

TROUSDALE COUNTY ELEMENTARY SCHOOL

STUDENT HANDBOOK



Accelerating and Graduating All Students
For the Careers of Tomorrow

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“Accelerating and Graduating All Students for the Careers of Tomorrow”

Daily Schedule

7:45	Instruction begins (Students should be seated and ready to learn)
8:00 – 8:45	Kindergarten activity class & teacher planning
8:50 – 9:35	1 st Grade activity class & teacher planning
9:35 – 10:20	3 rd Grade activity class & teacher planning
12:10 – 12:55	2 nd Grade activity class & teacher planning
1:00 – 1:45	4 th Grade activity class & teacher planning
1:50 – 2:35	5 th Grade activity class & teacher planning
2:45	First load of buses and car riders released

Check with your child's teacher for a detailed individual class schedule.

Lunch Schedule

Pre-K – 2 nd Cafeteria		3 rd – 5 th Cafeteria	
Time	Teacher	Time	Teacher
10:10 – 10:35	Linville & Leonard	10:10 – 10:35	Headstart & Hankins
10:20 – 10:55	Tomerlin	10:30 – 10:55	Hayes
10:25 – 10:50	Morton	10:35 – 11:00	Liston
10:30 – 10:55	McKoin	10:40 – 11:05	Greer
10:35 – 11:00	Evitts	10:45 – 11:10	White
10:40 – 11:05	N. Presley	10:50 – 11:15	Cothron
10:45 – 11:10	Shipley	10:55 – 11:20	Parker
10:50 – 11:15	Navarro	11:00 – 11:25	Holt
10:55 – 11:20	Thomason	11:05 – 11:30	Ogles
11:00 – 11:25	Mitchell	11:10 – 11:35	Stanley
11:05 – 11:30	Gulley	11:35 – 12:00	Barrett
11:10 – 11:35	J. Harper	11:40 – 12:05	Fyke
11:15 – 11:40	Wilson	11:45 – 12:10	Carter
11:20 – 11:45	Barnes	11:50 – 12:15	M. Presley
11:25 – 11:50	Colburn	11:55 – 12:20	Oliver
11:30 – 11:55	Roddy		
11:35 – 12:00	K. Harper		

Am I allowed to eat lunch with my child?

Due to policy updates, we do not allow parents to eat lunch with students. An invitation from the principal is required.

All Students Eat Free Breakfast and Lunch

II. ACADEMICS

Parent/Teacher Communication

Here at TCES, we pride ourselves on our ability to communicate with parents about our students and their academic progress. There are a number of ways to not only monitor student work and academic achievement but also communicate with our teachers.

Teacher Websites

All teachers at TCES have teacher websites that are updated weekly showing teacher lesson plans, school activities, as well as weekly assignments. All can be found at the website www.tcschools.org and following these steps:

- Click on “Schools” at the top of the site, select “Trousdale County Elementary School”
- Click on “Teacher’s Website” under Quick Links on the left, select your child’s teacher
- Click on the option you want on the left

As always, feel free to call a teacher on their planning period or email your child’s teacher.

Google Classroom

Every child has access to Google Classroom. All students in grades K-5 utilize a school issued Chromebook with a signed Responsible Use Policy. Students will be responsible for any monetary damage.

Power School

Our system wide online grading and attendance system allows parents to monitor student progress and attendance on a daily basis in grades 3rd through 5th. Every parent/student has his or her own unique username and password, which allows you and your child to access his or her individual schedule and assignments. A letter will be sent home to provide access instructions along with your child’s unique username and password. The web address is: <https://tcschools.powerschool.com/>

Quarter End, Mid–Nine Weeks, and Report Card Dates

Student progress reports (report cards) shall be provided at least once every nine weeks, as well as, a mid–quarter report for each of the four quarters. Please sign and return these to school.

Here are the Quarter End, Mid–Nine Weeks, and Report Card dates:

Quarter End Dates	Mid–Nine Weeks Dates	Report Card Dates
Q1: 7/27/21 - 9/30/21	9/7/21	10/12/21
Q2: 10/1/21 - 1/4/22	11/9/21	1/11/22
Q3: 1/5/22 – 3/8/22	2/8/22	3/15/22
Q4: 3/9/22 – 5/18/22	4/19/22	TBD

Grading System

The Trousdale County grading system applies to all schools:

A: 93–100 B: 85–92 C: 75–84 D: 70–74 F: 0–69

Grades Kindergarten through 2nd use a Standards Based report card. This reflects your child's progress as he or she works toward mastery of the state standards. Grades Kindergarten through 2nd will have report cards that show student progress on each of the standards in each grade level (Mastered, On-Track, Approaching, or Below.)

25% of each content area grade every 9 weeks will consist of a Benchmark Test in grades 3rd through 5th. It is important to note that your child's TNReady test will make up 25% of his or her 2nd semester grade to correlate with state law. Please pay close attention to your child's benchmark assessments and communicate with teachers concerning your child's progress.

Homework

All teachers have a website that has homework assignment announcements, etc. This can be reached at www.tcschools.org. Click on schools and then select Trousdale County Elementary School. Students who have an excused absence will be given the opportunity to do make-up work in a timely matter. The length of time to have homework done will be determined by the teacher. We always encourage students to read for at least 20 minutes each night.

Honor Roll

Honor Roll certificates are awarded each nine weeks to 3rd, 4th, and 5th grade students meeting the following requirements:

Principal's List – All A's (93% and above)
Honor Roll – All A's & B's with an overall A average (93%)

Achievement Club

Students in 3rd, 4th and 5th grade with all A's will be invited to join an achievement club. We want to recognize their hard work and encourage their continued success as they progress through school.

Jacket Expectations

Students are expected to Be Present, Punctual, Polite, Prepared, and Productive. Students can be recognized for modeling expectations.

Character Education

At TCES, students participate in the Character Education Program. Students learn about the six pillars of character, which include: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

Academic Assistance

All teachers will help students in any way they can. Talk with any teacher, they will be happy to tutor your child as needed.

Parent/Teacher Conferences

Please attend so that you can be assured your child is progressing as you want them to.

October 14th 3:30–9:30 p.m.

March 17th 3:30–9:30 p.m.

III. GENERAL INFORMATION

School/Parent/Student Compact

To the Parents and Guardians of TCES Students:

At TCES, we strive to create a “parent–friendly family focused” atmosphere where a joint effort will be made to communication, collaborate on projects, make effective curriculum choices, and provide support through a joint effort between school and home. There are questions that will arise during the year, so please feel free to call us at (615) 374–3752 between the hours of 7:00 and 4:00.

As Staff of TCES, We Agree to:

- Hold high expectations for ourselves, students, and other staff members
- Show respect for all students
- Help to determine the educational needs of your child
- Adjust the instructional program to meet the academic needs of your child
- Provide a safe and orderly school environment
- Seek your cooperation as parents to work as partners in the school
- Provide frequent assessment and continuous feedback on how your child is progressing academically

As a Parent of TCES, I Agree to do the Following:

- Make sure my child is on time and prepared every day for school
- Monitor outside activities
- Know how my child is doing in school by communicating with teachers
- Monitor my child’s homework and make sure study time is in a quiet place
- Help my child to accept consequences for negative behavior
- Limit TV viewing and read together daily with my child
- Schedule a conference with the teacher about concerns with schoolwork and behavior
- Check with my child daily for information sent home from school that will be useful

As a Student of TCES, I Agree to do the Following:

- Come to school ready to do my best and to be the best
- Listen and follow directions
- Know that I can learn and that I will learn
- Share papers with my parents and return signed papers to my teacher
- Allow the teacher/staff to help me work through my problems

- Model the TCES Jacket Expectations: to be Present, to be Punctual, to be Polite, to be Prepared, and to be Productive.
- Read at home with my parents each night for at least 20 minutes

Parent Involvement Plan

The staff at TCES will promote opportunities for parents to participate in the day-to-day activities of the school through the implementation of the following plan:

- TCES will assist the Trousdale County School System in implementing their Parent Involvement Plan
- TCES will collaborate with parents, teachers, and administrators in developing policies, organizing events, and contributing to the academic well-being of students
- TCES will have a fall and spring Parent/Teacher Conference in order to report student progress and recommend strategies to help students be successful
- TCES will notify parents of student progress by various means including: communication folders, report cards, letters home, telephone calls, teacher websites, PowerSchool, and Google Classroom
- TCES will inform parents of county and school policies and procedures by providing access to a student handbook
- TCES will promote family involvement through county-wide family involvement activities such as: school assemblies, Read Across America, TCES Reads, holiday parties, Turkey Trot/Spring Sprint walk-a-thon, Field Day, student performances, awards programs, and book fairs
- TCES will make an effort to be flexible in scheduling events and meetings in order to accommodate working parents and transportation difficulties

Thank you for your support and involvement in working together for success in student education.

Please review the entire School/Parent/Student Compact and your responsibility as a partner.

By signing this document, you acknowledge that you have read and agree to the partnership with Trousdale County Elementary School for the 2021 – 2022 school year. Failure to sign and return the form does not release you from the information.

Parent Signature

Date

Teacher Signature

Date

School Hours

School starts at 7:45 and ends at 2:45. School opens at 7:00 for car riders. Breakfast begins at 7:30 each day. Do not drop your child off before 7:00.

Absences

TCA 49–6–3007 states that the parent, legal guardian of a student is subject to abide by compulsory attendance laws, and it is their duty to monitor their student’s school attendance by requiring their student to attend school. If your student is absent from school for three (3) days during the school year without adequate excuse, then the student is subject to an attendance hearing. We will accept 5 of these for the entire 2021 – 2022 school year. A note from a doctor, dentist, court or any other approved appointment a student has does not count as one of their 5 notes from home. If a note is not sent or phone call is not made, students will receive an unexcused note, which does not allow the student to make up any work missed and a zero will be recorded. Please utilize Google Classroom to access missed work. The board policy for attendance is in the appendix of this book and will be followed exactly. Your child may be retained if he or she misses too many days.

Tardy to School or Early Dismissal

We cannot educate your child if he or she is not at school on time. At 7:45 students are considered tardy and MUST be escorted to the front office with a parent or guardian to check in. Having to stop and start over to deal with a late student deprives all the students of instruction time. We know things will happen that are out of your control. These can be excused as long as they do not happen often. When a student receives three or more unexcused tardy notes, they may be assigned to after-school detention. A student that incurs 3 unexcused tardies to school, will receive 1 unexcused absence. Once 3 unexcused absences, further explanation will be needed.

Bullying

Bullying, harassment, and intimidation will not be tolerated at TCES. Positive School Climate is very important to TCES. This program will consist of character education program provided to our students throughout the school year, as well as, creating a positive school climate rubric that will work in tandem with our discipline procedure program. A copy of this rubric is provided at the end of the handbook. For more information, refer to Board policy 6.304. To report an incident of bullying please go to www.tcschools.org and download the BULLYING AND HARASSMENT REPORTING FORM. Once filled out, this can be given to Mrs. Badru at TCES.

Safety Drills

Various drills will be conducted to ensure the safety of students and staff. These drills include, but are not limited to: fire, medical emergency, weather related incidents, and lockdowns and intruders in the building.

Valuables at School

Students, not the school, are responsible for their personal property. Personal property should be taken home after school and when at school kept in the student’s back pack or personal locker. The student should never tell anyone his or her lock combination or give a key to another student.

Use of School Phone

Use of office phone is limited to an emergency situation, as in the case of illness.

School Resource Officer

The SRO will work to make our schools safer. Remember, this person is a fully certified police officer and will treat you and your children according to state law.

Interrogations & Searches

Students, suspected or accused of misconduct, may be questioned by the principal without the presence of parent, guardian, or legal guardian. If the principal requests the assistance of the police department, the principal will attempt to notify the parent, guardian, or legal guardian before questioning. The questioning by the police, with principal or other designated school personnel, may proceed without attendance of the parent, guardian, or legal guardian. Having reasonable suspicion, the principal or other designated school personnel, may search any student, place or thing on school property or during any organized school event on or off campus, including buses.

Student Surveys

Parents have the right to inspect third party surveys before they are distributed to students, measures to protect student privacy when surveys ask for certain sensitive information, parental right to inspect any instructional materials, administration of physical examinations or screening of students, collection, disclosure or use of personal information from students for the purpose of marketing or selling that information, and the parental right to inspect any instrument used to collect personal information before it is distributed to students. Districts will give parents dates during the school year when the following activities are scheduled or expected to be scheduled: activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information, administration of surveys containing request for certain types of sensitive information, any non-emergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance and not necessary to protect the immediate health and safety of students.

Complaints

From time to time problems arise. If we are unaware that there is a problem, we cannot address it. The best way to resolve an issue is to talk with the teacher involved. If this does not remedy the problem, contact the principal. If the problem still exists, the principal will give you additional avenues to address the concern. All safety complaints shall be submitted in writing to the transportation supervisor by mail, email, or by submission of a district provided complaint form. The complaint form is located on the district website.

Lockers

In 4th and 5th grade the students might have their own locker. Students may provide and use a lock. Tape, glue, or any other material should not be used in lockers. Magnets are acceptable to secure items in lockers. Any alteration, destruction or damage to a locker in any way will result in parents assuming monetary assessment for the cleaning and/or replacing of this item. There will be occasional locker checks. These checks will include the exterior neatness of the locker. No paper, books, backpack straps, or anything else should hang from the locker.

Field Trips and Special Speakers

There will be times when trips or speakers will be offered to students. Sometimes there might be a monetary contribution associated with the event. A permission form will be sent home for parents to sign and must be returned in order to participate in the activity. Any parent who does not want his or her child to participate in any activity may do so by letting the teacher know. Each grade level will have a teacher representative to contact in the event that financial issues arise and a fee waiver is needed.

Fundraisers

We will have fundraisers this school year. We thank you for your help in the past and your continued support in the future.

Visitors

ALL visitors MUST report to the Lock Six Road front office and sign-in after calling 615-374-3752 to check in with the front office. Photo identification is required. Non-vaccinated visitors are required to wear a protective mask while inside of school facilities. This is done for safety of our students. Please cooperate and adhere to our procedures to ensure a safe school environment.

Redirection of Inappropriate Behavior

We believe that parents are the best source of discipline for their children. Let your child know that you expect him or her to behave at school to protect the educational environment of the school. If, on occasion, a child breaks a rule, we try to use each incident as a teachable moment. We remind students that they are expected to follow our Jacket Expectations (to be Present, Punctual, to be Polite, to be Prepared, and to be Productive.)

Destruction or Defacing School Property

Anyone caught destroying or defacing any school property will be required to pay the full cost of replacing that item plus any labor cost. This includes but is not limited to bus seats, textbooks, chrome books, library books, desks, walls, lockers, bleachers, tables, P.E. equipment, and any other items owned by the school system.

Snacks and Snack Machines

Each classroom teacher has his or her own snack policy regarding snack time.

Money

Money sent to school by your child should be in an envelope with your child's name, teacher's name, and purpose on the front. Do not let your child bring large amounts of money to school.

Selling Things at School

You must have permission from the principal before you can sell anything at school.

Transportation Rules and Regulations

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

1. Students are under the supervision of the bus driver while at the bus stop and on the school bus. Students shall conduct themselves on the bus in the same manner that is consistent with the standards and expectations for classroom behavior.
2. Important: Parents may select only one (1) AM pickup and one (1) PM drop off. The selection is made on the online student registration form at the beginning of the school year.
3. Students should be at the bus stop ten (10) minutes prior to pick-up. While waiting for the bus, students must stand away from the road. Younger students should be permitted to load first.
4. Students shall not fight or engage in rough play. Students are expected to keep their hands to themselves and not to throw objects.
5. Students shall not deface or cause damage to the bus.
6. The bus driver shall designate assigned student seating to ensure safety and good order.
7. Emergency exits must be free from obstructions at all times. The bus driver may prohibit any equipment or objects considered to be dangerous to the safe transportation of students. Student possessions may not be placed in the aisle, in front of the bus or on the floor. Band instruments, ball equipment and class projects will be permitted only when they can be held on the students' lap and not obstruct bus driver's view.
8. Restriction of food and drink items on buses is at the discretion of the bus driver.
9. Students are only permitted to get on or off the bus at their assigned stop.
10. Students must remain seated at all times. They are not permitted to use the emergency windows, emergency doors or touch the safety equipment without driver's permission.
11. Students must depart from the bus in an orderly manner. Students should move away from the bus promptly to a location at least 10 feet from the roadway. If crossing the roadway the student should be at least 10 feet in front of the bus and be able to see the drivers face. They should not cross the road until the driver waves to them that it is safe.
12. No glass containers or objects, balloons, or animals are permitted on the bus.
13. Students are not permitted to open or close windows without the permission of the driver. Keep hands, arms, and heads inside the bus. Throwing objects out of the bus is prohibited.
14. The bus driver shall report student discipline issues to the principal of the school. The principal may discipline the student for disciplinary infractions that are not limited to suspension of bus privileges.
15. Bus safety complaints shall be submitted in writing to transportation supervisor (David Cothron) in person, by email, or by mail using the Bus Safety Complaint Form that is located on the district website at www.tcschools.org
16. The district will maintain video materials for (10) days. Parents/guardians may submit a request in writing to view video footage to the Director of Schools and a time for viewing shall be arranged.

IV. School Procedures

Safety Procedures

- Parents entering the school to bring money, books, or other items to a student will leave those items in the office and our staff will deliver them.
- Parents of students in kindergarten will be allowed to walk their kindergarten students to the door, not classrooms, during staggered attendance. Beginning August 16, 2021, kindergarten students will go to the cafeteria unescorted by parents.
- Parents of Pre-K students will bring their child to the Sam Beasley entrance to drop off and sign in. The teacher will be there to meet you.
- Parents attending school with an invitation from the principal will sign-in at the office and then be allowed to go to designated area.
- Parents needing to pick up students from the Afterschool Academy offices will enter the school on the Sam Beasley Road side of the school and be admitted in the same manner from that location.

Morning Protocol

School doors will open at 7:00 for car riders. If you arrive before 7:00, do not allow your child to exit the car until the appropriate time. When students arrive at school, students in Kindergarten through 1st grade go to the cafeteria. Students in 2nd will go to 2nd grade hallway, 3rd to 3rd grade hallway, 4th to the gym, and 5th to 5th grade hallway. Car riders will enter the building on the Lock Six Road side of the building each morning. Bus riders will enter the building on the Sam Beasley Road side of the building each morning.

Afternoon Dismissal Protocol

In order to maximize a safe and orderly student dismissal, students will no longer be released from the front office between 2:30 and 3:00 unless it is an emergency. If you arrive before 3:00 DO NOT enter the building. Car riders are conveniently dismissed from the Sam Beasley side with the use of our placard system. This system was set to accommodate our parents and to get them out of inclement weather.

On the Sam Beasley side, your child is delivered directly to your car beginning at 2:45. The Lock Six side is reserved for the dismissal of the other 500 students who ride a bus each afternoon. At the conclusion of the Sam Beasley side car rider dismissal, all remaining students will be escorted to the front office between 3:00 – 3:10 for parent pick-up at which time you may sign-out your child. Please do not use the Lock Six Road side for daily afternoon dismissal. Again, the afternoon car riders are dismissed with a placard on the Sam Beasley side. If you would like to obtain one placard free of charge, please see Kellie Porter. If you do not have a placard and your child is not a car rider every day but you have sent in a note requesting your child be a car rider on a specific day, your child will be sent to the gym with all the other car riders. At the conclusion of the car rider dismissal, all remaining students (students who have a note to be a car rider without a placard) will be escorted to the front office. We have multiple parents who pick up students at JSMS and TCHS and then come to TCES. If that is an option for you, please feel free to continue that routine. At TCES our first priority is the safety of our students. Thank you for your understanding and full cooperation.

Leaving School Early

If your child needs to leave during the school day, you must come inside and request the child. Please park in a visitor's parking spot on the Lock Six Road side, come inside to pick up early between 7:45 – 2:30. DO NOT park in lane 1 or lane 4. Any student leaving early must have a reason for leaving such as a doctor or dentist appointment. If a student is unexcused 3 times for leaving early it counts as 1 unexcused absence.

Cafeteria

Students at TCES socialize with their classmates. While this can be an enjoyable time of the school day, there are still a few rules that students must remember.

- Stay in your seat unless you have permission to get up
- Talk quietly to those around you
- Keep all uneaten food and trash on your tray until it is thrown away
- Move in and out of the cafeteria in a straight and quiet line
- Raise your hand if you need anything, and the cafeteria monitor will come to you

Inclement Weather

The Board authorizes the director of schools to close schools in the event of hazardous weather or any other emergency which presents a threat to the safety of students, staff, or school property. As soon as the decision to close schools is made, the director of school will notify the public media and request that an announcement be made. If school is not in session or is dismissed early due to snow or inclement weather, all scheduled activities in which students are involved will be postponed or cancelled.

To stay informed we suggest staying tuned to local TV stations WSMV, WKRN, and WTVF which are notified first in the event of school closing or early dismissal due to weather. Other sources of notification will be local radio station WJKM and our automated phone notification system.

Instructional Materials

All classrooms and learning centers shall be equipped with the instructional materials needed to provide quality learning experiences for students. A list of instructional materials shall be revised annually by building administrators under the direction of the director of schools. Upon request, parents/guardians shall have the ability to inspect instructional materials.

School Nurse

Students are to see the nurse for injuries and sickness that occur during school hours, including the bus. The nurse cannot diagnose ailments that occur at home.

The nurse makes the decision on IF the child needs to go home or remain at school.

Illness and Medicine

The school nurse is responsible for the storage and administration of all medicines. State law requires that certain procedures, including orders from doctors, be adhered to by the school system. We suggest you contact the school nurse at 615-374-3752 for forms and instructions. Under no circumstances can we give over-the-counter medicines without the proper paperwork on file. Under NO circumstances should medicine be sent with students!

Library

Since reading is a vital component of your child's education, we strive to have an outstanding collection of fiction and non-fiction books for our students and teachers. All books and materials are selected with the goal of supporting and enriching the classroom curriculum and fostering the love of reading.

Circulation Policy

Before any student can check out a book, an agreement with the library must be filled out and signed. In the agreement, parents have the option to opt-out of letting their child check out books from the library. If parents want their child(ren) to check out books, they agree to be responsible for lost or damaged books. This means that the parents or guardians agree to pay for the replacement of lost or damaged books.

- The letter and agreement is sent home with all students entering or re-entering our school. They will be sent home the first week of school. When returned, the letters will be kept on file in the library.
- Students will be allowed to check out 2 books at a time. In the event that there is a lost or damaged book on file, the checkout will be suspended until the fine is taken care of. All fines must be paid before the end of the school year. Unpaid fines continue from year to year.
- Loan periods for all students is one week (unless there is a scheduled break in the school calendar) and books should be brought back within that time period. If a student wishes to renew their checkout, they must have the book present with them.
- Checkout is closed the last 3 weeks of the school year in order to complete inventory.

Care of Books

We suggest that the child have a place in your home to keep the library books so he or she will know where the books can be found. Some tips to ensure there is no damage to the books are:

- Do not eat or drink while looking at the book
- Keep books away from younger children who might tear or write in the book
- Keep books away from pets so that they are not damaged or chewed
- Don't loan your book to a friend, as the person who checked out the book will be responsible if it should be lost or damaged
- Use bookmarks, this can be a simple strip of paper-**DON'T TURN DOWN THE CORNERS!**
- Carrying books in a plastic Ziploc bag while in your backpack will help to keep them from getting water damage due to water bottles.

If you have any questions concerning the library policies, please reach out to our librarian.

Physical Education and Playground Rules

Safety is a critical issue during physical education class and on the playground. Students are to abide by the rules set forth by their homeroom and P.E. teachers. Failure to follow these rules will result in disciplinary measures being taken. Students must wear the appropriate footwear to participate in P.E.

Students Who Have Learning Difficulties or Who Need Special Education Services

Trousdale County Schools is responsible for providing a free appropriate public education (FAPE) to students with disabilities ages 3 through 21 in the least restrictive environment. The Tennessee Department of Education recognizes 16 disability classifications under which a child can, upon meeting eligibility requirements, receive special education and related services. These disability classifications include the following:

- Autism
- Deaf-Blindness
- Deafness
- Developmental Delay
- Emotional Disturbance
- Functional Delay
- Hearing Impairment
- Intellectual Disability
- Intellectually Gifted
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disabilities
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment

If your child is experiencing learning difficulties at school, you may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links student to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should first be considered for academic and/or behavior support services that are available to all students including a process based on Response to Instruction and Intervention (RTI²). The implementation of RTI² has had a positive impact on the ability of TCES to meet the needs of struggling students before special education is needed.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the school must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The school must complete the evaluation within the timeline prescribed by law (i.e., 60 calendar days) once written consent is received.

If the school determines that the evaluation is not needed, the school will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with the decision. The school is required to give parents the Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities.

Additional information regarding special education in Tennessee, as well as information on the federal law governing the education of students with disabilities, the Individuals with Disabilities Education Act (IDEA), is available from the Tennessee Department of Education at www.tn.gov/education/topic/special-education and at <https://sites.ed.gov/idea>.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Melissa Loerch Supervisor of Special Education, at (615) 374-2193.

Students with Physical or Mental Impairments Protected under Section 504

A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the child is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law. The designated person to contact regarding a referral for evaluation applicable to Section 504 is Melissa Loerch at (615) 374–2193.

Tennessee Department of Education
PARENTAL NOTIFICATION
Under the Elementary and Secondary Education Act (ESEA)

The Elementary and Secondary Education Act (ESEA) makes it clear that Congress expects Local Educational Agencies (LEAs) and schools receiving federal funds to ensure that parents are actively involved and knowledgeable about their schools and their children’s education. The law requires schools to give parents many different kinds of information and notices in a uniform and understandable format and, to the extent practicable, in a language that the parents can understand. Listed below are some of the required notices that must be made to parents by school districts or individual public schools.

Written Complaint Procedures

LEAs disseminate free of charge to parents of students, and to appropriate private school officials or representatives, adequate information about the State Educational Agency’s (SEA) written complaint procedures for resolving issues of violation(s) of a Federal statute or regulation that applies to Title I, Part A programs. [34 CFR §200.11(d)]

Teacher Qualifications and Non–Highly Qualified Teachers

Beginning with the 2016–17 school year, schools were no longer required to provide notice to parents related to the highly qualified status of their child’s teacher. NOTE: Under ESSA § 1112(e)(1)(A), at the beginning of each year, an LEA shall notify parents that they may request and the LEA will provide certain information regarding the professional qualifications of the student’s teachers and paraprofessionals. This includes information about whether the student’s teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
- Is teaching in the field of discipline not of the certification of the teacher, and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

Title III requires that each eligible entity receiving a sub grant under §3114 shall include in its plan a certification that all teachers in any language instruction educational program for limited English proficient children that is, or will be, funded under this part are fluent in English and any other language used for instruction, including having written and oral communication skills. [ESEA Title III, Part A, §3116(c)]

Student Privacy

Districts must give parents annual notice at the beginning of the school year of the specific or approximate dates during the school year when the following activities are scheduled or expect to be scheduled:

- Activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information
- Administration of surveys containing request for certain types of sensitive information
- Any non-emergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance and not necessary to protect the immediate health and safety of student

A district must develop and adopt policies regarding the rights of parents to inspect:

- Third party surveys before they are administered or distributed to students
- Measures to protect student privacy when surveys ask for certain sensitive information
- Parental right to inspect any instructional materials
- Administration of physical examinations or screening of students
- Collection, disclosure or use of personal information from students for the purpose of marketing or selling that information
- The parental right to inspect any instrument used to collect personal information before it is distributed to students

Districts must give parents annual notice of an adoption or continued use of such policies and within a reasonable period of time after any substantive change in such policies. [20 U.S.C. §1232h(c)(2)] [ESEA Title II, Part F, §1061(c)]

Public Release of Student Directory Information

Under the Family Education Rights and Privacy Act (FERPA), an LEA must provide notice to parents of the types of student information that it releases publicly. This type of student information, commonly referred to as “directory information,” includes such items as names, addresses and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. The notice must include an explanation of a parent’s right to request that the information not be disclosed without prior written consent.

Additionally, §9528 requires that parents be notified that the school routinely discloses names, addresses and telephone numbers to military recruiters upon request, subject to a parent’s request not to disclose such information without written consent.

A single notice provided through a mailing, student handbook or other method that is reasonably calculated to inform parents of the above information is sufficient to satisfy the parental notification requirements of both FERPA and §9528. The notification must advise the parent of how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so. [ESEA §9528]

Military Recruiter Access to Student Information

Districts receiving federal education funds must notify parents of secondary school students that they have a right to request their child’s name, address and telephone number not be released to a military recruiter without their prior written consent. Districts must comply with any such requests. [20 U.S.C. §7908(a)(2)] [ESEA §9528]

Parental Involvement

A district receiving Title I funds and each school served under Title I must develop jointly with, agree on with, and distribute to, parents of children participating in Title I programs, a written parental involvement policy. If a school or district has a parental involvement policy that applies to all parents, it may amend the policy to meet the requirements under the ESEA. [ESEA Title I, Part A, §1118(a)(2)] [20 U.S.C. §6318(b),(c)]

Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school. [ESEA Title I, Part A, §1118(b)(1)]

Schools must hold at least one annual meeting for Title I parents,

- Offer a flexible number of meetings
- Involve parents in an ongoing manner in the planning, review and improvement of Title I programs,
- Provide Title I parents with timely information about the programs, a description and explanation of the curriculum, forms of academic assessment and expected levels of student proficiency
- If requested, provide opportunities for regular meetings to discuss decisions related to the education of their children
- Develop a school–parent compact that outlines the responsibilities of each party for improved student academic achievement [ESEA Title I, Part A, §1118(c)]

Title III requires that each eligible entity receiving a sub grant under §3114 submit a plan to the SEA that describes how the eligible entity will promote parental and community participation in programs for limited English proficient children. [ESEA Title III, Part A, §3116(b)(4)]

Title III–funded LEAs are required to implement an effective means of outreach to parents of limited English proficient children to inform such parents of how they can be involved in the education of their children and be active participants in assisting their children to learn English, achieve at high levels in core academic subjects and meet the same State content and achievement standards all children are expected to meet. [ESEA Title III §3302(e)]

Report Cards on Statewide Academic Assessment

Each school district that receives Title I, Part A funds must prepare and disseminate an annual report card. Generally, the state or district must include on its report card information about public schools related to student achievement, accountability, teacher qualifications and other required information, as well as any other information that the state or district deems relevant.

These report cards must be concise and presented in an understandable and uniform format accessible to persons with disabilities and, to the extent practicable, provided in a language that parents can understand. In Tennessee, these requirements are met through our State’s report card. [ESEA Title I, Part A, §1111(h)(1) and (h)(2)]

Individual Achievement on State Assessment

A school that receives Title I funds must provide each parent information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the test is taken. [20 U.S.C. §6312(c)(1)(N)] [ESEA Title I, Part A, §1111(h)(6)(B)(i)]

All schools must provide to parents, teachers and principals the individual student interpretive, descriptive and diagnostic reports, which allow specific academic needs to be understood and addressed, and include information on the student’s achievement on academic assessments aligned with State academic achievement standards. [ESEA §1111(b)(3)(C)(xii)]

National Assessment of Education Progress

Districts, schools and students may voluntarily participate in the National Assessment of Educational Progress (NAEP). Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment and is not required to answer any test question. A district must make reasonable efforts to inform parents and the public about their right to access all assessment data (except personally identifiable information), questions and current assessment instruments. [ESEA Title VI, Part C, §411(c)(1), (d)(1)–(2)]

School–Wide Programs

A district must inform eligible schools and parents of school–wide program authority under which such schools may consolidate funds from federal, state and local sources to upgrade the entire educational program of the school. The school must serve an eligible attendance area in which at least 40% of the children in the area or enrolled in the school are from low–income families. [20 U.S.C. §6312(c)(1)(A)] [ESEA Title I, Part A, §1114]

Progress Review

Each LEA shall publicize the results of the annual progress review to parents, teachers, principals, schools and the community so that the teachers, principals, other staff and schools can continually refine, in an instructionally useful manner, the program of instruction to help all children served under Title I to meet the challenging State student academic achievement standards. [ESEA §1116(a)(1)(C)]

Safe and Drug–Free School Programs

A district receiving safe and drug–free school program funds must inform and involve parents in violence and drug prevention efforts. The district must make reasonable efforts to inform parents of the content of safe and drug–free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity. [20 U.S.C. §7116(b), 20 U.S.C. §7163]

Limited English Proficiency Programs

A school district that uses federal funds to provide a language instruction education program for children with limited English proficiency must no later than 30 days after the beginning of the school year inform the parents of each child identified for participation or participating in such a program:

- The reasons for the identification of the child as limited English proficient,
- The child’s level of English proficiency,
- How that level was determined and the status of the child’s academic achievement,
- Methods of instruction used in the program in which their child is participating and methods of instruction used in other available programs,
- How the program will meet the educational strengths and needs of their child,
- How the program will specifically help their child learn English and meet age–appropriate academic achievement standards for grade promotion and graduation,
- The specific exit requirements for the program,
- In the case of a child with a disability, how the program meets the child’s IEP objectives, and
- Information about parental rights detailing the right of parents to have their child immediately removed from such program upon their request and the options that parents have to decline to enroll their child in such program or to choose another available program or method of instruction.

For a child not identified as limited English proficient prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in such a program. [20 U.S.C. §6312(g), §7012(a)–(d)] [ESEA Title I, Part A, §1112(g)(1)–(4)]

Each eligible entity using Title III funds to provide a language instruction education program, and that has failed to make progress on the annual measurable achievement objectives shall separately inform the parents of children identified for participation in such program, or participating in such program, of such failure not later than 30 days after such failure occurs. All required information shall be provided in an understandable and uniform format and, to the extent practicable, in a language that the parent can understand. [ESEA, Title III, Part C, §3302(b)(c)]

Homeless Children

To be eligible for funds, the school must provide written notice at the time any child seeks enrollment in such school, and at least twice annually while the child is enrolled in such school, to the parent or guardian or unaccompanied youth that, shall be signed by the parent or guardian or unaccompanied youth, that sets forth the general rights provided, and specifically states:

- The choice of schools homeless children are eligible to attend,
- That no homeless child is required to attend a separate school for homeless children,
- That homeless children shall be provided comparable services, including transportation services, educational services, and meals, and
- That homeless children should not be stigmatized by school personnel.

The school must also:

- Provide contact information for the local liaison for homeless children and the State Coordinator for Education of Homeless Children and Youths
- Provide assistance to the parent or guardian or unaccompanied youth to exercise the right to attend their choice of schools as provided for in subsection (g)(3)(A)
- If applicable, coordinate with the local education agency with jurisdiction for the school selected, to provide transportation and other necessary services. [42 U.S.C. §11432(e)(3)(C),(E)] [ESEA Title X, Part C, §722(e)(3)(C)(I)–(iv)]

If the district sends a homeless child to a school other than the school of origin or the school requested by the parent or guardian, the district must provide the parents a written explanation for, including notice of the right to appeal, the decision. The information must also be provided whenever a dispute arises over school selection. [ESEA Title X, Part C, §722(g)(3)(B)]

Each LEA liaison for homeless children and youth shall ensure the parents or guardians of homeless children and youth are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children. [ESEA Title X, Part C, §722(g)(6)(A)(iv)]

Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this Act, such as schools, family shelters and soup kitchens. [ESEA Title X, Part C, §722(g)(6)(A)(v)]

21st Century Community Learning Centers

A program or activity funded as part of a 21st Century Community Learning Center providing before and after school activities to advance student academic achievement must undergo periodic evaluation to assess its progress toward achieving its goal of providing high quality opportunities for academic enrichment. The results of evaluations shall be made available to the public upon request, with public notice of such availability provided. [ESEA §4205(b)(2)]

Waiver Request

If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the ESEA, it must provide notice and information about the waiver to the public in the manner in which is customarily provides public notice. [20 U.S.C. §7861(b)(3)(B)] [ESEA Title IX, Part D, §9401(b)(3)(B)(ii)]

Coordinated School Health Office
Elizabeth Cothron, R.N. – School Nurse
(615)374-3752 OR (615)948-1084
elizabethcothron@tcschools.org

Dear Parent/Guardian,

Welcome to our 2021 – 2022 school year! We are glad you're here.

This letter is intended to serve as an information guideline in preventing the spread of infection and communicable diseases in our schools. Please keep it in a place where it can be used as a reference throughout the year.

All students should be kept at home and be symptom free for at least 24 hours before returning to school if they have the following symptoms:

- Temperature of 100 degrees or more;
- Yellow drainage from eyes and/or matting of eyes, which could indicate pink eye;
- Vomiting and/or diarrhea;
- Sore throat, stomachache, and headache accompanied by swollen glands around the jaws, ears, and neck.

IMPORTANT NOTICE: If your student is sent home from school with a temperature of 100° or more (fever), he or she must be fever-free for 24 hours without medication (Tylenol, Motrin, etc.) before being allowed to return to school.

Example: If a student is sent home on Monday at 9:00 a.m. with a fever, the earliest he or she could return to school is Wednesday. When your child returns to school, his or her temperature will be checked twice– first thing in the morning and at lunch time– to make sure there is no recurrence of the fever. Any student with a fever upon re-check will be sent home again until fever-free without medication for 24 hours.

Special conditions apply to the following:

- Chicken Pox – all eruptions must be scabbed over before returning to school
- Skin conditions such as Scabies and Impetigo – must have verification from a physician that they are no longer contagious before returning to school
- Students with Head Lice – must have been properly treated and must be brought to school by a parent/guardian to be checked by school personnel before returning to school. Our policy is that the student must be lice and nit free to return

Medications Given at School: The proper medication forms must be filled out by both your doctor and you should medication be needed during school hours. These forms can be obtained from the office or clinic. The forms can also be faxed to your doctor if needed. Absolutely NO Medication, prescribed or over-the-counter, will be given without the proper paperwork.

MEDICATIONS ARE NEVER ALLOWED ON THE SCHOOL BUS! Do not send medication to school with your child on the bus.

If you have any questions, please call us at your child's school. Thank you for your cooperation.

Trousdale County School Nurses Wellness Policy

Every school system in the nation is mandated to have a School Wellness Policy. Trousdale County Schools updated their Wellness Policy in 2017 to meet these national guidelines.

TCES is committed to the optimal development of every student. We believe that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create a positive, safe and health-promoting learning environment throughout our school. We also recognize the value of good nutrition, physical activity, and other health conscious practices and the impact they have on student academic achievement, health, and well-being. As a part of this policy:

All foods offered to students will support healthy eating and be low in fat, sodium, and added sugars. Non-nutritious items (such as candy, cakes, etc.) will no longer be offered as:

- Classroom rewards & incentives
- Fundraiser items
- Classroom party items

Students in Kindergarten through 5th grade will participate in two structured Physical Education classes per week and one supervised recess period per day.

A school nurse is on staff at TCES to provide medical attention if needed, and encourage a culture of wellness for all of our students.

For more information, the Student Wellness Policy and the School Wellness Guidelines for Trousdale County Schools can be viewed on tcschools.org under School Nutrition.

Child Abuse and Neglect

- Child abuse and neglect occurs when a child is mistreated, resulting in injury or risk of harm. Abuse can be physical, verbal, emotional, or sexual
- Physical abuse is non-accidental physical trauma or injury inflicted by a parent or caretaker on a child. It also includes a parent's or a caretaker's failure to protect a child from another person who perpetrated physical abuse on a child. In its most severe form, physical abuse is likely to cause great bodily harm or death
- Physical neglect is the failure to provide for a child's physical survival needs to the extent that there is harm or risk of harm to the child's health or safety. This may include, but is not limited to abandonment, lack of supervision, life endangering physical hygiene, lack of adequate nutrition that places the child below the normal growth curve, lack of shelter, lack of medical or dental that results in health threatening conditions, and the inability to meet basic clothing needs of a child. In its most severe form, physical neglect may result in great bodily harm or death
- Sexual abuse includes penetration or external touching of a child's intimate parts, oral sex with a child, indecent exposure or any other sexual act performed in a child's presence for sexual gratification, sexual use of a child for prostitution, and the manufacturing of child pornography
- Emotional abuse includes verbal assaults, ignoring and indifference or constant family conflict. If a child is degraded enough, the child will begin to live up to the image communicated by the abusing parent or caretaker
- According to Tennessee law, all persons must report suspected cases of child abuse or neglect. Failure to report child abuse or neglect is a violation of the law

**If you believe a child has been abused/neglected call 1-877-237-0004
You will remain ANONYMOUS!**

Possible Indicators of Abuse and Neglect:

- Repeated injuries that are not properly treated or adequately explained
- Acting in unusual ways ranging from disruptive/aggressive to passive/withdrawn
- Acts in the role of parent toward their brothers/sisters or even toward their own parents
- May have disturbed sleep (nightmares, bed wetting, fear of sleeping alone, etc.)
- Loses his or her appetite, overeats, or may report being hungry
- Sudden drop in school grades or participation in activities
- May act in stylized ways, such as sexual behavior that is not normal for his or her age group.
- May report abusive or neglectful acts

The above signs indicate that something is wrong but do not necessarily point to abuse. However, if you notice these signs early, you may be able to prevent abuse or neglect.

This information was taken from the TN Dept. of Children's Services website at

<http://www.state.tn.us/youth/childsafety/whatisabuse.htm>

National Suicide Prevention Hotline

1-800-273-8255

Informed Consent for School Counseling Program

TCES offers a school counseling program. A variety of services are offered to students, parents/guardians, and faculty members. These services include:

- Helping students achieve academic success
- Assisting with educational guidance counseling
- Exploring career interests
- Resolving individual/personal issues
- Helping each student understand and accept him/herself
- Social skills development
- Parenting skills courses
- And other preventative programs

The following information pertains to the services available through this program:
(The service is voluntary)

- Students will not be turned down based on race, religion, age, sex, handicap, or ethnic background
- Information is confidential, however, there are some exceptions to this policy
- Information recommendations will be shared with all involved parties on a need-to-know basis. Release of information will be obtained when necessary
- This counseling service is seen as an individualized approach – Students involved in this program will have the opportunity to discuss issues pertaining to length of counseling, goals of counseling, his or her responsibilities, and the potential limitations
- Students have the right to leave this service at any time
- Students may be discharged from services if he or she fails to comply with the objectives outlined in the treatment plan
- All services are available to all students

Any parent/guardian who wishes to surrender their child's counseling rights must do so in writing with their signature. This will be kept on file at the elementary school.

Please feel free to contact TCES with any questions or concerns regarding the school counseling program.

V. Board Policy

School Board Policies

Please visit www.tcschools.org and review School Board Policies. Below are some popular policies to reference.

Descriptor Code	Policy Title
4.302	Field Trips and Excursions
4.400	Instructional Materials
4.401	Textbooks
4.402	Selection of Instructional Materials (Other Than Textbooks)
4.403	Reconsideration of Instructional/Materials and Textbooks
4.404	Use of Copyrighted Materials
4.406	Use of the Internet
4.407	Web Pages
4.408	Use of Multimedia
4.600	Grading System
4.603	Promotion and Retention
6.200	Attendance
6.208	Release During School Hours
6.209	Child Custody/Parental Access
6.300	Code of Behavior and Discipline
6.301	Rights and Responsibilities
6.302	Procedural Due Process
6.303	Interrogations and Searches
6.304	Student Discrimination/Harassment and Bullying/Intimidation
6.208	Release During School Hours
6.209	Child Custody/Parental Access
6.300	Code of Behavior and Discipline
6.307	Drug-Free Schools
6.308	Bus Conduct
6.3081	Video Surveillance
6.309	Zero Tolerance Offenses
6.310	Dress Code
6.311	Care of School Property
6.312	Use of Personal Communication Devices and Electronic Devices
6.313	Discipline Procedures
6.314	Corporal Punishment
6.315	After-School Detention
6.3151	Saturday-School Detention
6.316	Suspension/Expulsion/Remand
6.317	Disciplinary Hearing Authority
6.4001	Student Surveys, Analyses, and Evaluations
6.401	Student Health Services
6.402	Physical Examinations and Immunizations
6.403	Communicable Diseases
6.4031	Pediculosis (Head Lice)
6.4032	Bed Bugs
6.4001	Student Surveys, Analyses, and Evaluations
6.409	Child Abuse and Neglect
6.415	Student Suicide Prevention

Frequently Asked Questions of TCES Parents

Does my child need breakfast money or lunch money?

No. All students will receive free breakfast and lunch at this school. Monthly menus can be found on the Trousdale County Schools website www.tcschools.org, in the Hartsville Vidette (weekly), and a copy may be sent home with your child. All daily menu's meet the Federal School Food Service guidelines.

How do I drop off forgotten items to my child?

We expect our students to be responsible for their own items, however, occasionally, things happen. If your child forgets a lunch box, park in a parking spot marked Visitor on the Lock Six Side. Take the item to the front office, and the office staff will attempt to take the item to your child at a time that does not interrupt instruction.

What if I have a question?

Please contact your child's teacher. The teacher is the best source of correct information.

Am I allowed to park in lane 1 and lane 4 on the Lock Six Road side of the building?

No! Lane 1 and lane 4 must remain clear for moving vehicles. Lane 2 and lane 3 can be used for parking. Do not park in the first or fourth lane even if only for a few minutes. Feel free to pull forward and park in lanes 2 and 3. Please be mindful and observe these rules from 7:00 AM until 4:00 p.m. If you have to enter the building, please use the parking spaces marked "visitor" on Lock Six Road, do not park in the spaces marked "staff".

If my child is tardy, am I allowed to send my child into the building alone without walking my child into the front office?

Absolutely not! If your child is tardy, a parent MUST escort, sign-in, and receive a tardy note for the child. Please do not just send your child into the front office on the Lock Six Road.

What time does school start when the district is on a 2-hour delay?

When the district is on a 2-hour delay, your child must be in his or her seat and ready for instruction at 9:45.

Can I just call each day with a bus change or a car rider change?

Students are allowed one AM pick up and one PM drop-off. No exceptions will be made.

Can I send out invitations to a celebration to a few students in a class?

Please do not send invitations to celebrations to be distributed at school. Our focus is on creating a positive learning academic environment with as few distractions as possible.

Can I eat lunch with my child?

Not without an invitation from the principal.

How can I celebrate my child's special day at school?

No outside food is accepted. Please send in ice cream money for the entire class to enjoy.

What are Power Fridays?

Power Fridays will be an early dismissal day, 12:15 release. On Power Fridays, After School Academy will be closed. Students will have to be car riders or bus riders.

If you did not turn in your placard from last year, please bring your placard to the front office immediately!

Placard Number			
			Grade
Student's Name			
Siblings under this placard			
Parent's/Guardian's Name			
Cell #		Home Phone #	

I understand and agree to the following:

- The school will issue one placard at no charge – There is a \$5.00 charge for extra or replacement placards
- The placard shall be clearly displayed on the vehicle's rear view mirror so that it is visible for staff
- My child/children will be sent to the vehicle that displays the placard that is registered to parent/guardian or the parent/guardian designee
- I will stay in my vehicle. If I have school business, I must use the Lock Six Road entrance
- If I don't have a placard assigned to me, I must enter the Lock Six Road entrance to sign-out my child/children
- I will enter from Sam Beasley Road and stay in the right hand lane that is indicated solely for student pickup
- I will work with the traffic employees to keep all cars moving in a timely manner
- I will abide by all traffic signs located on school property
- I will immediately notify school if pick-up information changes
- If school dismisses early for any reason, I understand that parent/guardian or designee will need placard
- After 3:00 all parents will have to come to the Lock Six Road side to sign-out students
- I will return school placards at the end of the school year or pay \$25 to replace the placard.

I understand that it is my responsibility to give placard to whomever will be picking up my child from Trousdale Elementary. I also understand that I will be responsible for purchasing replacement placards.

Parent/Guardian Signature _____ Date _____

Complete and return to your child's teacher.