *frequency or seriousness* tends to disrupt the learning climate of the school.

Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.

*Examples* (not an exclusive listing):

Continuation of unmodified Level I behaviors  
School or class tardiness  
School or class truancy  
Use of tobacco in unauthorized areas  
Using forged notes or excuses  
Disruptive classroom behavior  
Harassment (Sexual, Racial, Ethnic, Religious)

*Disciplinary Procedures:*

Student is referred to principal for appropriate disciplinary action.  
Principal meets with student and teacher.  
Principal hears accusation made by teacher, permits student the opportunity of explaining his/her conduct, denying it, or explaining any mitigating circumstances.

Principal takes appropriate disciplinary action and notifies teacher of action.

Record of offense and disciplinary action maintained by principal.

*Disciplinary Options:*

Teacher/schedule change

Modified probation  
Behavior modification  
Social probation  
Peer counseling  
Referral to outside agency  
In-school suspension  
Transfer  
Detention  
Suspension from school-sponsored activities or from riding school bus  
Corporal punishment  
Restricting school related honors student is otherwise due  
Out-of-school suspension not to exceed ten (10) days

**Misbehaviors: Level III**

Acts directly against persons or property but whose consequences *do not seriously endanger* the health or safety of others in the school.

*Examples* (not an exclusive listing):

Continuation of unmodified Level I and II behaviors  
Fighting (simple)  
Vandalism (minor)  
Stealing  
Threats to others  
Harassment (Sexual, Racial, Ethnic, Religious)

*Disciplinary Procedures:*

Student is referred to principal for appropriate disciplinary action.  
Principal meets with student and teacher.  
Principal hears accusation by accusing party and permits offender the opportunity of explaining conduct.  
Principal takes appropriate disciplinary action.  
Principal may refer incident to the Director of Schools and make recommendations for consequences.  
If student's program is to be changed, adequate notice shall be given to the student and his/her parents of the charges against him, his/her right to appear at a hearing, and to be represented by a person of his/her choosing.  
Any change in school assignment may be appealed to the Board.

Record of offense and disciplinary action maintained by principal and Director of Schools.

*Disciplinary Options:*

In-school suspension  
Detention  
Corporal Punishment  
Restitution from loss, damage, or stolen property  
Out-of-school suspension not to exceed ten (10) days  
Social adjustment classes  
Transfer  
Expulsion

**Misbehaviors: Level IV**

Acts which result in violence to another's person or property or which *pose a threat* to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and action by the Board.

*Examples* (not an exclusive listing):

Unmodified Level I, II, and III behaviors  
Death threat (hit list)  
Extortion  
Bomb threat  
Possession/use/transfer of dangerous weapons \*  
Assault  
Battery \*  
Vandalism  
Theft/possession/sale of stolen property  
Arson  
Possession of unauthorized substances \*  
Use/transfer of unauthorized substances  
Harassment (Sexual, Racial, Ethnic, Religious)

*Disciplinary Procedures:*

Principal confers with appropriate staff members and with the student.

Principal hears accusation by accusing party and permits offender opportunity of explaining conduct.  
Parents are notified.  
Law enforcement officials are contacted.  
Incident is reported and recommendations made to the Director of Schools.  
Complete and accurate reports are submitted to the Director of Schools.  
Student is given hearing before disciplinary hearing authority.

*Disciplinary Options:*

Expulsion  
Alternative School  
Other hearing authority or Board action which results in appropriate placement  
\* Expulsion/reprimand for a period of not less than one (1) calendar year subject to modification by the Director of Schools on a case-by-case basis

**Additional Guidelines:**

- 1.) A student shall not be suspended solely because charges are pending against him/her in juvenile or other court.
- 2.) A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense.
- 3.) A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in deportment or citizenship.
- 4.) A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
  - a. Pay for any activity fee;
  - b. Pay a library or other school fine; or
  - c. Make restitution for lost or damaged school property.

## **Disciplinary Measures**

### **Detention**

Students may be detained before or after the school day or on Saturday as a means of disciplinary action. The following guidelines shall be followed: (1) The student will be given at least one (1) day notice; (2) Parents will be informed before the detention takes place; (3) Students in detention will be under the supervision of certified staff members; (4) Detention will not be required for more than one and one-half hour after the official closing of the school day without parent permission, but may be administered several days in succession or on Saturday; and (5) Teachers must have the approval of the principal before detaining a student.

### **In-School Suspension (ISS)**

Any principal or assistant principal may suspend any pupil from attendance in a specific class, classes, or school-sponsored activity without suspending such student from attendance at school. Good and sufficient reasons for such in-school suspension shall include, but not be limited to, behavior which:

- Adversely affects the safety and well-being of other pupils;
- Disrupts a class or school-sponsored activity;
- Is prejudicial to good order and discipline occurring in the class, during school-sponsored activities, on the school bus, or on the school campus.

Personnel responsible for ISS will see that each student is supervised at all times, and has textbooks and class work assignments from his/her regular teachers. Students given ISS shall be required to complete academic assignments and shall receive credit for work completed. ISS personnel shall provide assistance as needed for students to successfully complete that assigned work.

### **Corporal Punishment**

Any principal or assistant principal may use corporal punishment in a reasonable manner against any student for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines: (1) Corporal punishment shall be administered only after less-severe measures have failed; (2) The instrument to be used in administering corporal punishment shall be approved by the principal; (3) Corporal punishment shall be administered in the presence of another professional employee.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, the type of corporal punishment administered, the name of the person administering the punishment, the name of the witness present, and the date and time of the punishment. Disciplinary records shall be

filed in the school office and made available to parents or students, whichever is appropriate.

Parents may make a request to be exempt from corporal punishment. This request must be made annually, in writing, to the building principal. The principal will honor this request. Documentation will be placed in the student's cumulative record.

### **Procedures for In-School (ISS) and Out-of-School (OSS) Suspension**

Unless the student's continued presence in the school, class, or activity presents an immediate danger to the student or other persons or property, no principal shall suspend any student until that student has been advised of the nature of the misconduct, questioned about the incident, and allowed to give an explanation.

Upon suspension of any student (including ISS in excess of one (1) day), an immediate attempt shall be made to contact the parent to inform him/her of the suspension. The student shall not be sent home before the end of the school day unless contact has been made.

Upon suspension of any student, other than for ISS of one day or less, the principal shall, within 24 hours, notify the parent and the Director of Schools of: (1) the length; (2) the cause; and (3) conditions for readmission which may include, at the request of either party, a meeting with the parent, student, and principal.

If the suspension is to exceed five (5) days, but is no more than ten (10) days, the principal shall request a meeting with the parent and student within the first five (5) days following the issuance of the suspension and shall develop and implement a plan for correcting the behavior. At the time of this meeting whether attended or not by the parent/guardian and student, the principal shall determine the length of the suspension (up to ten (10) days total) and the conditions for readmission.

If at the time of suspension, the principal/designee determines that an offense had been committed, which in the judgment of the principal/designee would justify a suspension for more than ten (10) days, s/he shall advise the parents/guardians of their right to a Disciplinary Hearing.

After a requested hearing, the Disciplinary Hearing Authority may: (1) order the removal of the suspension; (2) order the removal of the suspension upon terms and conditions it deems reasonable; (3) assign the student to an Alternative Program; (4) assign the student to night school; (5) recommend expulsion to the Board of Education.

The Disciplinary Hearing Authority shall make a written record of the proceedings. The student, parent, or principal, may within five (5) days of the

decision, request an appeal of the decision of the DHA. After a review, the Board may affirm the decision of the DHA, modify the decision, including imposing a more severe penalty than that of the DHA.

If suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal/designee.

Students under suspension from one school in the System cannot enter another school, nor attend school-sponsored activities/events in the System.

### **Zero Tolerance Behavior**

In order to ensure a safe and secure learning environment free of drugs, drug paraphernalia, violence, and dangerous weapons; any student who engages in the following behaviors will be subject to a suspension for a period of not less than one calendar year. The Director of Schools shall have the authority to modify the suspension requirement on a case-by-case basis.

Zero-tolerance acts as defined by Law or Board of Education Policy:

- Unauthorized possession of a firearm as defined in 18 USC921;
- Possession/use/transfer of dangerous weapons;
- Possession/use/transfer of illegal substances, including alcohol, marijuana, stimulant drugs, or drug paraphernalia;
- Assault, threatening to assault, or committing battery upon any teacher, employee, student, or other person.

### **Alternative School Programs**

The Board operates an Alternative School Program for students in grades 4-12, who have been suspended or expelled from regular school programs. Attendance in alternative school programs shall be mandatory and students attending an alternative school shall provide their own transportation.

### **Bus Conduct**

The school bus is an extension of the school; therefore, all students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Acceptable conduct on the school bus is developed by the cooperative effort of the transportation director, principals, and bus drivers. All discipline is related to the primary concern for the safety of students.

All school children being transported on a school bus are under the direct supervision and control of the school bus driver and shall be subject to the discipline of the bus driver and students' principal.

Failure to follow these regulations may result in suspension from Cheatham County Schools' Transportation. Parents must assume responsibility for the behavior of their children while their children are riding the bus. If permission to ride the bus is revoked, the parent must provide transportation to and from school for the student until such time a reinstatement is made.

Students will be restricted to their assigned route and allowed off anywhere on that route at the parent's request with proper notification to the school. The school will issue a bus pass to the student to give to the driver. Parents who request a different assigned route must provide this request in writing to the Transportation Director. All approvals for stop and route changes will be based on space availability and the students' bus rider discipline record.

### **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, or off school grounds at a school-sponsored activity.

Upon information that a student is suspected of violating this policy, the principal shall notify the student's parent/guardian and the appropriate law enforcement officials as required by law.

Any weapon or instrument that is deemed to be hazardous shall be immediately confiscated.

Instruments, including tools and clips and unaltered nail files, used solely for the preparation of food, instruction, and maintenance must be approved by the principal, and used under the direct supervision of the teacher.

Dangerous weapons for the purpose 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 in the manner of its use is capable of causing death or serious bodily injury.

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

#### Firearms (as defined in 18 U.S.C. 921)

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

## **Dress Code**

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.

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

Individual schools may adopt dress codes unique to their buildings.

## **Admission of Suspended or Expelled Students**

The board may deny admission of any student who has been expelled or suspended from another in-state school system even though the student changes residence. Students may be dismissed if it is determined subsequent to the enrollment that the student has been suspended or expelled from the former school system.

## **Student Assignment**

Students are expected to attend the school to which they are assigned by virtue of their residence. Legal residence is defined as the place of regular lodging by the parent/legal guardian.

## **Compulsory Attendance**

Attendance is a key factor in student achievement and, therefore, students are expected to be present each day school is in session. The State requires all children between the ages six (6) and seventeen (17), inclusively, to attend school.

A child entering kindergarten shall be no less than five (5) years of age on or before September 30. No child shall be eligible to enter first grade without having attended an approved kindergarten program. A child entering a special education program shall be no less than three (3) years of age.

## **ATTENDANCE**

### **Tennessee Compulsory School Attendance Law**

Every parent, guardian, or other person residing within the State of Tennessee, having control or charge of any child or children between the ages of six (6) and seventeen (17) years, both inclusive, shall cause such child or children to attend public or non-public school, and, in the event of failure to do so, shall be subject to the penalties hereinafter provided. The meaning of the word, “inclusive”, is that children must attend school from six (6) until eighteen (18) years of age.

Any parent, guardian, or other person who has control of a child or children, and who shall violate the provisions of this part, shall be guilty of a misdemeanor, and, upon conviction thereof, shall be subject to a fine not less than two dollars (\$2), nor more than ten dollars (\$10), and court costs, at the discretion of the court. Each day’s unlawful absence shall constitute a separate misdemeanor.

### **Student Attendance, Grades K-4**

In order to meet the requirements for satisfactory attendance, students in grades K-6 shall have an approved record of attendance. An approved record of attendance is considered to be 83% attendance in each class. All days in excess of 15 days each semester, both excused and unexcused, shall be recorded as unexcused unless approved by the principal and his/her designated representative.

A total of thirty (30) days absent during the school year may subject a student to retention. The principal and teacher(s) involved shall hold a conference with the parents/guardians. A decision shall be made according to the provisions of policy 4.705 *Promotion and Retention*.

The Board recognizes that absenteeism is a hindrance to efficient education of students, and that punctuality and early dismissals affect the progress of students at school. When students have accumulated, during each grading period, three unexcused tardies and/or early dismissals, the school shall notify the parents/guardians by mail. When students have accumulated, during each grading period, seven unexcused tardies and/or early dismissals, the parents/guardians, or other persons having charge and control of children are held responsible for children’s school attendance.

### **Definitions**

*Absent* – Absent means students not being in attendance in regularly-scheduled classes at the school where they attend.

*Present* – Present means students in attendance in regularly-scheduled classes at the school where they attend.

*Tardy* – Tardy means being late to school and/or class after the designated time for the school and/or class to begin. The principal or his/her designee will determine whether a tardy is excused or unexcused.

*Early Dismissal* – Early dismissal means leaving the school prior to the end of instructional time and/or prior to the end of the regular school day.

#### **Excused Absences for Grades K-4**

1. Students' personal illness or hospitalization. A physician's statement may be required if students miss three or more consecutive days of school. Parents or guardians should always provide written notification to the school as to the reason(s) for their children's absences. Students who have been absent from school shall be required to bring a note, stating the reason(s) for their absence, from their parents or guardians upon their return to school.
2. Death, or serious illness, or injury in the immediate family. The students should bring a note from their parents or guardians upon their return to the school.
3. Special recognized religious holidays regularly observed by members of a particular religious group. Parents or guardians should send a note to the school prior to the students being absent from school for religious holidays.
4. Required appearance in court. The appropriate authorities should provide written verification to the school.
5. Approved school-related activities. These activities shall be approved by the principal.
6. Head lice. Students with head lice or nits shall be excused on the day lice or nits are found, and one day immediately following. The school expects students to return to school free from lice or nits. The school will allow only two days of excused absences for each occurrence.
7. Other emergency and/or extenuating circumstances beyond the control of students. Whenever possible, these should be approved by the principal prior to the occurrence of the incident.

Students shall be given the opportunity to make up work for excused or unexcused absences. The principal and/or teachers will determine the times for the students to submit make-up work.

## **Student Attendance for Grades 5-8**

In order to meet the requirements for satisfactory attendance, students in grades 5-8 shall have an approved record of attendance. Students in grades 5-8 with twenty (20) or more unexcused absences during the school year shall not be promoted to the next grade, unless they make up the grade in an accredited summer school program. Students must obtain the approval of their school administration before they attend the summer school program.

## **Excused Absences for Grades 5-8**

Principals and/or their designees may excuse students' absences for up to five (5) days per semester, provided that students' parents or guardians provide written notification to the school administration for any of the reasons listed below. For purposes of this "parent day" portion of the attendance policy, a day absent from the school is being defined as being absent from school **for any portion of the school day**. Students are considered to be truant if they are absent from any class, study hall, or any school-related activity during the school day for which students are scheduled. Parents or guardians may use any of the following reasons to ask that their children's absences be excused for up to five (5) times each semester.

1. Students are ill or injured;
2. Students have someone in their immediate family who is ill or injured, and whose illness or injury requires the students to remain at home;
3. Students are needed to work;
4. Students are on a trip with their family; and
5. Students are attending a funeral.

Other absences will be excused with appropriate documentation for the following reasons only:

1. Illness, injury, hospitalization, surgery, or medical appointment, verified by licensed physician, dentist, or health agency;
2. Special recognized religious holiday regularly observed by members of a particular religious group;
3. Court-required appearance;
4. Death or serious illness or injury in the family; and
5. Head lice. Students with head lice or nits shall be excused on the day lice or nits are found, and one day immediately following. The school expects students to return to school free from lice or nits. The school will allow only two days of excused absences for each occurrence.

Students with absences of any kind will receive a zero (0) for any work missed during the absence. The work is to be made up upon his return to school with the zero (0) removed from his record upon the completion of the make-up work. The time for the completion of the make-up work shall be from three (3) to fifteen (15) school days at the discretion of the teacher(s). If the parent and/or student feel that the completion time allowed by the teacher is insufficient, they may appeal the length of time to a school administrator.

### **Excused Absences for Grades 9-12**

Principals and/or their designees may excuse students' absences for up to three (3) days per semester, provided that students' parents or guardians provide written notification to the school administration for any of the reasons listed below. For purposes of this "parent day" portion of the attendance policy, a day absent from the school is defined as being absent from school for **any portion of the school day**. Students are considered to be truant if they are absent from any class, study-hall, or any school-related activity during the school day for which students are scheduled. Parents or guardians may use any of the following reasons to ask that their children's absences be excused for up to three (3) times each semester:

1. Students are ill or injured;
2. Students have someone in their immediate family who is ill or injured, and whose illness or injury requires the students to remain at home;
3. Students are needed to work;
4. Students are being interviewed for a job;
5. Students are visiting a college campus;
6. Students are taking a driver's license examination;
7. Students are on a trip with their family; and
8. Students are attending a funeral.

Other absences will be excused with appropriate documentation for the following reasons only:

1. Illness, injury, hospitalization, surgery, or medical appointment, verified by a licensed physician, dentist, or health agency;
2. Special recognized religious holiday regularly observed by members of a particular religious group;
3. Court-related appearances; and
4. Death or serious illness or injury in the family.

Students with absences of any kind will receive a zero (0) for any work missed during the absence. The work is to be made up upon his return to school with the zero (0) removed from his record upon the completion of the make-up work. The time for the completion of the make-up work shall be from three (3) to fifteen (15) school days at the discretion of the teacher(s). If the parent and/or student feel that the completion time allowed by the teacher is insufficient, they may appeal the length of time to a school administrator.

### **Making up Time for Grades 9-12**

High schools have a goal that all students, whenever possible, have perfect attendance during any given school year. Students should be in class where teachers may assist them in their educational growth. Students should also accept personal responsibility for their own success in school, including regular school attendance.

The Board expects high schools to make sincere efforts to provide quality learning time in all classes. The four-period day (4x4) schedule places greater importance upon time on task. Work that is made up outside of class often is not the same quality as regular class work. More material is covered on any given school day on the 4x4 schedule, increasing the students' difficulty in doing make-up work. A full unit of credit will either be earned, or not earned, during one semester.

Steps to help students be more responsible for their own school attendance are as follows:

1. After students have missed a semester class for five times during the same semester, or a quarter class for three times during the same quarter, the school shall send written notification to the parents or guardians.
2. Any class periods in semester classes that are missed for more than five times within the same semester, and/or any class periods in quarter classes that are missed for more than three times within the same quarter, shall be made up in time make-up sessions before students shall be awarded credit for these courses.
3. In addition to the five times previously mentioned, students shall be excused for making up missed time for up to three absences during each semester for attending school-approved field trips and/or excursions. Absences for such field trips and/or excursions that exceed three times shall be made up in time make-up sessions if they cause students to be absent from any given class for more than five times during the same semester.
4. Students shall have opportunities to attend 90-minute time make-up sessions before and/or after school and/or weekends at assigned times during the school

year. The time make-up sessions should be completed before the end of the present semester. In cases where extenuating circumstances may exist, principals may make arrangements, when possible, for time make-up sessions to be granted immediately following the present semester. Principals shall have the discretion to require students to attend time make-up sessions within a specified number of days.

5. In order to receive credit for any given course, students must attend all 90 minutes of time make-up sessions for all class absences over five times within a given semester.

6. In situations in which special circumstances may exist, students who have been absent for more than five times within a given semester, and/or more than three times in a given quarter, and/or for more than three times for school-related field trips and/or excursions within a given semester, may appeal for waiving the requirement to make up some or all of the missed time to an appeal committee appointed by the Director of Schools. Typically, the special circumstances should be medically-related situations in which students have surgery; and/or are hospitalized; and/or have illnesses that are life-threatening; and/or are contagious; and/or are mental-related; and/or to deaths or serious illness or injuries of immediate family members. Appeals sent to the appeal committee shall be in writing, with appropriate documentation attached. The appeal committee shall confer as situations dictate, and shall notify students and parents of their review and deliberations. Parents are urged to make their appeals as quickly as possible after the absences occur. The deadline for making appeals is no later than 30 calendar days after the parents receive the grades at the conclusion of any semester.

7. For the purposes of this policy, students are considered absent when:

- a. they do not attend a given class;
- b. they are more than ten minutes tardy for a given class;
- c. they leave a given class more than ten minutes before the class ends;
- d. they miss any amount of time during the class period which the teacher deems to be excessive, and the teacher reports this to the school administration, with a recommendation that the students be counted as absent for that class period.

8. For purposes of this policy tardies are defined as arrivals at the students' class locations after the tardy bell has rung, but less than ten minutes into the class period. When students are tardy to a given class, they shall be assigned to a detention session before or after regular school hours.

9. Students who achieve perfect attendance for a given course within a given quarter or semester shall have three points added to their semester grade for that course for that quarter or semester. Students who are absent from a given course for no more than three times within a given quarter or semester, whether the absences are excused or unexcused, may have the three points added to their quarter or semester grade by attending time make-up sessions on a voluntary basis for as many as three times for that given course within that given quarter or semester.

10. In situations in which students are absent from classes due to their official representation of school at school-related activities, and/or in emergency situations, such as, but not necessarily limited to, weather-related conditions, or the death of a school student or faculty/staff member, a school principal shall have the discretion to excuse students' absences and declare that these particular absences do not have to be made up in time make-up sessions, and that these particular absences do not count against students' perfect attendance records in their classes. Principals may waive a maximum of two (2) field trip absences per semester for a given semester or one (1) field trip absence per quarter for a given quarter course, and these absences will not count against students' perfect attendance records in those given courses. These particular absences shall not count against the three absences that students can make up to have their perfect attendance restored.

### **Rules for Time Make-Up Sessions**

1. Students must be on time, and stay for the entire session to receive credit for any time made up.
2. Students must have something to work on, to study, and/or to read during the make-up session. The students are responsible for providing these items.
3. Students who create disturbances shall be dismissed immediately from a session and shall receive no credit for having attended any of that session.

### **State-Mandated Tests/Gateway Exams**

Students who are absent the day of the scheduled Gateway tests must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Excused students who do not take the Gateway test will receive an incomplete in the course until they have taken the Gateway test.

Students who have an unexcused absence shall receive a grade of zero (0) on the Gateway exam which shall be averaged into their final grade at 15%.

**All students who miss a scheduled Gateway test must take the test at the next administration in order to meet their Gateway diploma requirement.**

### **Emergency Closing**

The Board authorizes the Director of Schools to close schools in the event of hazardous weather or any other emergency that presents a threat to the safety of students, staff members, or school property.

As soon as the decision to close schools is made, the Director of Schools will notify local public media and request that an announcement be made.

## **Medicines**

No School Officer/Teacher will routinely dispense medication to students except in unique situations in which a child's health is dependent upon medical aid. If under exceptional circumstances, a child is required to take oral medication during school and the parent cannot be present, only the principal/designee will administer the medication in compliance with the following regulations:

### All medications must be:

1. Stored in a locked box in a secure area;
2. Brought to school by a responsible adult in a properly labeled pharmacy container (prescription), or unopened bottle (over-the-counter);
3. Accompanied by written permission from the parent/guardian.

### Emergency Medication:

1. Epi-pens are to be stored in the office.
2. Inhalers are to be kept with the student.

### Over-the-Counter Medicines:

1. Must be brought to school in a new, unopened container and labeled with student's name and reason medication is needed;
2. Shall be administered according to the manufacturer's recommendation;
3. Aspirin/aspirin-containing products, herbals, and vitamins will not be administered without a physician's order.

**CHEATHAM COUNTY SCHOOL DISTRICT**  
**HEALTH SERVICES**  
**Mediation Procedures**  
**Parent/Guardian Copy**

MEDICATION IN SCHOOL: I understand that my child should take medication at school only when their health requires that it be given during school hours. I also understand that medication given three times a day (*except medicine like Ritalin*) should be given before school, after school, and at bedtime.

**PRESCRIPTION MEDICATION:** I understand that prescription medication must be in the *original pharmacy container* with the following information:

- |  |                                    |
|--|------------------------------------|
| 1. Child's Name                                  | 4. Administration Route            |
| 2. Prescription Number                           | 5. Date                            |
| 3. Medication name, dosage, and time to be given | 6. Name of Physician               |
|  | 7. Pharmacy Name, address, phone # |

I also understand that I must turn in a medication authorization form signed by the physician and myself. (*A copy of the medication form may be obtained from your child's school.*)

**NON-PRESCRIPTION MEDICATION:** I understand that non-prescription medication (*such as Tylenol, antacids, cough medication, etc.*) must be provided by the parent in the *original unopened container* with child's name on the container, and must be accompanied with an authorization for administration form signed by the parent to include the following:

(*A copy of the authorization form may be obtained from your child's school.*)

- |  |   |
|--|---|
| 1. Child's name                          | 6. Reason medication is needed                        |
| 2. Name of medication                    | 7. Discontinuation date                               |
| 3. Dosage of medication                  | 8. Printed name and signature of Parent/Guardian      |
| 4. Route of administration of medication | 9. Parent/Guardian phone numbers in case of emergency |
| 5. Frequency and time of administration  |   |

**Non-prescription medication will only be given for three consecutive days.**  
*If the student has not responded to the medication in three days, the parent should consult the physician.*

*I understand that any non-prescription medication taken more than three consecutive days will require written authorization from the physician.*

**CHANGES IN PRESCRIPTION MEDICATION:** I understand that any changes in medication (*i.e. dosages or times*) will have written authorization from the physician and parent/guardian.

**TRANSPORTATION OF MEDICATION:** I understand that the parent/guardian is responsible for bringing the medication to school and removing any unused medication at the end of treatment.

**SELF-ADMINISTRATION OF MEDICATION:** I understand that my son/daughter will self-administer the medication with assistance from school staff and I declare that he/she is competent to do so. I will assume full responsibility for any side effects or complications my child may have as a result of taking medication that I authorize him/her to take.

**INHALERS:** I understand that nothing in the school board policy is intended to prohibit students with asthma from keeping prescription, meter-dose inhalers with them and readily accessible for self-administration. I understand that a physician/parent authorization will be on file in the office and the inhaler will be identified for student to have in his/her possession.

**ALTERNATIVES:** I understand that if I do not wish to follow the School Board policy I can come to the school and give my child medication or I can arrange with the physician for an alternative schedule for administering medication outside of school hours.

## **Grades and Reporting**

Report cards will be sent home to parents four times a year, at the end of each grading period. Also, a mid-9 weeks progress report will be sent home. Progress reports must be signed and returned to school within three (3) days after they are sent home. All public schools in Cheatham County follow the same grading scale, which is as follows:

- A --- 94-100
- B --- 85-93
- C ---75-84
- D --- 70-74
- F --- Below 69

Students who earn an A in every subject or who have all As and Bs are considered honor students and make up our honor roll. Students who exhibit a high conduct and good citizenship are also recognized.

Kindergarten students are “graded” according to mastery of skills taught.

## **Visitors to the Schools**

Except on occasions, such as school programs, athletic events, open house, or public events, ALL VISITORS will report to the office when entering the school and will sign a logbook and obtain a visitor’s badge. Visitors should return to the office when leaving the building to sign out and return their visitor’s badge. Authorization to visit the building will be determined by the principal/designee.

In order to maintain the conditions and atmosphere suitable to learning, no other person shall enter onto the school grounds or into the buildings during hours of student instruction except students, the staff, parents of students, and other persons with lawful and valid business on school premises.

The principal/designee has the authority to exclude from the school premises any persons disrupting the educational programs, disturbing the teachers or students, or on the premises for the purpose of committing an illegal act. The principal shall engage law enforcement officials when s/he believes the situation warrants such measures.

Requests by students to bring visitors to school must be submitted to and approved by the principal.

## **Safety**

Only students assigned to the school, parents of students, and other persons with lawful and valid business on the school premises shall enter the grounds or buildings during the hours of student instruction.

The principal shall secure assistance from law enforcement officials when deemed necessary to maintain order or security during the school day or during any activities of the school.

## **Student Vehicles**

Students who ride bicycles or drive motor vehicles to school must leave them parked in designated areas until the end of the school day, unless permission is obtained from the Principal. Parking regulations for each school will be developed and published by the individual schools.

Vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons.

## **Enrollment Certificate (required to obtain Driver's Permit or License)**

Tennessee has mandated a provision in law for the past several years that requires documentation of enrollment status for any student fifteen (15) years or older, to be presented to the Department of Safety before a student can apply or be reinstated for a permit or license to operate a motor vehicle.

The 99<sup>th</sup> General Assembly went a step further not only to require proper **enrollment status**, but also to require students to make **satisfactory academic progress** before receiving or maintaining a driver's license. "Satisfactory academic progress", as defined in this section, means that such student earns a passing grade in at least three (3) full unit subjects or their equivalency. For schools on a block schedule, having four (4) classes per day, a passing grade in at least two (2) full unit subjects has been interpreted as acceptable.

**The enrollment certificate may be requested from the student's school or from the Board of Education Office. The certificate may be picked up or mailed to the student, but we are not allowed to fax the certificate.**

## Care of School Property

Students shall help maintain the school environment, preserve school property, and exercise care while using school facilities or property. School property is defined as buildings, buses, books, equipment, materials, or any other item under the jurisdiction of the Board.

Any student found to be responsible for the loss or damage of school property shall be held liable for replacement or fine. Failure to pay the fine imposed within a reasonable time may result in the imposition of: (1) refusal to issue any additional textbooks until restitution is made; or (2) withholding of all grade cards, diplomas, certificates, or transcripts until restitution is made.

## School Nutrition Program

Research by the United States Department of Agriculture, as well as University studies, show that students eating nutritionally balanced meals (breakfast and lunch) perform better in school. It is our goal to do our best to ensure that students receive school meals of the highest quality.

The Free and Reduced Price Meal Program is a federally funded program and is highly regulated by the state and federal agencies. Students are approved for the program by one of the following methods: (1) they are on Direct Certification from an approved list from the State Department. These students will receive approval letters at the beginning of the school year, and do not need to submit a written application. However, if the family wishes to apply for Fee Waiver, they do not need to fill out the application but **they do need to sign the Waiver form** that will be mailed with the DC notification. Or (2) the parents/guardians submit a written application to the school. Students cannot receive benefits prior to their approval on the program; therefore, the timely manner in which the applications are received and processed is extremely important. The Cheatham County School System currently uses the family application. All students from one family can apply on just one application even if the children in that family attend different Cheatham County schools.

Regulations do require that the student purchasing the meal be the one going through the serving line unless physically unable. The status of a student is not public information and will be kept confidential. These procedures must be followed to prevent overt identification.

Any family may apply for free/reduced meal benefits at any time during the school year. Eligibility is based upon federal guidelines. Students who receive no-cost or reduced-cost meals will not be distinguished in any way from students who pay the regular price.

In regard to charges: Board Policy 3.500 states the following: Students and staff members are encouraged to prepay for meals by the week or month. In case of an emergency, as determined by the cafeteria manager or school principal, a Type A school lunch may be charged by students and staff for a maximum of three (3) days. Visitors may not charge meals.

Meal prices are available through your child's individual school.

### **Use of Technology**

Cheatham County Schools diligently strive to provide all students with access to technology in the schools. All students and employees of Cheatham County Schools shall sign an acceptable use policy if they wish to have access to, or to use technology equipment in our school system.

### **Student Records – Annual Notification of Rights**

#### **Privacy Rights**

The student's parent(s) or the eligible student has the right to: (1) inspect and review the education record; (2) seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student's rights; (3) file a complaint with the appropriate officials when the System violates laws and regulations relative to records; (4) obtain a copy of such records at a minimal expense; (5) exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law, or where the System has designated certain information as "directory information".

#### **Directory Information**

Statistical information not identified with a particular student may be released to any person, agency, or the public. "Directory information" includes: name, address, telephone listing, date, and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent or previous educational agency or institution attended by the student.

Student directory information for 11<sup>th</sup> and 12<sup>th</sup> graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and United States.

## **NO CHILD LEFT BEHIND**

### **KNOW YOUR RIGHTS**

The education law entitles No Child Left Behind (NCLB), signed into effect by President Bush on January 8, 2002, provides information to parents regarding students, parents, and schools.

- Parents have the right to request information about the professional qualifications of the child’s classroom teacher.
- Parents have the right to be notified if a district employs a teacher for over four weeks who does not meet the highly qualified requirements.
- The local school system is implementing a plan to ensure that all Cheatham County teachers and paraprofessionals meet the requirements defining “highly qualified”.
- Parents have the right to request that their child’s name, address, and telephone number not be released to a military recruiter without prior written consent.
- Parents may access complete information on the No Child Left Behind Act on the Internet at <http://www.nochildleftbehind.gov/>

For additional information, contact the Cheatham County Board of Education at (615) 792-5664.

### **STUDENT HOMEWORK HELP**

Cheatham County is proud to be in partnership with the Homework Hotline program. This program is jointly sponsored by BellSouth, NewsChannel 5, Dell Computer, Tri Star Health System, Bridgestone-Firestone, The Memorial Foundation, and Nashville/Metro Public Schools.

Cheatham County School students may obtain homework help in any subject by calling 298-6636 on Monday through Thursday from 4:00 – 8:00 p.m.

## **EMERGENCY MESSAGES**

The school telephone is for business purposes. If it is necessary for your child to receive a message while at school, you may call the school office and give the message to the school secretary. **Students will not be allowed to accept phone calls at school.** Emergency messages only will be delivered during class. Students may use the phone only with permission from school personnel. Daily messages such as, "Ride a different bus," are not an emergency. Since many times it is difficult to get a call through, please make these arrangements in the morning before your child leaves for school. State law forbids students to have beepers except for members of the Fire Department. Students are not allowed to have cellular phones at school.

## **STUDENT INSURANCE**

Parents have the opportunity to purchase school accident insurance for their children. School-time and twenty-four hour coverage will be made available. A information sheet explaining the program will be sent to each home at the beginning of the school year.

## **TEXTBOOKS**

Textbooks are supplied to pupils. These books are loaned, not given, by the Board of Education. The textbooks must be cared for and returned at the close of the school year. A replacement textbook will not be issued until the school is reimbursed for the lost book. Each book has a number and may be identified by the teacher who keeps a record of the books distributed to each student. If a student loses a book, they should notify their teacher immediately.

## **TOBACCO FREE SCHOOLS**

All uses of tobacco and tobacco products, including smokeless tobacco, are prohibited in all of the school district's buildings. Smoking shall be prohibited in any public seating areas, including (but not limited to) bleachers used for sporting events or public restrooms.

The use of tobacco products, including smokeless tobacco, will be prohibited in all vehicles owned, leased, or operated by the district.

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

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

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

Signs will be posted throughout the district's facilities to notify students, employees, and all other persons visiting the school that the use of tobacco and tobacco products is forbidden. The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events: *Smoking is prohibited by law in seating areas and in restrooms.*

## **ASBESTOS NOTIFICATION**

An environmental engineering firm has completed a study to determine the presence and location of friable and nonfriable asbestos materials in all buildings of the Cheatham County Board of Education. All buildings were inspected in accordance with Environmental Protection Agency guidelines for asbestos-containing materials (i.e., 40 CFR PART 763)

A copy of the booklet showing the specific locations of asbestos materials will be kept in the principal's office. We will be undertaking asbestos cleaning procedures and other control techniques which will drastically reduce the potential risk associated with airborne asbestos fibers.

Warning posters have been placed at all locations where asbestos material has been found. In most of the schools, the asbestos fibers are primarily confined to boiler rooms and pipe insulations to which students do not have access.

If you have any questions or concerns, please contact the Asbestos Program Manager at 792-4734.

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

The *Family Educational Rights and Privacy Act (FERPA)*, a federal law, requires that the Cheatham County School System, with certain exceptions, obtain your written consent prior to disclosure of personally identifiable information from your child's education records. However, the Cheatham County School System may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in the Cheatham County School System to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing the weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Cheatham County School System to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 1, 2005. The Cheatham County School System has designated the following information as

directory information: (Note: an LEA may, but does not have to, include all the information listed below.)

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

## **CIVIL RIGHTS POLICIES**

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

### **TITLE I/CIVIL RIGHTS POLICIES FOR CHEATHAM COUNTY SCHOOLS**

The Cheatham County Board of Education has adopted policies which insure that the Board and/or schools they govern shall not discriminate in either its educational programs or employment policies.

#### **Equal Opportunity Employment – GAAA**

Opportunity for employment, as well as continuation and advancement in employment, shall be afforded equally to members of all races, creeds, colors, sexes, religions, ages, national origins, and individuals with disabilities or veteran status with regard only for qualifications for the position involved.

## **Equal Education Opportunities – JAA**

It is the policy of the Cheatham County School System not to discriminate on the basis of sex, race, color, religion, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, The Equal Pay Act of 1973, Title IX of the 1972 Educational Amendment and Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act.

It is also the policy of the district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives in the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, and diversity found in our county and awareness of the rights, duties, and responsibilities of each individual as a member of a pugilistic society.

The above should be directed to the following personnel at the Cheatham County Board of Education Office, 102 Elizabeth Street, Ashland City, TN 37015 or the Office of Civil Rights, U.S. Department of Education, Washington, D.C.  
*Title VI* – Kathy Adams *Title IX* – Kinny Jones *Section 504* – Crystal McCarver

## **Student Goals and Objectives (excerpt) – JA**

In order to establish an environment conducive to learning for each student, the Board establishes the following goals: (1) to assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, sex, or disabilities, (2) To protect and observe the legal rights of students, (3) To promote a learning environment which provides opportunities for all students without regard to race, color, creed, religion, sex, or disabilities.

Any person alleging discrimination based on race, color, or national origin has a right to file a complaint within 180 days of the alleged discrimination. At the plaintiff's discretion, the complaint can be filed with the federal department, the state recipient, or the Cheatham County Board of Education. Complaint forms may be obtained from the school principals or at the Board of Education Office at 102 Elizabeth Street, Ashland City, TN 37015.

## **IDENTIFICATION OF CHILDREN WITH DISABILITIES**

The Cheatham County School System provides special education and related services and special accommodations to children who are disabled. Under state and federal laws, public schools are required to provide free and appropriate public education to all children who are disabled between the ages of three and

twenty-two, and may not, on the basis of disability, discriminate against these children.

## **PARENTAL RIGHTS IN SPECIAL EDUCATION**

Parents of children who are suspected to need or are identified as needing special education services have certain rights, which are guaranteed by state and federal law. Those rights and responsibilities are briefly outlined below. If you would like a full explanation of any of the items, please contact Crystal McCarver, Supervisor of Special Education, at (615) 792-2070 or the Tennessee Department of Education District Office.

**Consent:** You have the right to give or refuse consent for any actions initiated by the local school agency.

**Notice:** You have the right to a written notice within a reasonable time prior to any action requiring your consent.

**Evaluation:** You have the right to have a full evaluation of your child's individual educational needs to be administered by trained personnel.

**Least Restrictive Environment:** Your child has the right to be educated with his/her peers without disabilities to the maximum extent appropriate.

**Student Records:** Your child's records are confidential and may only be viewed by you and other authorized persons.

**Administrative Complaint:** You have a right to file an administrative complaint with the Tennessee Department of Education, Division of Special Education, when you believe the LEA had failed to comply with state and federal regulation governing the education of children with disabilities.

**Mediation:** You have the right to request a mediation hearing, which will be of no cost to the parent.

**Due Process:** You have the right to an impartial due process hearing that will be conducted with applicable state statutes and regulations.

## **PARENTAL RIGHTS FOR SECTION 504**

In compliance with state and federal law, the Cheatham County School System will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the child must be of school age with a physical or mental

disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for “protected students who are disabled” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact Crystal McCarver at the Cheatham County Board of Education Office.

### **PROMOTION AND RETENTION POLICY**

1. For promotion to the next higher grade, the student should be able to master 70% of all basic skills in his/her grade level or class.
2. He/She should be no more than one half year or one reading level behind.
3. Consideration should be given to the student’s previous records and performance and to the child who has been retained previously.
4. The student who does not meet the above requirements should be retained or placed in a transitional class if one is available.
5. In the event a child attends summer school, it should be with the understanding that it in no way influences the decision of retention. However, if the summer school teacher feels that a student has progressed sufficiently to warrant a review, a consultation with the principal, teacher, and/or guidance counselor who made the decision of retention, and the parent, may result in re-testing at the beginning of the next school year. If the student then meets the above criteria, s/he may be promoted.

Students in grades 5, 6, 7 and 8 may attend summer school in Cheatham County or in another school system or private school accredited by the State of Tennessee and/or the Southern Association of Colleges and Schools (SACS), and may be promoted to their next grade level if they make passing grades necessary to earn their promotion.

6. Consideration is to be given concerning a child’s attendance record (see attendance policy).
7. Standardized Achievement Tests: (TCAP and other tests as appropriate)

## COMMUNICABLE DISEASES

According to the State Department of Public Health, students having, or suspected of having the following diseases will be excluded from attending school:

- Measles
- Mumps
- Infectious Hepatitis
- Pediculosis (Head Lice)
- Scabies
- Chicken Pox
- Any other illness that would require exclusion
- Temperature of 100° F or higher

\* Please note: your child must have up-to-date immunization records in accordance with state law to attend school

\* When head lice are suspected, your child will be sent home for a minimum of 24 hours. The child's hair must be examined by the school principal or principal designee upon return to school with proof of treatment given, prior to being readmitted to school.

### **Additional Pediculosis Information: Head Lice**

Head Lice are tiny elongated insects. Their eggs are called nits and contain a sticky substance that attaches them to strands of hair. Head lice live in human hair. They can move quickly, but cannot fly or jump. The head louse multiplies rapidly, producing the nits which are tear-drop-shaped and yellowish-brown to white. Because the nit is attached to the hair by a glue-like substance, it cannot be washed out, brushed out, or blown away like dandruff. Nits hatch in about ten (10) days, producing a new head louse. Itching and scratching the back of the neck can be a sign of head lice.

Head lice can be transmitted from one child to another, which means if your child is identified as having head lice, the school will ask you to pick up your child for treatment. Do not be embarrassed. Socioeconomic background or cleanliness has little to do with determining who will get head lice. A safe, non-toxic, inexpensive, and effective way to treat your child for head lice is said to be MAYONNAISE SHAMPOO. Use 100% REAL MAYONNAISE. DO NOT use light, low-fat, fat free, or even salad dressings like Miracle Whip. Apply generously to the hair, making sure all of the hair is saturated. Pile the hair on the head if needed and cover with plastic wrap or a shower cap for at least two and a half hours. Rinse out with warm water and shampoo hair. Comb out and/or

pick out nits until nit free. Many times combs especially made for removing nits will not be effective. The most effective way to remove nits is by hand while in natural bright light. RETREAT IN 7 TO 10 DAYS.

## Graduation Requirements for Class of 2006-2007

The following twenty-eight (28) credits shall be Required for graduation.

English .....	4 credits
Mathematics .....	3 credits
Science .....	3 credits
W. Geography or W. History	1 credit
U.S. History .....	1 credit
Government/Economics .....	1 credit
Personal Comp/Keyboarding ...	1 credit
Physical Ed. Or Marching Band	1 credit
Wellness .....	1 credit

<b>Tech Path*</b>	<b>University Path**</b>	
Vocational ... 4 credits	Foreign Lang ....2 credits	
Electives ..... 8 credits	Fine Arts .....1 credit	
	Elective .....9 credits	

**Dual path requirements are to be met by fulfilling requirements of both the Tech and the University path.**

**Total .....28 credits**

Students on the Tech path must have 4 vocational credits in the same cluster.

\*\* Students on the University path must complete 3 lab sciences, (including Biol. I, Physical Science, and Chem. I or Physics), and must have 3 Math credits in Algebra I and higher, and must have 2 credits in the same Foreign Language.

**Pass the Gateway Exams**

**Completed all requirements of one of the paths  
Diplomas and Class Rank**

**CLASS RANKINGS:**

Students who take and pass the following courses shall be ranked before students who do not take and pass these courses: Advanced English 3 or Coll Geometry; and one of the following Maths: Adv. Alg. Trigonometry/Pre-Calculus/College Alg.; Physical Science; Biology I; Chemistry I, and one of the Following Sciences; Physics/Chemistry 2/Anatomy/ Biology 2/Forensics; and Advanced US History or AP US History

The valedictorian and Salutatorian For a senior class shall be determined based on GPA's at the end of the 13<sup>th</sup> week of the spring semester of the student's senior year.

**HONORS DIPLOMA:**

Seniors shall receive an Honors diploma if they earn a 3.0 GPA on a 4.0 scale and if they earn credits in the following courses:

English .....	4 credits
(Advanced classes when available)	
Math (Algebra I and higher) .....	3 credits
Science (all lab) .....	3 credits
Lifetime Wellness .....	1 credit
Physical Education .....	1 credit
US History .....	1 credit
US Gov't/Economics .....	1 credit
World History/World Geography	1 credit
Personal Computing .....	1 credit

**REGULAR DIPLOMA:**

Awarded to students who do not meet the Honors requirements and earn: 1.) 28 credits as Outlined above or meet the requirements of an IEP. 2.) Meet Gateway requirements. 3.) Have a satisfactory record of attendance and conduct.

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<b>Academic Path?</b>	
University	<input type="checkbox"/>
Technology	<input type="checkbox"/>
Dual	<input type="checkbox"/>

**CHEATHAM COUNTY SCHOOL DISTRICT  
HEALTH SERVICES  
Permission to Treat**

PURPOSE: To enable parents to authorize emergency treatment for their child who might become ill or injured when parents cannot be reached or cannot respond at the time of the emergency.

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Home Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

**Emergency Contacts:**

	<u>Name</u>	<u>Phone Number</u>	<u>Relationship to Child</u>
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____

**If an emergency contact cannot be reached, I hereby give my consent for the administration of any treatment deemed necessary by:**

**Dr. \_\_\_\_\_ whose phone number is \_\_\_\_\_, or in the event the designated physician is not available, by another licensed physician.**

**HEALTH PROBLEMS:** (Circle if present)

ADD/ADHD	Cerebral Palsy	Hearing Impaired	Severe Allergic Reaction (list below)
Amputee	Cystic Fibrosis	Heart Disease/Murmur	Skin Problem
Asthma	Diabetes	Migraines	Speech Problem
Bee Sting Allergy	Down's Syndrome	Muscular Dystrophy	Urinary Problem
Blind	Food Allergies (list below)	Neuromuscular Disorder	
Blood Disorder	Gastro Intestinal Disorder	Orthopedic Problem	
Cancer	Hearing Aid	Seizures	

Other: \_\_\_\_\_

List medications, amounts, and times medication is being taken: \_\_\_\_\_

**I fully realize that failing to complete this form or not keeping this form updated automatically gives the Cheatham County School District absolute authority to act in the best interest of my child.**

\_\_\_\_\_  
(signature of parent/guardian) (date)

Other school age children in household and school they attend:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_  
Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_  
Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

**Insurance Information:**

Insurance Carrier: \_\_\_\_\_ Group Name and Number: \_\_\_\_\_

Name of Insured: \_\_\_\_\_ Insurance Phone Number: \_\_\_\_\_

**School Calendar  
2005-2006  
Cheatham County Schools**

<u>Month</u>	<u>Type of Day</u>	<u>#</u>	<u>Dates</u>
August	Instruction	18	8-12, 15-19, 22-26, 29-31
	In-service	3	2-4
	Administrative	1	5 (housekeeping day, Grades K-8)
September	Instruction	21	1-2, 6-9, 12-16, 19-23, 26-30
	Administrative	1	5 (Labor Day)
October	Instruction	16	3-7, 17-21, 24-28, 31
	Vacation	1	10 (Columbus Day)
	No Days	4	11-14 (fall break)
November	Instruction	19	1-4, 7-11, 14-18, 21-22, 28-30
	In-Service	1	23
	Vacation	2	24-25 (Thanksgiving)
December	Instruction	12	1-2, 5-9, 12-16
	Vacation	5	19-23 (Christmas/New Year's)
	No Days	5	26-30 (Christmas/New Year's)

(100 days by the end of December. Instruction – 86. In-Service – 4. Administrative – 2. Vacation – 8. The fall semester ends of Friday, December 16, 2005.)

January	Instruction	19	4-6, 9-13, 17-20, 23-27, 30-31
	Vacation	2	2 (New Year's Day), 16 (MLK Day)
	Administrative	1*	3 (housekeeping day, grades 9-12)

\* Continuation of August 5

February	Instruction	19	1-3, 6-10, 13-17, 21-24, 27-28
	Administrative	1	02 (Presidents Day)

March	Instruction	18	1-3, 6-10, 20-24, 27-31
	No Days	5	13-17 (spring break)

April	Instruction	18	3-7, 10-13, 17-21, 24-27
	Administrative	1	14 (Good Friday)
	In-Service	1	28 (possible snow day make-up)

May	Instruction	20	1-5, 8-12, 15-19, 22-25, 27
	Administrative	1	26 (records day)

(100 days after Christmas break. Instruction – 94. In-Service – 1. Administrative – 3. Vacation – 2. The spring semester ends on Saturday, May 27, 2006.)

Note: Half days on August 8, December 16, and May 27.